

**CAP COMPETITION
ENTRY SYSTEM
2018**

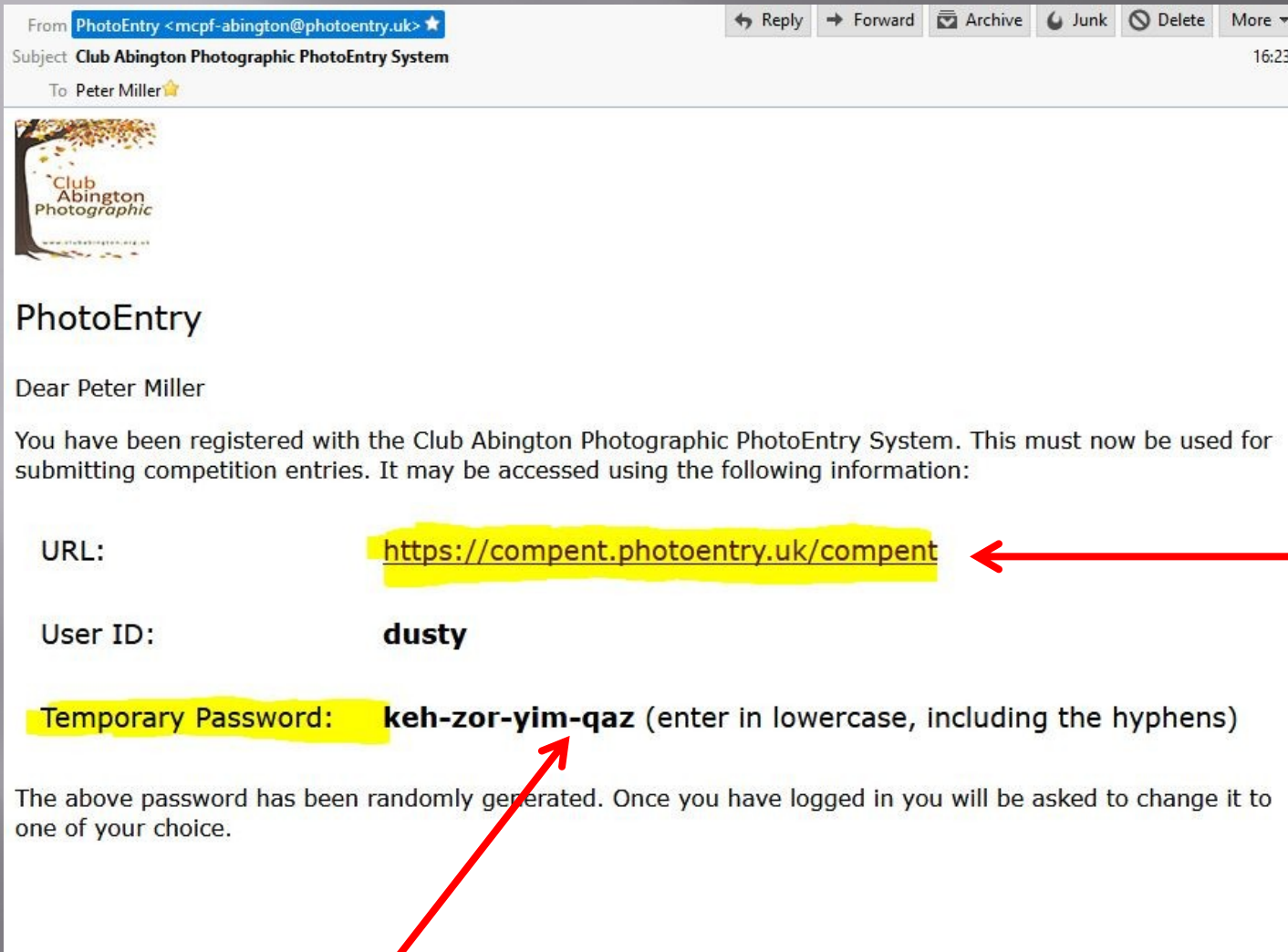
Aims

Make it easier for members to enter competitions and manage their own entries.

**To have a system whereby an alternative administrator could take-over as required.
(To cover holidays, sickness etc)**

To have a consistent “year-on-year” structure to administer the club competitions.

When registered, you will receive a message like this:



Click here
to start.

(Or type
into your
web
browser)

This is an example and not your actual password!



PhotoEntry

[Forgotten Password](#)

Login

User ID *

 [?](#)

Password *

** Indicates required field*

Login

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

When you first log on to PhotoEntry, you will be prompted to enter the login details sent via email to you from the PhotoEntry administrator.

Remember your temporary password must be entered in lowercase, including the hyphens

Enter a password of your choice. (Don't forget it!)

