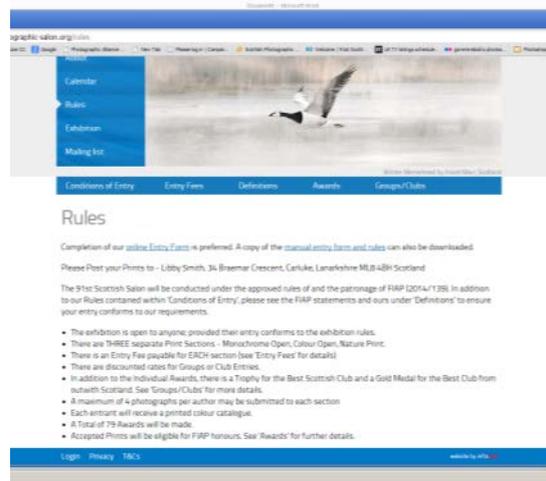
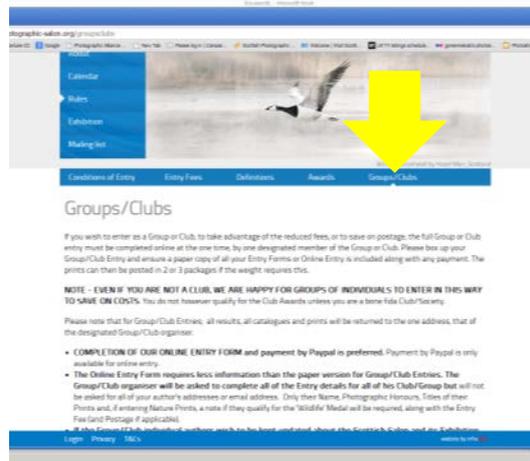
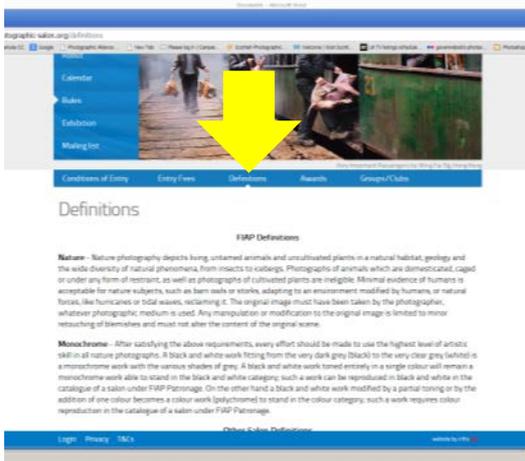
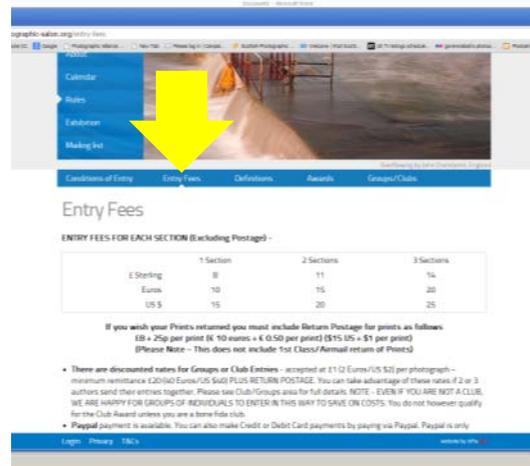
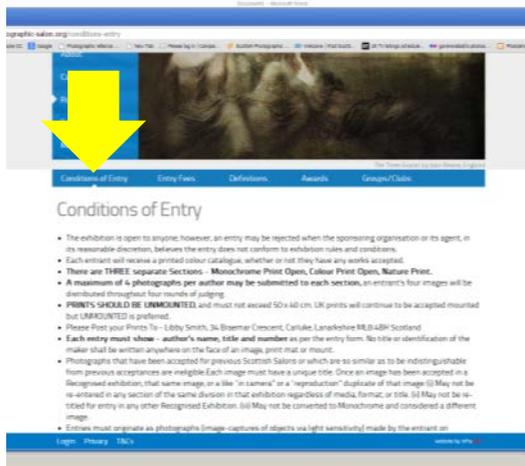


Notes on Scottish Salon 'ONLINE ENTRY'



BEFORE STARTING YOUR ONLINE ENTRY; PLEASE READ ALL OF THE 'RULES SECTIONS' WHICH INCLUDE 'CONDITIONS OF ENTRY' 'ENTRY FEES' 'DEFINITIONS' & 'GROUP/CLUBS SECTION', WHICH CAN ALL BE FOUND UNDER THE 'RULES' MENU BY CLICKING AT THE 'YELLOW ARROWS' AS SHOWN BELOW

