



Whitchurch Photographic Society

# PhotoEntry system

User guide

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# 1 Joining PhotoEntry

## 1.1 Your information

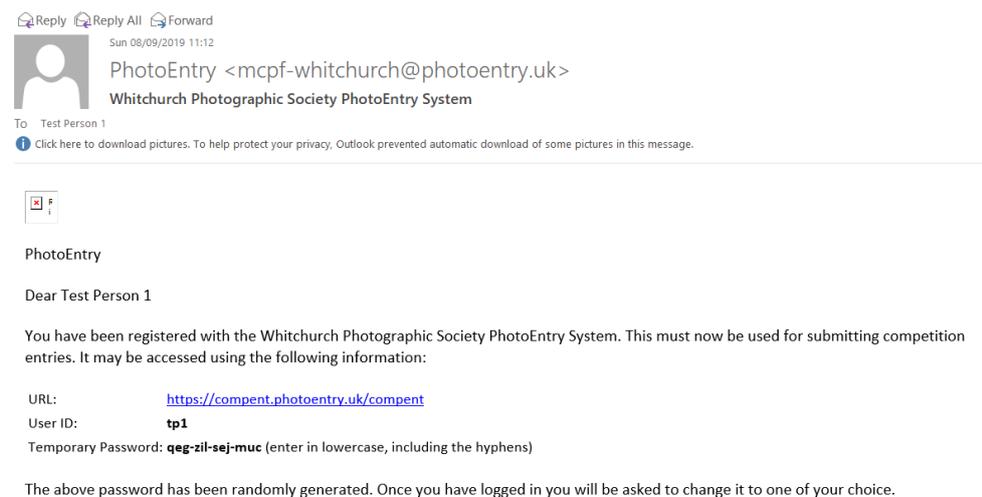
We need your e-mail address and WPS membership number. I take this from our membership database. I create your identity in PhotoEntry and the site sends you an email. You'll be given a user name which is just your normal name but without capitals. At the time of writing this, everyone in the club has been entered into the system, and should have received an email as shown below. If you haven't, please contact me. (01948 820469, or [web@whitchurchphotographicsociety.org.uk](mailto:web@whitchurchphotographicsociety.org.uk))

In this guide, we'll look at some fictional users and how they got on in some fictional competitions!

I created four fictional users called Test Person 1 to Test Person 4. When I did it, PE sent emails to all four.

## 1.2 Mr Test Person 1

Here's the email to Mr Test Person 1 -



## 1.3 Step 1 - making your own password

Follow that link to the site to create your own password. Before you do, copy the password shown in the e-mail (highlight it and press Ctrl+C), then click the link. You'll get a screen like this –



PhotoEntry

[Forgotten Password](#)

## Login

User ID \*

 ⓘ

Password \*

Remember UserID on this computer

*By selecting Remember UserID, you are consenting to PhotoEntry storing your UserID as a cookie on this computer.*

*\* Indicates required field*

Login

*After 5 failed login attempts, you will have to wait 5 minutes before trying again.*

Type in your user ID and paste in (Ctrl+V) your temporary password. You'll probably find it convenient if you tick the "Remember me" box as then it will fill in the User ID field for you in future.

Then you'll get a screen to change your password like this –



PhotoEntry

[help](#)

## Change Password

*You logged in using a system-generated password. Please now change that password to one of your own choice.*

New Password \*

 ⓘ

Repeat New Password \*

*\* Indicates required field*

Change Password

Type in the same password twice and click Change Password. Don't forget it!

You'll then get a screen like this –



## PhotoEntry

[Main Menu](#)

[Help](#)

Main Menu

**Password changed**

*Select a Competition Group:*

[Internal competitions - formal](#)

[Internal competitions - informal](#)

[Test competition](#)

This is the first screen you'll see in future when you come to enter competitions, alter your entries or see your scores in finished competitions.