Then click "Change Password"



PhotoEntry

[Help](#)

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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*

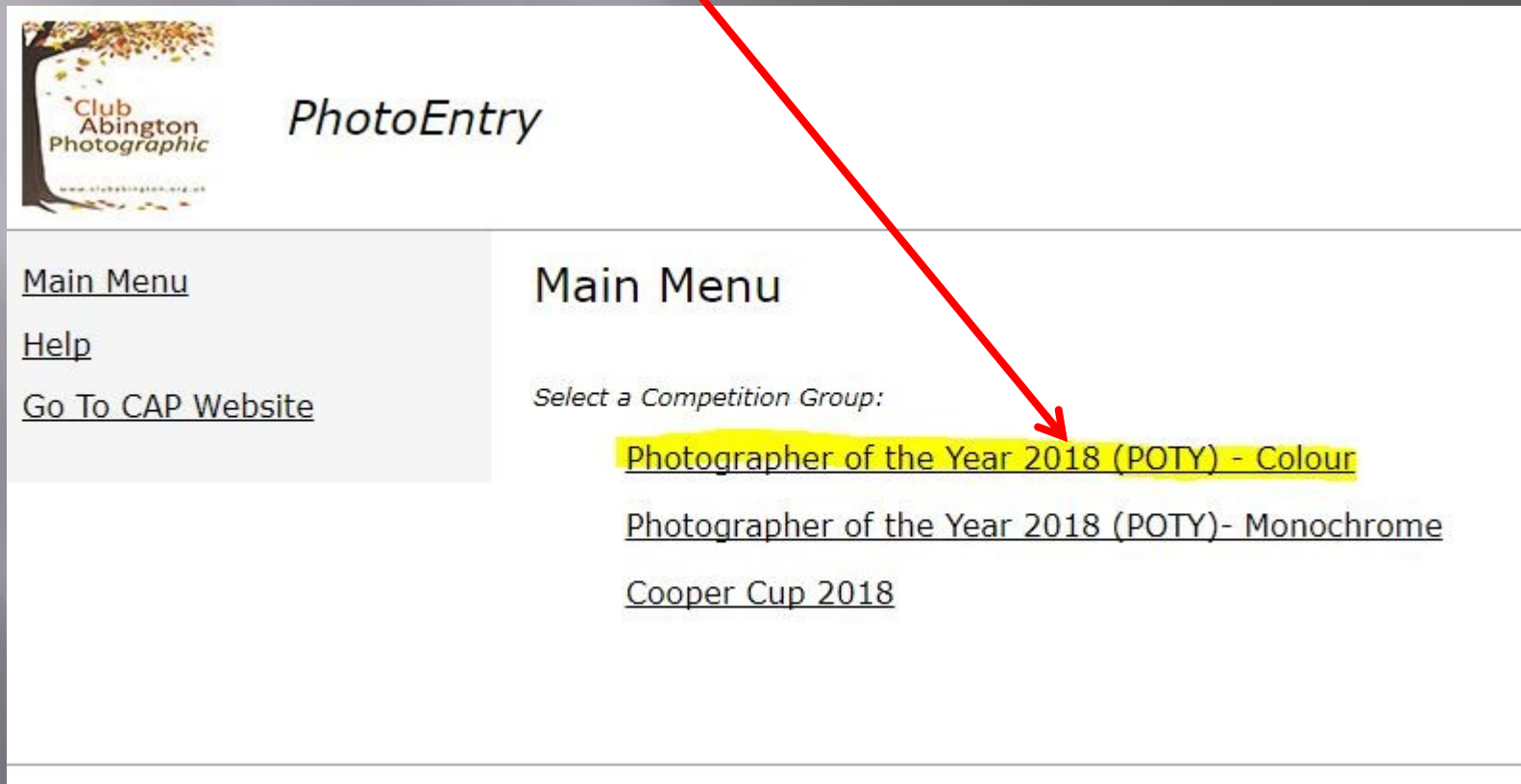
Change Password

- **The previous steps do not have to be repeated.**

You can now enter a competition

It is suggested you try the "Test Competition" to familiarise yourself with the system. Feel free to add / delete / modify your entry

Click here to start



The screenshot shows the 'PhotoEntry' website for 'Club Abington Photographic'. The page has a header with the club logo and the title 'PhotoEntry'. Below the header is a navigation menu with links for 'Main Menu', 'Help', and 'Go To CAP Website'. The main content area is titled 'Main Menu' and contains a section 'Select a Competition Group:' with three links: 'Photographer of the Year 2018 (POTY) - Colour', 'Photographer of the Year 2018 (POTY)- Monochrome', and 'Cooper Cup 2018'. The first link is highlighted in yellow, and a red arrow points to it from the text 'Click here to start' above the screenshot.

Club Abington Photographic
www.clubabington.org.uk

PhotoEntry

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Main Menu

Select a Competition Group:

- [Photographer of the Year 2018 \(POTY\) - Colour](#)
- [Photographer of the Year 2018 \(POTY\)- Monochrome](#)
- [Cooper Cup 2018](#)

Note the "Status" & "Closing dates" of available competitions etc.

