

How to Submit Images for Finals Day Competitions

Note : A digital file is required for **every** entry to Finals Day including **all** prints.

Digital files must be:

- JPEGs sized to be no more than **1400** pixels wide & no more than **1050** pixels high.
- In RGB format in the sRGB colour space (even if it is monochrome).
- Uploaded to *PhotoEntry* by **25th February 2018**.

Using PhotoEntry to Submit Finals Day Images

- Log into *PhotoEntry* (link available on the SLF website) using the *User ID* for your club (see notes below regarding *User IDs* & *PhotoEntry*).
- From the Main Menu, select the **SLF 2018 Finals Day Competition Group**.
- You will be presented with a list of the 9 Finals Day competitions:
 - Certificate Winners Competitions (colour prints, monochrome prints & PDIs)
 - Inter-Club Finals (colour prints, monochrome prints & PDIs)
 - Open Competitions (colour prints, monochrome prints & PDIs)

Inter-Club Finals

- For clubs taking part in the **Inter-Club Finals**, upload your 9 entries to the appropriate *Inter-Club Final* competition in the usual way (refer to the *How to Submit Images for Competitions in PhotoEntry* notes on the website if you are not sure how to do this).

Certificate Winners & Open Competitions

For each competition:

- Select the *Competition* that you want to upload entries for.
- For each entry that your club is making to that competition:
 - Click on *Add Entry*.
 - Enter the *Author* and *Title* of the image that you wish to upload.

- *Make sure that all information is entered accurately and include any photographic distinctions after the authors surname
eg Joe Bloggs ARPS DPAGB*
- *Titles & Authors should be entered in 'Title Case' ie where each word begins with a capital letter and continues in lower case eg. Title: Inside Out*
- Ignore the *Entry Reference & Publish* fields.
- Click on *Add Entry*.
- Click on *Choose file* and select the corresponding jpeg to be uploaded.

Note: the jpeg file does not have to be named in a specific format. It must be correctly sized to be no more than 1400 pixels wide x no more than 1050 pixels high. It must be in RGB format in the sRGB colour space (even if it is monochrome).

- Click on *Upload Image* to upload the file. Progress information will be displayed at the bottom of the screen.

You can now repeat the above steps to add your remaining entries for that competition. Once more than one image has been uploaded, you can Click on *Show All Entries* to display all the entries you have uploaded for the competition.

If you need to make any changes to an entry, there are options to the right of the image details to edit the author/title, replace the image or delete the entry.

- When you have entered all images for that competition, check that all details and images are exactly as you wish them to appear.

Notes:

You do not have to upload all your images in one session - you can return to PhotoEntry at any point in the process to add more images or make changes.

*Tip: To move to another competition, click on **SLF 2018 Finals Day** at the top of the screen (it has '>>' in front of it) - this avoids having to return to the main menu.*

*To log out of PhotoEntry at any time, click on the *Logout* (button top right of screen).*

When Your Finals Day Entry is Complete

When you have checked your club's entries for **all** of the Finals Day competitions and they are exactly as you want to submit them, email Gill Peachey at gill_peachey@yahoo.co.uk.

This must be done by **25th February** at the latest.

Do not change your entries after this!

Please bring your prints to the Delegates Meeting on Thursday 1st March 2018.

Notes on using *PhotoEntry*

- *User IDs:*

The SLF has set up one password protected *User ID* for your club. It is linked to an email address for your club. This is the email address that your club has requested to use for this purpose or, if none was specified, your print contact or main contact. If anyone from your club generates a reset link for a forgotten password, that is the email address the link will be sent to. Whoever changes a password will have to ensure that the other users in the club are aware of the new password.

*Note: The password is case sensitive but the *User ID* is not.*

- Web Browsers:

If you get an error message in *PhotoEntry* implying that 'the website is too busy to show the webpage' and you are using a *Microsoft* browser such as *Internet Explorer* or *Edge*, this is likely to be due to the browser **not** *PhotoEntry*. Currently, the best solution is to run it in a non-*Microsoft* browser such as *Firefox*, *Google Chrome*, *Chromium* or *Safari*.

- Avoiding the Browser's "Back" Button:

Use the navigational links to move around in *PhotoEntry* - do **not** use the browser's "Back" button (see *PhotoEntry Help* for more detail).

*Tip: If you need to return to the list of all Finals Day competitions after uploading images, click on **SLF 2018 Finals Day** at the top of the screen (it has '>>' in front of it) to avoid having to return to the main menu.*