

Crib Notes for members entering PDIs and Print PDIs in club competitions using the Cloud Based Software Photoentry.

You will shortly be receiving an email from Photoentry:

Dear "members name"

Your photographic club or society, Beaumaris & Menai Bride Camera Club, has decided to use the PhotoEntry System for managing entries into competitions. Please log on using the following information:

URL:	https:// compent.photoentry.uk/ compent
User ID:	normally your e-mail address
Temporary Password:	***-***-***-*** (enter what is sent to you in lowercase, including the hyphens - do not enter the above example!

The temporary password will have been randomly generated for you. Once you have logged in you will be asked to change it to one of your own choice.

Choose a strong password. It is recommended that you use a mixture of digits (e.g. 345, letters (e.g. Aa) and symbols (e.g. @\$!). A password length of 9 is strong and 12 is ultimate password strength. A password manager is useful

You can find useful information in the FAQs section on the website, or contact your Competition Secretary with any queries.

You will be presented with the main menu

Click on the [2022-2023 Competitions](#) link.

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You will be presented with 4th Open Print and 4th Open PDI Competitions which have now been judged. Click on the links and you will be able to see all your entries and if they were placed or not selected.

Click on the link [View Entries for All Users](#), then click on the link [View 57 entries](#).

Click on Toggle full screen to improve viewing by getting rid of headers.

Click Toggle full screen again to return back.

You can change the colour of the border from white through grey to black. Click on the image to see the images at full screen.

Judges notes and awards will be visible if enabled by Admin.

The 5th Open Print and PDI competitions will be visible to you when they go live. When Live you will be able to upload your images. Only 4 images are allowed per PDI and/or Print PDI - Maximum 8 entries.

If the size or colour profile do not meet competition requirements a warning will be given. It will still be allowed in the competition but it may not project correctly and the colours may be off. We encourage you to correct the warnings, for help please see the guidance on the clubs website.

When the 5th Open Print and PDI is open you will be allowed to upload images to Photoentry.

When all 4 images are uploaded you can change the order by using the up and down arrows. You can use the action button to delete an upload, change an upload or edit the title.

If you receive a warning you may correct the image and re-load it to Photoentry in order to clear the warning.

If too many entries are submitted we may have to cull entries - we will cull the last entry in the list, so make sure this is not your best image!

Admin. will have the option to cull images 2nd to 4th in the list. Because of this functionality we do not have to pre-fix a number 1-4 in the image file name.

You do not need to add your membership number to the image file name as this information is held within Photoentry.

How to upload your images to the Cloud using Photoentry.

When you log in you will be presented with the main menu

From the Main Menu click on the 2022-2023 Competitions link.

Click on either 5th Open PDI Competition or 5th Open PRINT Competition depending whether you are uploading PDI's or PRINT PDI's.

Make sure you load the PRINT PDIs into the PRINT competition - not the PDI competition! It may help you if you pre-fix your PRINT PDIs with PRINT. Make a note of the 4 digit random sequence number assigned to your Print PDI (next to the thumbnail produced when uploading files). Write this number on the back of your PRINT together with the Title (and your membership number for this first live trial).

Details of the competition is presented giving information on closing date, maximum entries allowed, target dimensions, maximum image size, colour profile and any comments about the specific competition.

Click on "Add new entry"

There is a "Show help" link to assist you if required.

Enter the title of your image (compulsory field).

You can add an "Entry Reference" for your own use in the box below "Entry title" but this is optional.

Entry is Publishable should always be Yes according to the club membership policy.

Click on "Add This entry"

From this screen Choose the location where your images are stored on your computer as JPEG's. It may make uploading incorrect images files less likely if you name your image file the same as the title you entered earlier but it is not compulsory.

Select the image you want to upload.

Click on "Upload Image".

A thumbnail of you image will be produced. A green OK will show if your image meets the entry requirements for colour profile and image size. If a warning is given you may correct the colour profile and/or dimensions

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of your image and click on the replace image symbol (2 arrows in an anticlockwise direction) under actions on the far right of the image thumbnails. If you want to replace an image for another image with a new title, click on the waste bin symbol - a pop up window with Are you sure? will be presented - click Yes and the image will be deleted from Photoentry.

You can then upload your new entry.

Upload up to the maximum number of images allowed for the competition.

Each upload will contain a random sequence number to assist us on the night when presenting images. This sequence number should also be added to the back of your prints with the title so we can present them in the correct order.