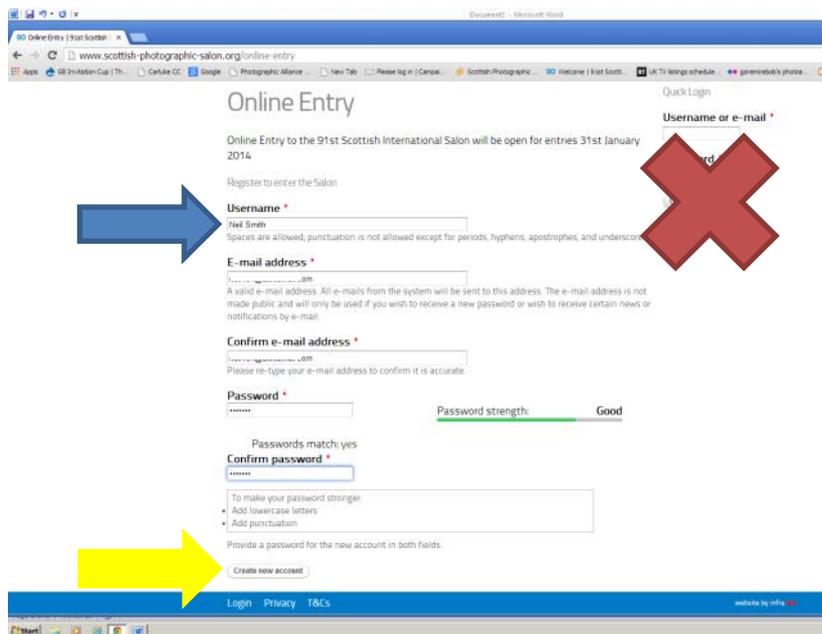


VALIDATING YOUR EMAIL ADDRESS

SELECT 'ONLINE ENTRY' FROM THE WEBSITE MENU

FILL OUT ALL YOUR DETAILS USING THE AREA SHOWN AT THE 'BLUE' ARROW BELOW

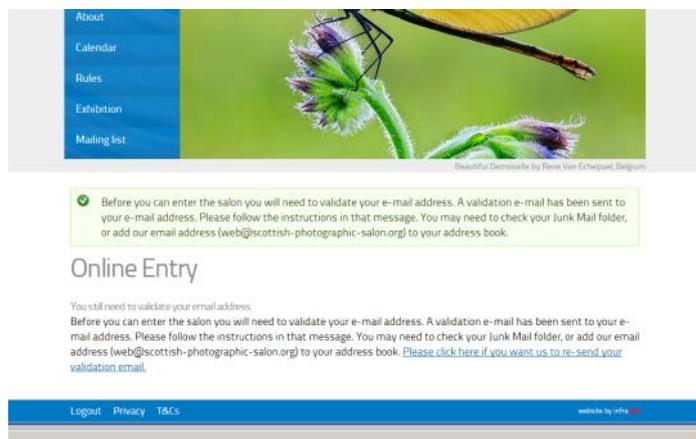
NOTE - YOU CANNOT USE THE 'QUICK LOGIN' (AT RED CROSS) AT THIS STAGE THIS IS ONLY FOR AFTER YOU HAVE HAD YOUR EMAIL ADDRESS VALIDATED



AFTER YOU HAVE FILLED IN YOUR DETAILS

CLICK ON 'CREATE NEW ACCOUNT' (AT THE YELLOW ARROW)

YOU WILL THEN SEE THE FOLLOWING SCREEN APPEAR TELLING YOU THAT **'YOU STILL NEED TO VALIDATE YOUR EMAIL ADDRESS'** BEFORE YOU CAN ENTER.



A VALIDATION EMAIL HAS BEEN SENT TO YOUR EMAIL ADDRESS. PLEASE FOLLOW THE INSTRUCTIONS IN THAT MESSAGE.

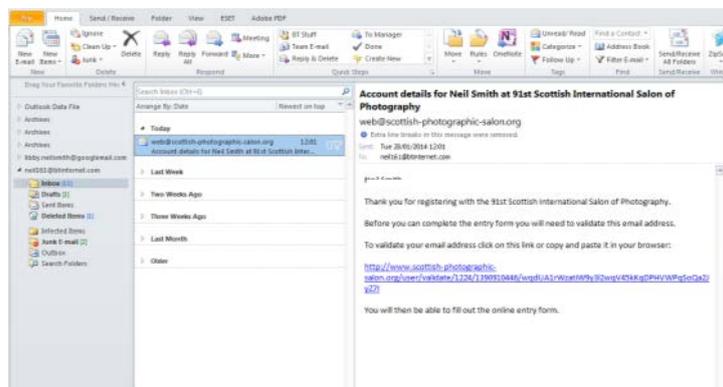
TO VALIDATE YOUR EMAIL ADDRESS;

LEAVE YOUR BROWSER OPEN (i.e. Internet Explorer, Google Chrome.. or other)

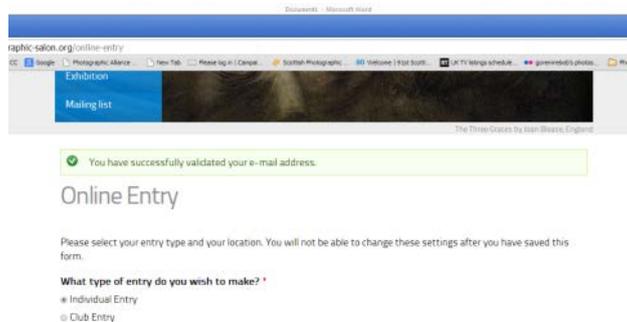
AND GO TO YOUR EMAIL INBOX AND 'CLICK ON THE LINK' WE HAVE JUST SENT YOU.

NOTE – YOU MAY NEED TO CHECK YOUR JUNK MAIL FOLDER, OR ADD OUR EMAIL ADDRESS (web@scottish-photographic-salon.org) TO YOUR ADDRESS BOOK.

IF THIS EMAIL GOES IN TO YOUR SPAM/JUNK MAIL FOLDER – YOU REQUIRE TO **MOVE IT IN TO YOUR INBOX FOR THE LINK TO BE ACTIVE**



WHEN YOU CLICK, OR COPY AND PASTE THE LINK IN TO YOUR BROWSER YOU WILL SEE THAT YOU HAVE VALIDATED YOUR EMAIL ADDRESS



AND YOU ARE NOW IN THE
Scottish Salon
ONLINE ENTRY SECTION

AND YOU ARE NOW FREE TO CONTINUE WITH YOUR ENTRY.

NOTE - IF AT ANY TIME YOU WANT TO LOG OUT, YOU CAN DO SO.

YOU CAN THEN LOG BACK IN USING THE 'QUICK LOG IN AREA'

AT THE 'RED CROSS' ABOVE,

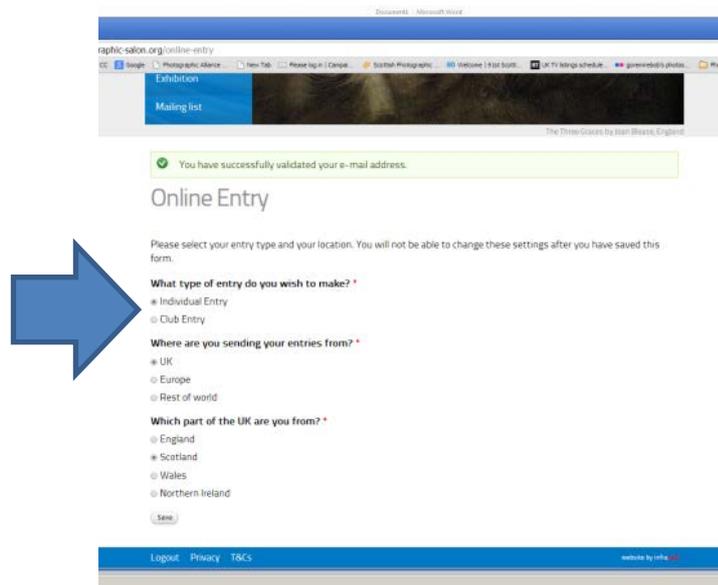
USING THE USER NAME AND PASSWORD YOU HAVE ALREADY VALIDATED

Scottish Salon ONLINE ENTRY Section

AT THIS STAGE YOU REQUIRE TO KNOW IF YOU ARE ENTERING AS AN **INDIVIDUAL (ALONE), OR AS A CLUB (OR GROUP OF INDIVIDUALS) BEFORE CONTINUING;**