There are two groups of competition, Formal (where we have an external judge) and Informal (where the club members in the audience judge). the third group here is fictitious, created just to help me understand the system and to prepare this guidance note, and for showing you how the system works. It will probably be removed sometime in the future. For now, you can enter it and look inside. Don't upload any of your photos to Test competitions. Even when beginning, use the real competitions for uploading your photos as you can easily undo anything you've done before the competition closes. The real competitions will be similar in layout and operation to the test ones.

Please note there are separate "competitions" for the colour, mono and PDI sections of our formal competitions. (See section 3.5 to see the full lists). These will all be judged on the same competition night, the way they usually are.

## 2 Entering competitions

### 2.1 Step 1 - getting to the site

Either now or in future you can enter competitions or edit your entries. Just go to <https://photoentry.uk/> and log in.

### 2.2 Step 2 -finding your competition

You'll see a screen like this –



[Main Menu](#)

[Help](#)

## Main Menu

Select a Competition Group:

[Internal competitions - formal](#)

[Internal competitions - informal](#)

[Test competitions](#)

The competitions are placed into groups – Formal and Informal.

External competitions will be organised in PhotoEntry but the entries are made by the Competitions Secretary, so you won't see them on this screen.

As I've mentioned above, the third group here is fictitious, created just to help me understand the system and to prepare this guidance note, and for showing you how the system works. It will probably be removed sometime in the future. For now, you can enter it and look inside. Don't upload any of your photos to Test competitions. Even when beginning, use the real competitions for uploading your photos as you can easily undo anything you've done before the competition closes. The real competitions will be similar in layout and operation to the test ones.

### 2.3 Step 3 - entering the competition of your choice

For the purpose of learning, click on Test competition. You'll get a screen like this –



[Main Menu](#)

[Help](#)

## Test competitions

Click on this button to show a consolidated view of all your entries:

[Show Your Entries in this Group](#)

Click on this button to show the cumulative Series results to date:

Formal competitions



[Show Series Results](#)

Or click on the name of a competition to create, modify or view entries for an individual competition:

Competition	Status	Close Date	Judge	Comment
<a href="#">Test and demo 2</a>	Judged	Tue 1 Oct 2019	J Deed	This is also for demonstration only!
<a href="#">Test and demonstration competition</a>	Judged	Tue 1 Oct 2019	SCO	This is NOT a real comp - for SCO use only!

Click on the second competition name ("Test and demonstration competition"). You get a screen like this –



[Main Menu](#)

[Help](#)

> [Test competition](#)

### Test and demonstration competition

Status	Open
Close Date	Tue 1 Oct 2019
Your Class	Member
Maximum Entries Allowed	2
Target Dimensions	Width 1400, Height 1050
Colour Profile	sRGB IEC61966-2.1
Colour Profile Enforcement	Warn if incorrect
Comment	This is NOT a real comp - for SCO use only!

You do not have any Entries in this Competition.

[Add New Entry](#)

## 2.4 Step 4 - adding your entries

Click on “Add new entry”. *Please only do this in a real competition!* You get a screen that looks similar to this –



[Main Menu](#)

[Help](#)

> [Test competition](#) > [Test and demonstration competition](#)

### Test and demonstration competition: Add Entry

Status	Open
Colour Profile	sRGB IEC61966-2.1
Colour Profile Enforcement	Warn if incorrect
Comment	This is NOT a real comp - for SCO use only!

[Show Help](#)

#### Enter Entry Details

The title may be up to 50 characters, and may include alphanumerics and the characters .!-%( )\$%.

Entry Title \*

Power

Entry Reference

Optional information for your own

[Add This Entry](#)

The system will use the real competition name rather than the test competition name above. Enter a title for your entry, and you can add more information for yourself in the second box if you like.