To try the "Test Competition", click here



PhotoEntry

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Photographer of the Year 2018 (POTY) - Colour

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
POTY TEST COMPETITION	Open	<u>Sun 31 Dec 2017</u>	A N Other	Projected Images - 1920 x 1080
POTY Heat 1 - COLOUR	<u>Future</u>	Mon 15 Jan 2018	TBA	Print Competition
POTY Heat 2 - COLOUR	Future	Mon 19 Feb 2018	TBA	Print Competition
POTY Heat 3 - COLOUR	Future	Mon 16 Apr 2018	TBA	Print Competition

Details of the competition. Note that your "Class" is already selected.
For the test, you can enter 4 images.



PhotoEntry

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>> [Photographer of the Year 2018 \(POTY\) - Colour](#)

POTY TEST COMPETITION


<i>Status</i>	Open
<i>Close Date</i>	Sun 31 Dec 2017
<i>Class</i>	Intermediate
<i>Maximum Entries Allowed</i>	4
<i>Dimensions</i>	Width 1920, Height 1080
<i>Colour Profile</i>	sRGB IEC61966-2.1
<i>Comment</i>	Projected Images - 1920 x 1080

You do not have any Entries in this Competition.

[Add New Entry](#)

Click here

Enter the TITLE of your entry (not the File name) and click the ADD button



PhotoEntry

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>> [Photographer of the Year 2018 \(POTY\) - Colour](#) >> [POTY TEST COMPETITION](#)

POTY TEST COMPETITION: Add Entry

Status	Open
Colour Profile	sRGB IEC61966-2.1
Comment	Projected Images - 1920 x 1080

[Show Help](#)

Enter Entry Details

Entry Title *

Entry Reference

[Add This Entry](#)

Now choose from you PC the image to be used with the Title "My very first entry"



PhotoEntry

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>> [Photographer of the Year 2018 \(POTY\) - Colour](#) >> [POTY TEST COMPETITION](#)

Upload New Image - My very first entry

Entry added - now upload the Image for this Entry

<i>Competition</i>	POTY TEST COMPETITION
<i>Status</i>	Open
<i>Width</i>	1920
<i>Height</i>	1080
<i>Colour Profile</i>	sRGB IEC61966-2.1
<i>Comment</i>	Projected Images - 1920 x 1080

Show Help

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

Choose File No file chosen



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>> [Photographer of the Year 2018 \(POTY\) - Colour](#) >> [POTY TEST COMPETITION](#)

Upload New Image - My very first entry

Entry added - now upload the Image for this Entry

<i>Competition</i>	POTY TEST COMPETITION
<i>Status</i>	Open
<i>Width</i>	1920
<i>Height</i>	1080
<i>Colour Profile</i>	sRGB IEC61966-2.1
<i>Comment</i>	Projected Images - 1920 x 1080

Show Help

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

Choose File **DSC_9813 Edit 1 Resized.jpg**

Upload Image

Image selected

Then click "Upload"



PhotoEntry

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>> [Photographer of the Year 2018 \(POTY\) - Colour](#)

POTY TEST COMPETITION

Image uploaded

<i>Status</i>	Open
<i>Close Date</i>	Sun 31 Dec 2017
<i>Class</i>	Intermediate
<i>Maximum Entries Allowed</i>	4
<i>Dimensions</i>	Width 1920, Height 1080
<i>Colour Profile</i>	sRGB IEC61966-2.1
<i>Comment</i>	Projected Images - 1920 x 1080

[Add New Entry](#)





#	Image	Details	Presentation Seq	Actions
1		My very first entry Image too small W:990, H:700, 0.3MB	8721	  

Confirmation

You can now enter another image in the "Test Competition"

















Your image is uploaded.

Hover the cursor over the areas highlighted to see system comments (image size etc) and various actions available to you.

#	Image	Details	Presentation Seq	Actions
1		My very first entry Image too small W:990, H:700, 0.3MB	8721	  

Note

You have reached the limit of 4 Entries in this Competition.

#	Order	Image	Details	Presentation Seq	Actions
1	↓		A Brief Moment OK W:1920, H:1079, 1.5MB	1679	  
2	↑ ↓		Heading Home Image resized from low resolution upload W:1527, H:1080, 1.0MB (Orig: W:1899, H:1343, 1.0MB)	2777	  
3	↑ ↓		Indecision OK W:1527, H:1080, 1.4MB	9021	  
4	↑		Vulcan Image too small W:990, H:700, 0.3MB	5411	  

You can change the order your entries will be entered in the competition

Please try editing/ replacing / deleting entries so you become familiar with the system. (Note you will have to delete an entry after reaching the limit of 4 in this competition)

Note:

- **Do not use the “Back Button” on your web browser. Use the menus instead.**
- **It is better if you re-size image as requested. Large files will be slower to upload.**
- **Note “Help” and “Go to CAP Website” at the top-left of screen.**
- **If at any time you encounter problems, PhotoEntry has a comprehensive help file which in the first instance should resolve most queries. Just click on the word ‘Help’ in the menu.**
- **You can log onto PhotoEntry at any time to change images or information text right up to the deadline. Once the deadline has been reached then the competition status will change to ‘Closed’ and no further changes can be made.**
- **As soon as a competition has been judged, more features will become available. (e.g. Results, league tables....)**