PLEASE ALSO ENSURE, IF YOU ARE A UK ENTRANT, THAT YOU HAVE SELECTED FROM (ENGLAND, SCOTLAND, WALES & NORTHERN IRELAND) AS THIS WILL BE USED FOR THE CATALOGUE LISTING

NOTE - YOU CANNOT CHANGE THIS SECTION AFTER YOU HAVE SAVED THIS PAGE



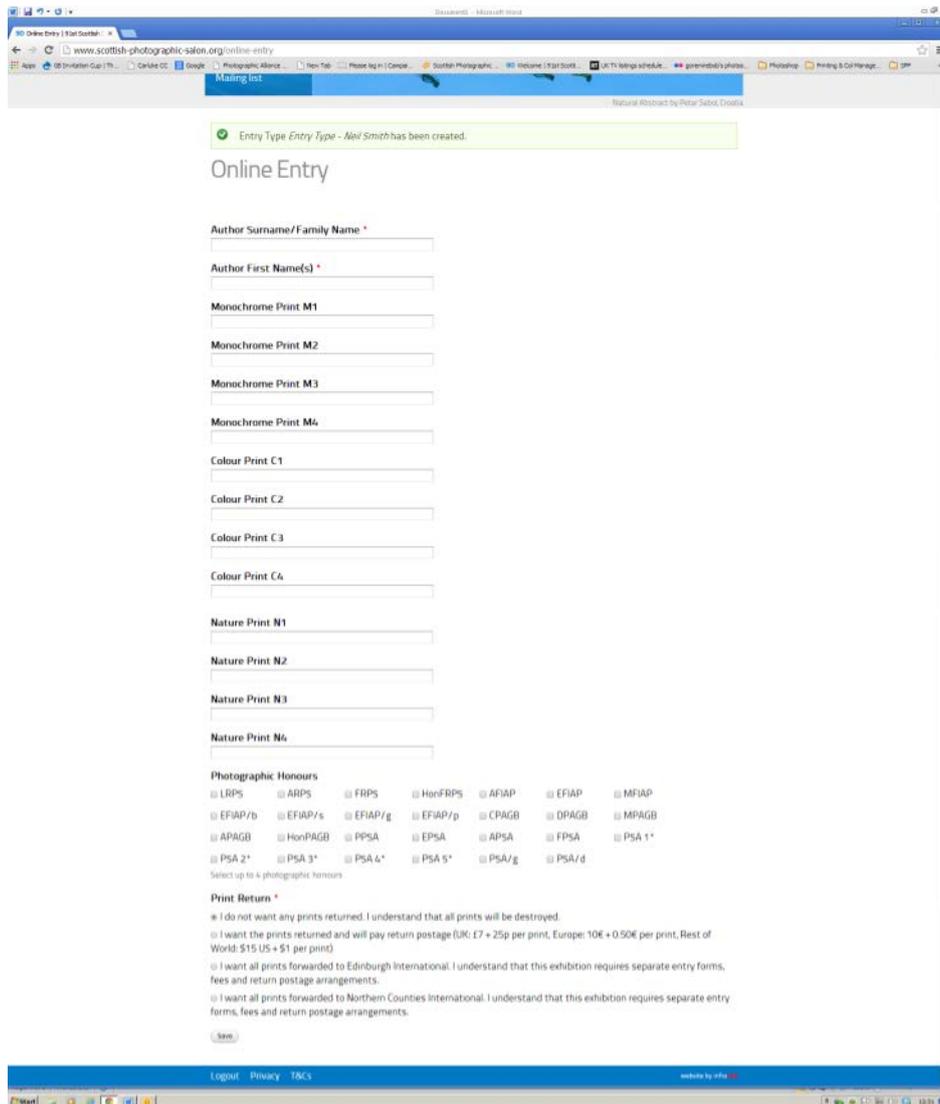
WHEN YOU HAVE COMPLETED THESE DETAILS CLICK 'SAVE'

**IF YOU HAVE SELECTED CLUB/GROUP ENTRY
PLEASE SEE INSTRUCTIONS LATER IN THIS PDF.**

IF YOU HAVE SELECTED

INDIVIDUAL ENTRY

**YOU WILL THEN SEE THE FOLLOWING SCREEN
WHERE YOU ARE ASKED FOR YOUR
AUTHOR NAME AND HONOURS AND PRINT DETAILS
AS WELL AS HOW YOU WANT YOUR PRINTS RETURNED OR FORWARDED**



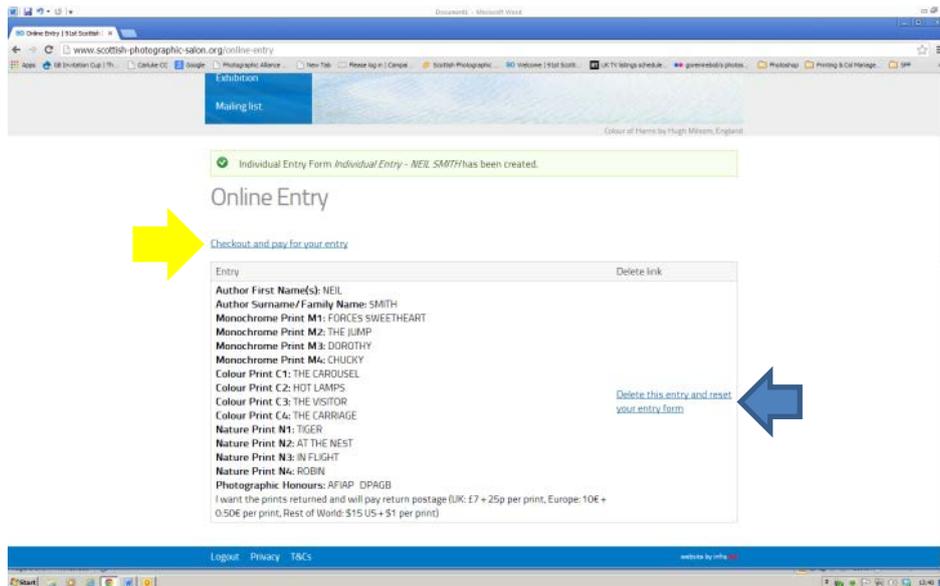
WHEN YOU ENTER A **NATURE TITLE** YOU WILL BE PROMPTED TO COMPLETE IF IT IS **ELIGIBLE FOR THE WILDLIFE AWARD, OR NOT**



ONCE YOU HAVE ENTERED ALL OF THE DETAILS CLICK 'SAVE'

NOTE - AFTER YOU HAVE 'SAVED' DELETE YOUR ENTRY, AND RE DO IF NECESSARY.