Then click “Add this entry”. You get the screen where you upload your photo –



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[Help](#)

» [Test competition](#) » [Test and demonstration competition](#)

## Upload New Image - Power

**Entry added - now upload the Image for this Entry**

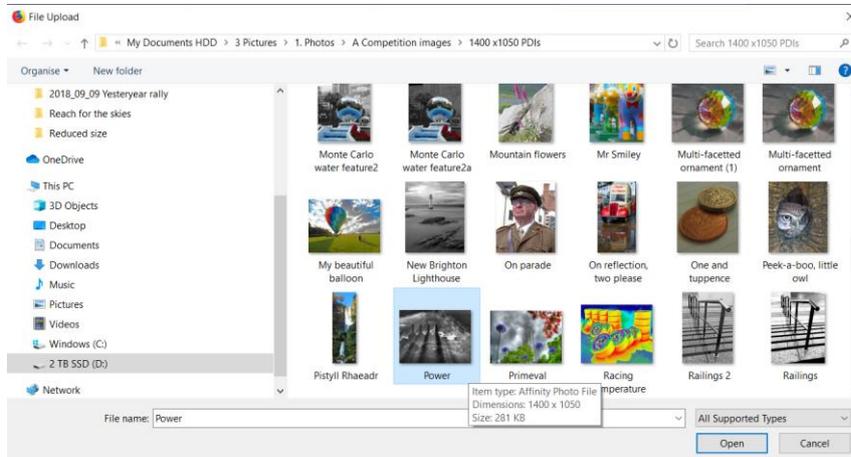
<i>Competition</i>	Test and demonstration competition
<i>Status</i>	Open
<i>Target Dimensions</i>	Width 1400, Height 1050
<i>Colour Profile</i>	sRGB IEC61966-2.1
<i>Colour Profile Enforcement</i>	Warn if incorrect
<i>Comment</i>	This is NOT a real comp - for SCO use only!

Show Help

Select a JPEG image to upload. **Maximum file size is 10 MB.**

Choose JPEG...

Here you click “Choose JPEG” and you get the following screen –



Navigate to your photo in your computer’s filing system, highlight it (Click its thumbnail) then click “Open”. Below you can see that the file name has been registered -



### Upload New Image - Power

<i>Competition</i>	Test and demonstration competition
<i>Status</i>	Open
<i>Target Dimensions</i>	Width 1400, Height 1050
<i>Colour Profile</i>	sRGB IEC61966-2.1
<i>Colour Profile Enforcement</i>	Warn if incorrect
<i>Comment</i>	This is NOT a real comp - for SCO use only!

Show Help

Select a JPEG image to upload. **Maximum file size is 10 MB.**

Choose JPEG...

Power.jpg (0.3 MB)

Upload Image

Now click "Upload image" and the file will be sent to PhotoEntry.

Then you should see your photo and some information, like this –

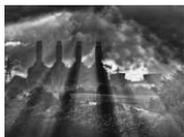


### Test and demonstration competition

Image uploaded

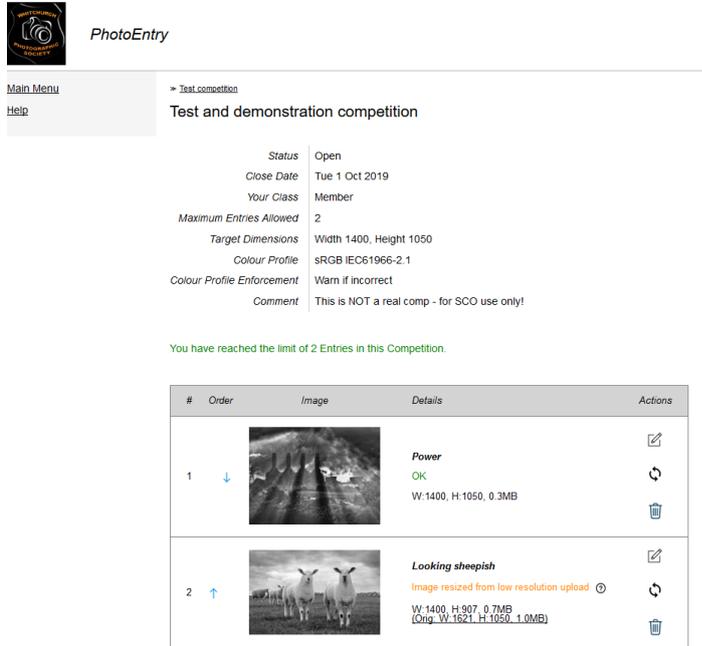
<i>Status</i>	Open
<i>Close Date</i>	Tue 1 Oct 2019
<i>Your Class</i>	Member
<i>Maximum Entries Allowed</i>	2
<i>Target Dimensions</i>	Width 1400, Height 1050
<i>Colour Profile</i>	sRGB IEC61966-2.1
<i>Colour Profile Enforcement</i>	Warn if incorrect
<i>Comment</i>	This is NOT a real comp - for SCO use only!