YOU WILL THEN SEE THE FOLLOWING SCREEN WHERE YOU CAN CHECK ALL OF YOUR DETAILS



CHECK IF ALL THE DETAILS ARE CORRECT – IF THEY ARE NOT 'DELETE' USING THE LINK AT THE **BLUE ARROW** ABOVE

OR IF ALL IS CORRECT **CLICK 'CHECKOUT AND PAY FOR YOUR ENTRY' AT THE YELLOW ARROW ABOVE** - YOU WILL THEN SEE THE 'CHECKOUT' SCREEN BELOW



COMPLETE YOUR FULL NAME AND ADDRESS, INCLUDING POSTCODE
PLEASE NOTE - THIS WILL BE REQUIRED FOR PRINT RETURNS AND CATALOGUES
 THEN CLICK 'CONTINUE TO NEXT STEP' – OR 'CANCEL' (AT RED ARROW) ABOVE

THE FOLLOWING SCREEN APPEARS FOR YOU TO REVIEW YOUR ENTRY



PLEASE SELECT YOUR METHOD OF PAYMENT AT THE 'BLUE ARROW' –

SELECT PAYPAL - FOR PAYMENTS BY PAYPAL, INCLUDING BY CREDIT CARD VIA PAYPAL

SELECT CHEQUE – FOR PAYMENTS BY CASH OR CHEQUES (CHEQUES ON UK STERLING BANKS ONLY PLEASE)

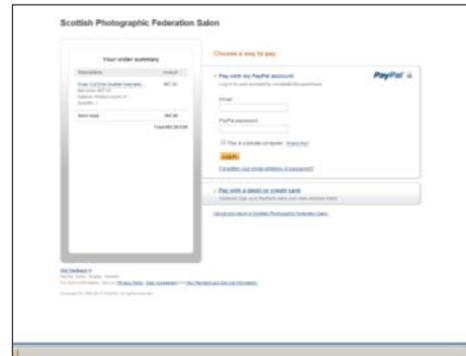
PLEASE REMEMBER TO CLICK 'CONTINUE TO NEXT STEP' OR 'GO BACK' IF NECESSARY

NOTE - BEFORE CLICKING 'CONTINUE TO NEXT PAGE' - PLEASE MAKE SURE THAT EVERYTHING IS CORRECT, OR 'GO BACK' NOW, YOU CANNOT GO BACK AFTER YOU HAVE CLICKED 'CONTINUE TO NEXT PAGE'

IF YOU CLICK '**CONTINUE TO NEXT STEP**' YOU WILL THEN SEE -

IF YOU HAVE SELECTED PAYPAL

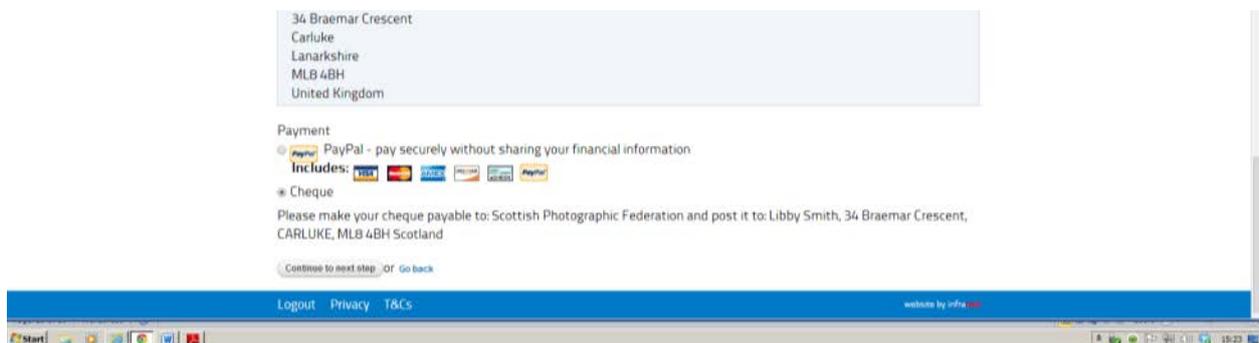
YOU WILL GET DIRECTED STRAIGHT TO THE PAYPAL SITE



REMEMBER TO CLICK ON THE 'RETURN TO SCOTTISH SALON WEBSITE' LINK AFTER YOU HAVE COMPLETED YOUR PAYMENT, TO PRINT OFF YOUR ENTRY FORM

IF YOU ARE A UK ENTRANT AND YOU HAVE SELECTED TO PAY BY CHEQUE

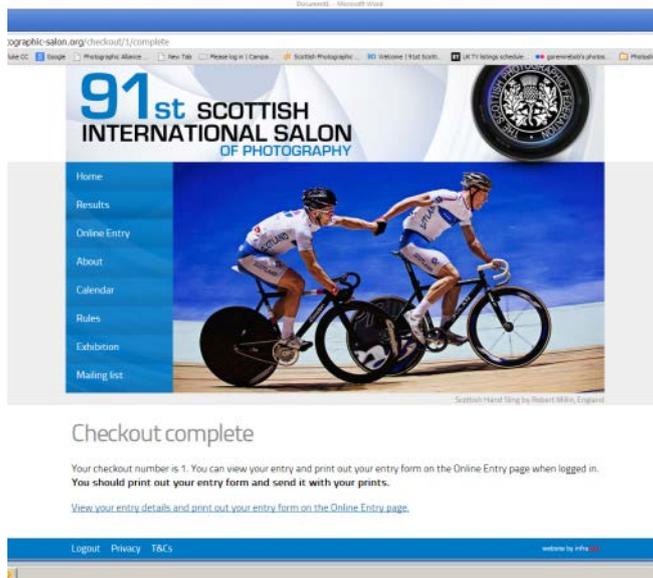
AFTER YOU SELECT '**CHEQUE**' THEN CLICK '**CONTINUE TO NEXT STEP**' YOU WILL BE PROMPTED WHERE TO SEND YOUR CHEQUE, AND WHO TO MAKE IT PAYABLE TO



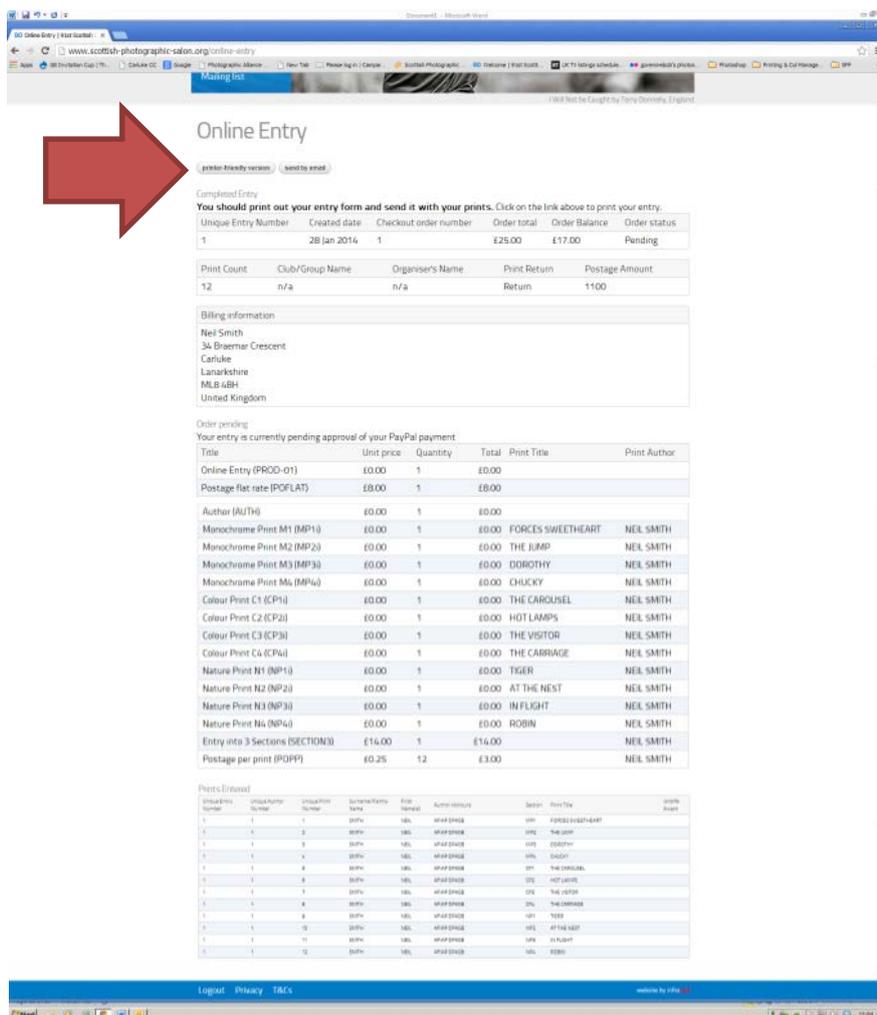
WHICH EVER METHOD YOU CHOOSE TO PAY;

AFTER YOU HAVE COMPLETED YOUR PAYMENT YOU WILL SEE THE 'CHECKOUT COMPLETE PAGE' AS BELOW

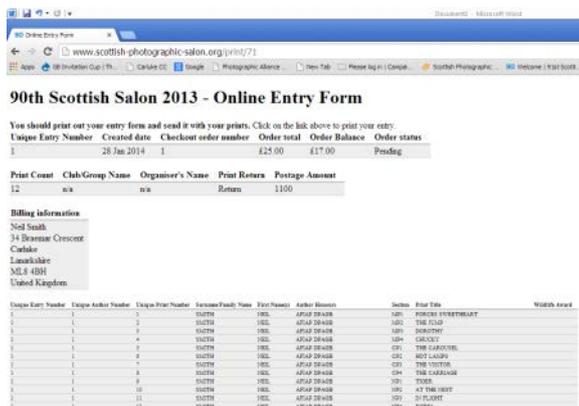
YOU WILL NOW BE ABLE TO GO ON TO 'VIEW YOUR ENTRY DETAILS' AND PRINT OUT YOUR ENTRY FORM



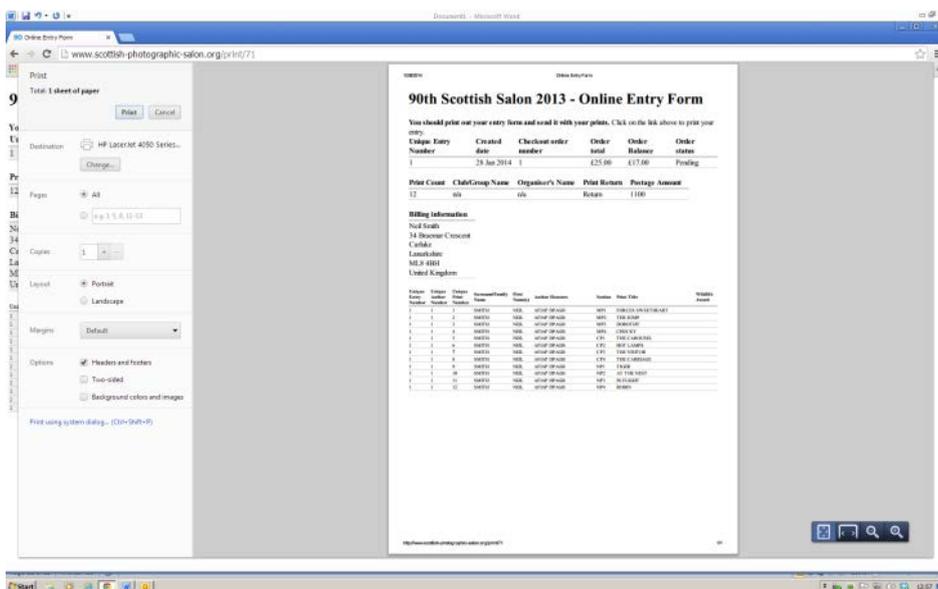
WHEN YOU CLICK ON THE LINK 'VIEW YOUR ENTRY DETAILS AND PRINT OUT ENTRY FORM' YOU WILL SEE THE FOLLOWING 'ONLINE ENTRY FORM' PAGE



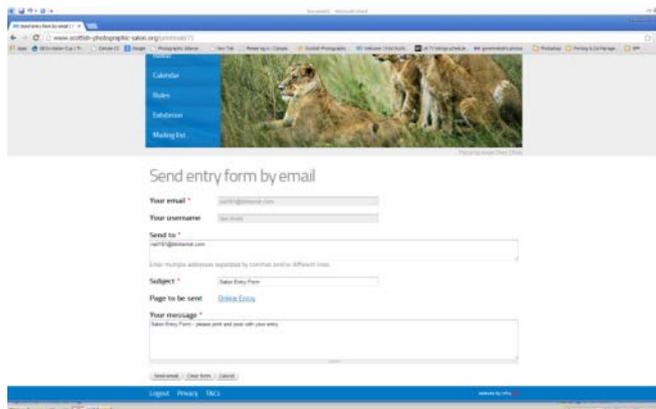
CLICK ON 'PRINTER FRIENDLY VERSION' BUTTON AT THE 'RED ARROW' ABOVE, AND YOU WILL SEE THE FOLLOWING 'ONLINE ENTRY FORM' PAGE