Add New Entry

#	Image	Details	Actions
1		<b>Power</b> OK W:1400, H:1050, 0.3MB	  

Then click "Add new entry" again to add your second entry if you have one, and repeat the process above in this Step.

You might need to click a button “Show all entries” after the second one is uploaded. You should then have a screen which looks a bit like this –

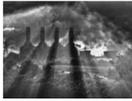


The screenshot shows the PhotoEntry website interface. At the top left is the PhotoEntry logo. Below it are links for 'Main Menu' and 'Help'. The main content area is titled 'Test and demonstration competition' and lists the following details:

- Status: Open
- Close Date: Tue 1 Oct 2019
- Your Class: Member
- Maximum Entries Allowed: 2
- Target Dimensions: Width 1400, Height 1050
- Colour Profile: sRGB IEC61966-2.1
- Colour Profile Enforcement: Warn if incorrect
- Comment: This is NOT a real comp - for SCO use only!

A green message states: "You have reached the limit of 2 Entries in this Competition."

Below this is a table with the following columns: #, Order, Image, Details, and Actions.

#	Order	Image	Details	Actions
1	↓		<b>Power</b> OK W:1400, H:1050, 0.3MB	  
2	↑		<b>Looking sheepish</b> Image resized from low resolution upload ⓘ W:1400, H:907, 0.7MB (Orig: W:1621, H:1050, 1.0MB)	  

Remember the criteria for PDIs – max 1400 pixels wide, max 1050 pixels high. If you fail to do this, PhotoEntry will re-size your photo, but there might be a loss of quality especially if the picture you uploaded is *nearly* right. If you like you can delete it and correct the problem on your original and then re-enter it again, or enter a different photo.

If you’ve accidentally added photos to a Test competition, you can now practice deleting them!

## 2.5 Step 5 – what if I make a mistake?

You can always delete an entry if PhotoEntry says there’s something wrong but has accepted it anyway. Some errors won’t be accepted, for example if you try to upload a file larger than 10MB.

If you get an error message such as this one, you need to delete the entry and fix the problem, or you can always try a different photo if necessary. You delete by clicking the waste bin icon.

#	Order	Image	Details	Actions
1	↓		<p><b>The train driver</b></p> <p>Incorrect colour profile Fuji_DP2_ProAm.icm ⓘ</p> <p>W:750, H:1050, 1.6MB</p>	  

To delete it, click the waste bin icon. You can then re-enter it, or enter another photo.

## 2.6 Now what?

That's it! Your entry for this competition is then complete. You can change your entries any time up to when the competition closes.

You should see a screen which confirms your entries, like this –


PhotoEntry

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[Main Menu](#)

[Help](#)

>> [Test competitions](#)

**Test and demonstration competition**

<i>Status</i>	Judged
<i>Close Date</i>	Tue 1 Oct 2019
<i>Your Class</i>	Member
<i>Maximum Entries Allowed</i>	2
<i>Target Dimensions</i>	Width 1400, Height 1050
<i>Colour Profile</i>	sRGB IEC61966-2.1
<i>Colour Profile Enforcement</i>	Warn if incorrect
<i>Comment</i>	This is NOT a real comp - for SCO use only!

#	Image	Details	Score
1		<p><b>Town crier</b></p> <p>Missing colour profile, assumed to be sRGB IEC61966-2.1 ⓘ</p> <p>W:889, H:1050, 0.2MB</p>	16
2		<p><b>Waiting</b></p> <p>OK</p> <p>W:1121, H:1050, 1.8MB</p>	15

In this screen shot I've taken it after I'd "scored" the competition. Before the competition there won't be any scores of course!