IF YOU THEN 'RIGHT MOUSE CLICK' AND CHOOSE 'PRINT', YOU WILL THEN SEE THE WINDOW BELOW, SHOWING THE ENTRY FORM READY TO PRINT

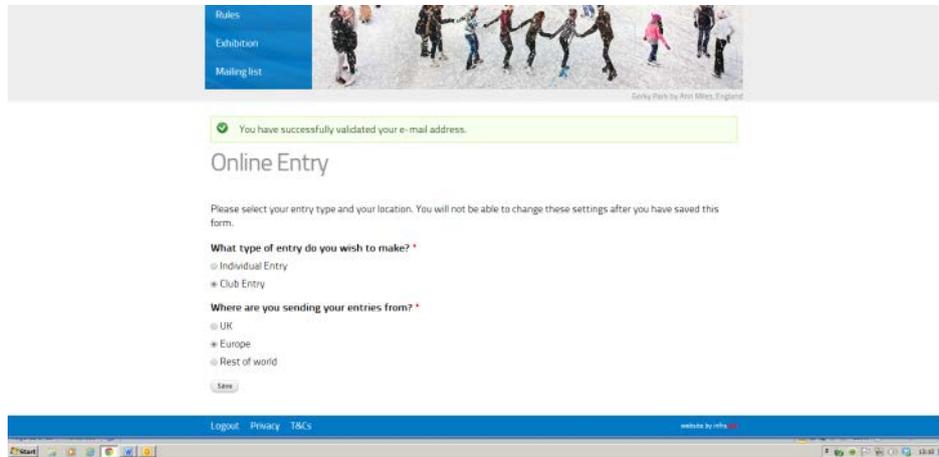


YOU CAN ALSO GO BACK TO THE PREVIOUS SCREEN AND CHOOSE TO EMAIL A COPY OF YOUR ENTRY FORM TO YOURSELF BY CLICKING ON 'SEND BY EMAIL'

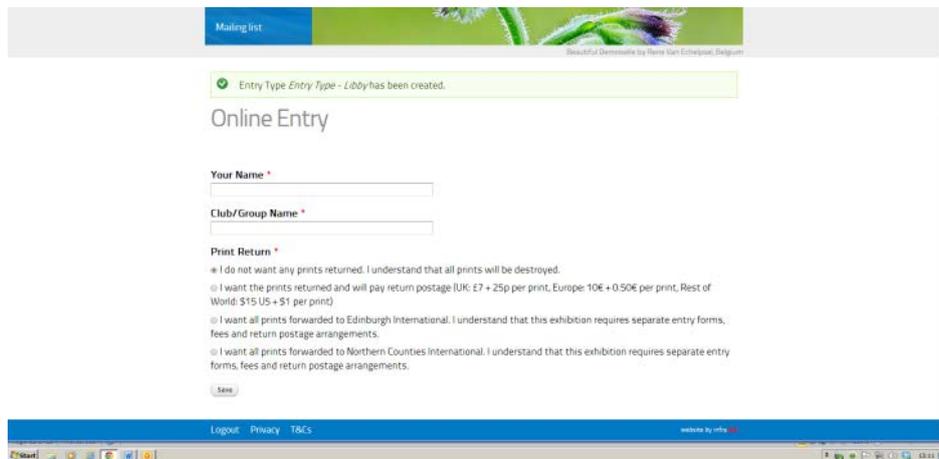


IF YOU HAVE SELECT AT THE FIRST STAGE

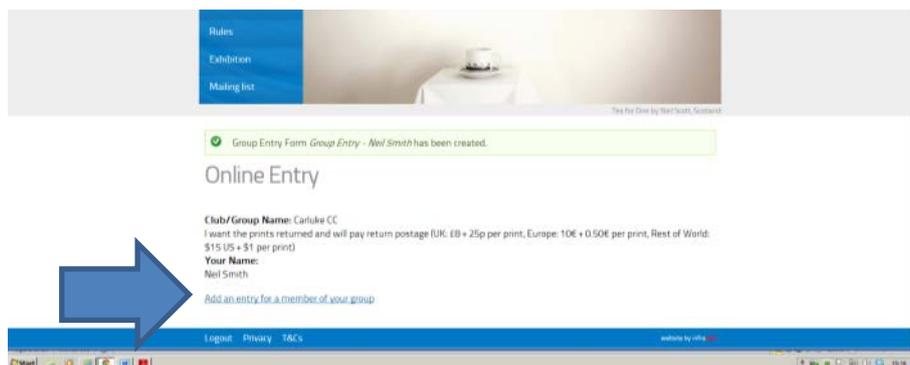
CLUB /GROUP ENTRY



YOU WILL THEN SEE THE FOLLOWING SCREEN WHERE YOU ARE ASKED FOR
YOUR NAME (AS THE CLUB/GROUP ORGANISER)
AND HOW YOU WANT YOUR PRINTS RETURNED, OR FORWARDED



AFTER YOU HAVE **CLICKED 'SAVE'** YOU WILL THEN BE INVITED TO ADD YOUR FIRST
AUTHOR AT THE **'BLUE ARROW'** BELOW



YOU ARE ASKED FOR THE **AUTHOR NAME AND HONOURS AND ALL OF THEIR PRINT DETAILS**, THE SAME AS FOR AN INDIVIDUAL AUTHOR;
BUT YOU DO NOT REQUIRE THEIR POSTAL ADDRESS OR EMAIL ADDRESS

The screenshot shows the 'Create Entry Form' on the website. The form includes the following fields:

- Author Surname/Family Name: Bloggs
- Author First Name(s): Joe
- Monochrome Print M1: FORCES SWEETHEART
- Monochrome Print M2: THE JUMP
- Monochrome Print M3: DOROTHY
- Monochrome Print M4: CHUCKY
- Colour Print C1: THE CAROUSEL
- Colour Print C2: HOT LAMPS
- Colour Print C3: THE VISITOR
- Colour Print C4: THE CARRIAGE
- Nature Print N1: (empty)
- Nature Print N2: (empty)
- Nature Print N3: (empty)
- Nature Print N4: (empty)

Photographic Honours section includes checkboxes for various organizations such as LRPS, ARPS, FRPS, HonFRPS, AFIAP, EFIAP, MFIAP, EFIAP/b, EFIAP/s, EFIAP/g, EFIAP/p, CPAGB, DPAGB, MPAGB, APAGB, HonPAGB, PPSA, EPSA, APSA, FPSA, PSA 1*, PSA 2*, PSA 3*, PSA 4*, PSA 5*, PSA/g, and PSA/d. A 'Save' button is located at the bottom of the form.

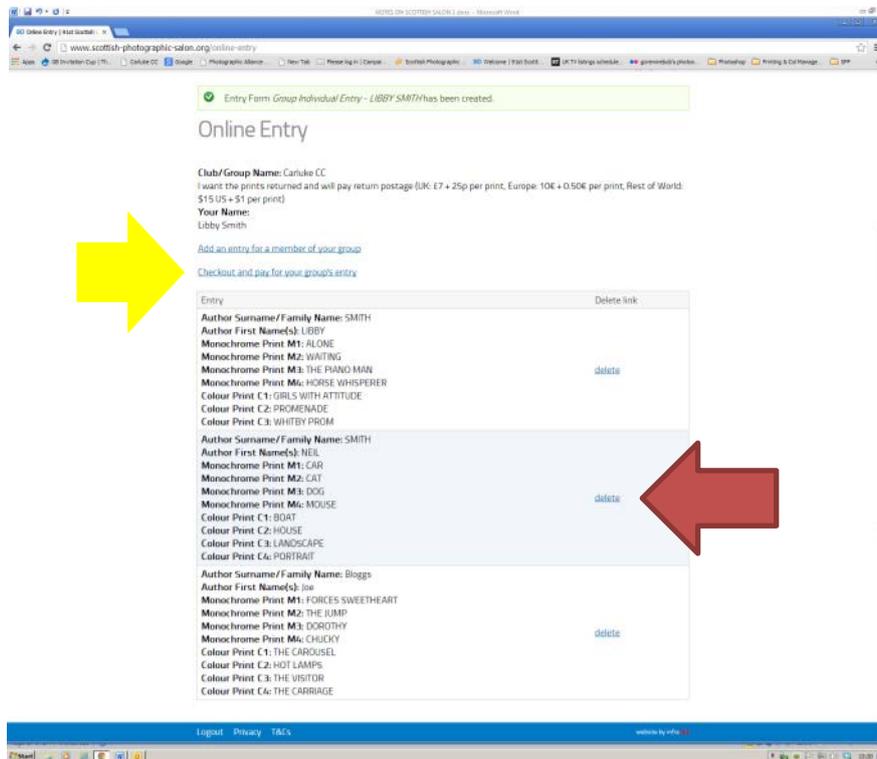
WHEN YOU **CLICK 'SAVE'** YOU CAN THEN **ADD YOUR NEXT AUTHOR**

The screenshot shows the 'Online Entry' page. A green notification bar at the top states: 'Entry Form Group Individual Entry - Joe Bloggs has been created.' Below this, the 'Club/Group Name' is 'Carlisle CC'. The page lists the following entry details:

- Author Surname/Family Name: Bloggs
- Author First Name(s): Joe
- Monochrome Print M1: FORCES SWEETHEART
- Monochrome Print M2: THE JUMP
- Monochrome Print M3: DOROTHY
- Monochrome Print M4: CHUCKY
- Colour Print C1: THE CAROUSEL
- Colour Print C2: HOT LAMPS
- Colour Print C3: THE VISITOR
- Colour Print C4: THE CARRIAGE

A 'delete' link is visible next to the entry details.

CARRY ON ADDING AUTHORS, UNTIL YOU HAVE COMPLETED YOUR ENTRY
 AT ANY TIME YOU CAN **DELETE AN AUTHOR** AND RE DO THEIR ENTRY BY CLICKING ON
 THE **DELETE LINK** AS SHOWN AT THE **'RED ARROW'** BELOW



WHEN YOU HAVE COMPLETED **ALL YOUR AUTHORS** AND YOU ARE SURE EVERYTHING IS
 CORRECT; CLICK ON **'CHECKOUT AND PAY FOR YOUR GROUP'S ENTRY'** AT THE
'YELLOW ARROW' ABOVE.

YOU WILL THEN SEE THE CHECKOUT SCREEN BELOW,
 WHICH WILL LIST ALL OF YOUR PRINTS

Checkout

Shopping cart contents

Product	Surname/Family Name	First Name(s)	Author Honours	Print Title	Wildlife Award	Price	Quantity	Total
Online Entry						0.00 €	1	0.00 €
Postage flat rate						10.00 €	1	10.00 €
Author	Bloggs	Joe	MFIAP MPAGB			0.00 €	1	0.00 €
Monochrome Print M1	Bloggs	Joe	MFIAP MPAGB	FORCES SWEETHEART		2.00 €	1	2.00 €
Monochrome Print M2	Bloggs	Joe	MFIAP MPAGB	THE JUMP		2.00 €	1	2.00 €
Monochrome Print M3	Bloggs	Joe	MFIAP MPAGB	DOROTHY		2.00 €	1	2.00 €
Monochrome Print M4	Bloggs	Joe	MFIAP MPAGB	CHUCKY		2.00 €	1	2.00 €
Colour Print C1	Bloggs	Joe	MFIAP MPAGB	THE CAROUSEL		2.00 €	1	2.00 €
Colour Print C2	Bloggs	Joe	MFIAP MPAGB	HOT LAMPS		2.00 €	1	2.00 €

Author	SMITH	LIBBY	EFIAP MPAGB		0,00 €	1	0,00 €
Monochrome Print M1	SMITH	LIBBY	EFIAP MPAGB	ALONE	2,00 €	1	2,00 €
Monochrome Print M2	SMITH	LIBBY	EFIAP MPAGB	WAITING	2,00 €	1	2,00 €
Monochrome Print M3	SMITH	LIBBY	EFIAP MPAGB	THE PIANO MAN	2,00 €	1	2,00 €
Monochrome Print M4	SMITH	LIBBY	EFIAP MPAGB	HORSE WHISPERER	2,00 €	1	2,00 €
Colour Print C1	SMITH	LIBBY	EFIAP MPAGB	GIRLS WITH ATTITUDE	2,00 €	1	2,00 €
Colour Print C2	SMITH	LIBBY	EFIAP MPAGB	PROMENADE	2,00 €	1	2,00 €
Colour Print C3	SMITH	LIBBY	EFIAP MPAGB	WHITBY PROM	2,00 €	1	2,00 €
Postage per print					0,50 €	7	3,50 €
Order total							67,50 €