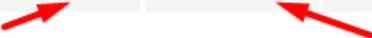
Please remember to enter **both PDI and print competitions** this way. Obviously, you will be making your real print from a full resolution file, but you should upload a PDI (or the full file if it is less than 10 MB) to register your entry. Prints will be collected 2 weeks before the competition date as usual.

### 3 Other important information

#### 3.1 Which competitions can I enter now?

You can only enter any competition that is shown as "Open"

Competition	Status	Close Date	Judge	Comment
<a href="#">Test and demonstration competition</a>	Open	Tue 1 Oct 2019	SCO	This is NOT a real comp - for SCO use only!



It will become closed on the Close date, after which no more entries or changes will be possible.

Competition	Category	Active	Close Date	Status	Entries
<a href="#">Test and demonstration competition</a>	All Competitions	Yes	Tue 1 Oct 2019	Closed	10



If you are going to be away from home when a future competition will be open, you can ask me to open it and it will then be visible for anyone to make their entries. I'm just trying not to have too many competitions showing at first which might confuse people.

#### 3.2 What about other people's entries?

You cannot see other people's entries until the competition has been judged.

#### 3.3 How can I see my scores?

After the competition has been held, you will be able to see your scores. The competition will be shown as "Judged".

Competition	Category	Active	Close Date	Status	Entries
<a href="#">Test and demonstration competition</a>	All Competitions	Yes	Tue 1 Oct 2019	Judged	10

Open the competition as usual, and you'll see your entries again but now with your scores given by the judge.



PhotoEntry

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>> [Test competition](#)

Test and demonstration competition

Status	Judged
Close Date	Tue 1 Oct 2019
Your Class	Member
Maximum Entries Allowed	2
Target Dimensions	Width 1400, Height 1050
Colour Profile	sRGB IEC61966-2.1
Colour Profile Enforcement	Warn if incorrect
Comment	This is NOT a real comp - for SCO use only!

#	Image	Details	Score
1		<p><b>Town crier</b></p> <p>Missing colour profile, assumed to be sRGB IEC61966-2.1 ⓘ</p> <p>W:869, H:1050, 0.2MB</p>	16
2		<p><b>Waiting</b></p> <p>OK</p> <p>W:1121, H:1050, 1.8MB</p>	15

### 3.4 How can I see all the scores?

You will be able to see all the scores so far by using the Series button. Start in the Main Menu –



PhotoEntry

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[Main Menu](#)  
[Help](#)

Main Menu

Select a Competition Group:

- [Internal competitions - formal](#)
- [Internal competitions - informal](#)
- [Test competitions](#)

Then click the competition group as before. Here we are still looking at the Test Competitions group still.



PhotoEntry

Main Menu  
Help

### Test competitions

Click on this button to show a consolidated view of all your entries:

[Show Your Entries in this Group](#)

Click on this button to show the cumulative Series results to date:

Formal competitions

Or click on the name of a competition to create, modify or view entries for an individual competition:

Competition	Status	Close Date	Judge	Comment
<a href="#">Test and demo 2</a>	Judged	Tue 1 Oct 2019	J Deed	
<a href="#">Test and demonstration competition</a>	Judged	Tue 1 Oct 2019	SCO	This is NOT a real comp - for SCO use only!

This time, now click on Show Series Results, and you'll get the scores for everyone like this –



PhotoEntry

Main Menu  
Help

Test competitions

Series Results: Formal competitions

[Show Printable Version](#) (Open in new tab)

**Formal competitions - Raw Scores**

*Raw scores for each competition. Scores to be discarded within each competition are shown in red.*

	Test and demo 2	Test and demonstration competition
Stuart Ord	19, 18	20, 16
Test Person 1	15, 15	16, 15
Test Person 2	20, 14	16, 16
Test Person 3	18	19, 17
Test Person 4		18, 17

**Formal competitions - Ranked Scores**

*Ranked scores for each user. Tie-break scores are shown in red.*

	1	2	3	4	Total
Stuart Ord	20	19	18	16	73
Test Person 2	20	18	16	14	66
Test Person 1	16	15	15	15	61
Test Person 3	19	18	17		54
Test Person 4	18	17			35

**Formal competitions - Score Analysis**

*This table contains only Entries from Competitions using numeric scores.*

Score	Count	Cumulative
20	2	2
19	2	4
18	3	7
17	2	9
16	4	13
15	3	16
14	1	17

*The scores of all entrants, by competition*

*The leaderboard!*

*Useful to the Administrator, probably not for members, but you get it anyway!*

Depending how people feel, I might only display the top scores, say 17 and above, to avoid any blushes!

### 3.5 So much for the Test competitions. What about the real WPS competitions?

Back in the real world, eventually all the competitions will be visible, but as a user you can only see the open ones. The picture below gives you a taste of what it will look like towards the end of the season. This was taken from the Administrator's view.

## Internal competitions - formal

*Click on this button to show a consolidated view of all your entries:*

Show Your Entries in this Group

*Or click on the name of a competition to create, modify or view entries for an individual competition:*

Competition	Status	Close Date	Judge	Comment
<a href="#">1 Club open competition - colour prints</a>	Open	Tue 1 Oct 2019	Tony Broom	
<a href="#">1 Club open competition - mono prints</a>	Open	Tue 1 Oct 2019	Tony Broom	
<a href="#">1 Club open competition - PDIs</a>	Open	Tue 1 Oct 2019	Tony Broom	
<a href="#">2 This Year's Work - colour prints</a>	Open	Tue 12 Nov 2019	Andy Polakowski	
<a href="#">2 This Year's Work - mono prints</a>	Open	Tue 12 Nov 2019	Andy Polakowski	
<a href="#">2 This Year's Work - PDIs</a>	Open	Tue 12 Nov 2019	Andy Polakowski	
<a href="#">3 Set subject - colour prints</a>	Future	Tue 3 Dec 2019		
<a href="#">3 Set subject - mono prints</a>	Future	Tue 3 Dec 2019		
<a href="#">5 Portfolio 2 - Sport</a>	Future	Tue 11 Feb 2020	Peter Cheetham	
<a href="#">4 Portfolio 1 - Abstract</a>	Future	Tue 18 Feb 2020	Brian Law	
<a href="#">4 Portfolio 1 - Monochrome</a>	Future	Tue 18 Feb 2020	Brian Law	
<a href="#">4 Portfolio 1 - Triptych</a>	Future	Tue 18 Feb 2020	Brian Law	
<a href="#">5 Portfolio 2 - Open</a>	Future	Tue 24 Mar 2020	Peter Cheetham	
<a href="#">5 Portfolio 2 - Street</a>	Future	Tue 24 Mar 2020	Peter Cheetham	
<a href="#">6 Image of the Year - colour prints</a>	Future	Tue 7 Apr 2020	Ian Whiston	
<a href="#">6 Image of the Year - mono prints</a>	Future	Tue 7 Apr 2020	Ian Whiston	
<a href="#">6 Image of the Year - PDIs</a>	Future	Tue 7 Apr 2020	Ian Whiston	

And.....

## Internal competitions - informal

*Click on this button to show a consolidated view of all your entries:*

Show Your Entries in this Group

*Or click on the name of a competition to create, modify or view entries for an individual competition:*

Competition	Status	Close Date	Judge	Comment
<a href="#">Captured in Camera</a>	Open	Tue 5 Nov 2019	Members	
<a href="#">It's a Knock Out - Prints</a>	Future	Tue 4 Feb 2020	Members	
<a href="#">It's a Knock Out - PDIs</a>	Future	Tue 10 Mar 2020	Members	

At the time of writing this, you can see that 6 of the 17 formal competitions, and 1 of the 3 informal competitions, is open for entries now.

So, what are you waiting for? Give it a go, it's easier than it first might appear.

## 4 Panel and AV competitions

We are not going to operate the Panel and AV competitions through PhotoEntry. Bring your entries on the night as in the past.

Stuart Ord

September 2019