Billing information

Full name *

Country *

Address 1 *

Address 2

Town/City *

County

Postcode *

[Continue to next step](#) / [Cancel](#)



COMPLETE YOUR POSTAL ADDRESS DETAILS, AS THE GROUP ORGANISER, WHICH IS USED FOR PRINT RETURNS AND CATALOGUES MAILINGS, AND CLICK '**CONTINUE TO NEXT STEP**' OR '**CANCEL**'

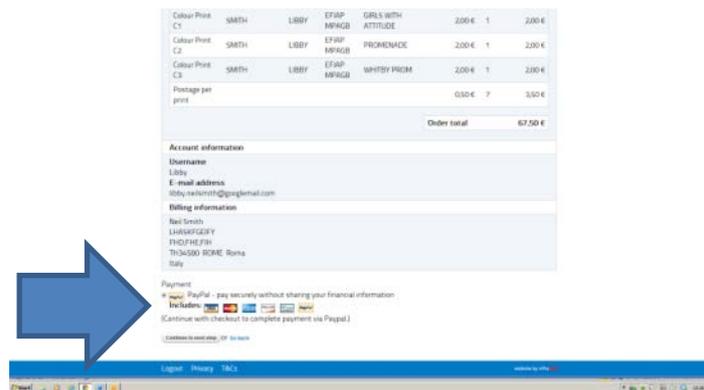
THE FOLLOWING SCREEN APPEARS FOR YOU TO REVIEW YOUR ENTRY

Review order

Review your order before continuing.

Shopping cart contents

Product	Submitter/Family Name	First Name(s)	Author	Print Title	Website	Price	Quantity	Total
Online Entry						0,00 €	1	0,00 €
Postage Flat rate						10,00 €	1	10,00 €
Author	BIGGS	Joe	EFIAP MPAGB			0,00 €	1	0,00 €
Monochrome Print M1	BIGGS	Joe	EFIAP MPAGB	FORESS SWEETHEART		2,00 €	1	2,00 €
Monochrome Print M2	BIGGS	Joe	EFIAP MPAGB	THE JUMP		2,00 €	1	2,00 €
Monochrome Print M3	BIGGS	Joe	EFIAP MPAGB	DOROTHY		2,00 €	1	2,00 €
Monochrome Print M4	BIGGS	Joe	EFIAP MPAGB	CHECKY		2,00 €	1	2,00 €
Colour Print C1	BIGGS	Joe	EFIAP MPAGB	THE CAROUSEL		2,00 €	1	2,00 €
Colour Print C4	SMITH	NEIL	EFIAP CPAGB	FORTBART		2,00 €	1	2,00 €
Postage per print						0,50 €	8	4,00 €
Author	SMITH	LIBBY	EFIAP MPAGB			0,00 €	1	0,00 €
Monochrome Print M1	SMITH	LIBBY	EFIAP MPAGB	ALONE		2,00 €	1	2,00 €
Monochrome Print M2	SMITH	LIBBY	EFIAP MPAGB	WAITING		2,00 €	1	2,00 €
Monochrome Print M3	SMITH	LIBBY	EFIAP MPAGB	THE PIANO MAN		2,00 €	1	2,00 €
Monochrome Print M4	SMITH	LIBBY	EFIAP MPAGB	HORSE WHISPERER		2,00 €	1	2,00 €

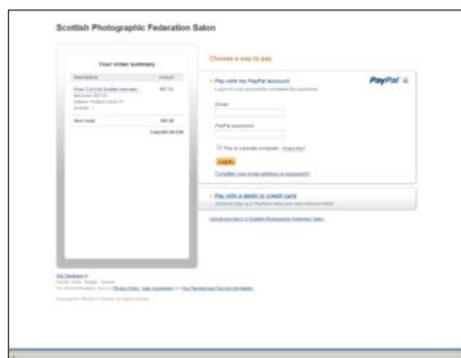


**PLEASE SELECT YOUR METHOD OF PAYMENT AT THE 'BLUE ARROW' ABOVE –
SELECT PAYPAL - FOR PAYMENTS BY PAYPAL, INCLUDING BY CREDIT CARD VIA PAYPAL
SELECT CHEQUE – FOR PAYMENTS BY CASH OR CHEQUES (CHEQUES ON UK STERLING
BANKS ONLY PLEASE)**

PLEASE REMEMBER TO CLICK '**CONTINUE TO NEXT STEP**' OR '**GO BACK**' IF NECESSARY
**NOTE - BEFORE CLICKING 'CONTINUE TO NEXT PAGE' - PLEASE MAKE SURE THAT
EVERYTHING IS CORRECT, OR 'GO BACK' NOW, YOU CANNOT GO BACK
AFTER YOU HAVE CLICKED 'CONTINUE TO NEXT PAGE'**

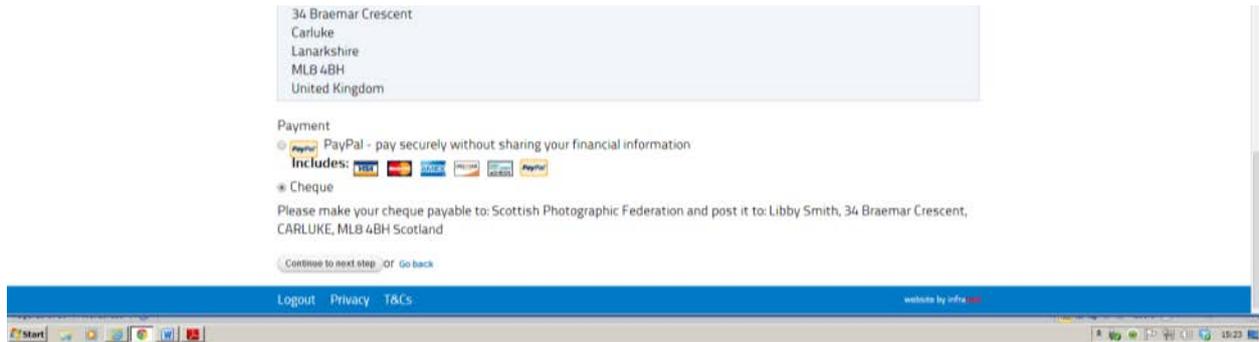
IF YOU HAVE SELECTED PAYPAL

YOU WILL GET DIRECTED STRAIGHT TO THE PAYPAL SITE



**REMEMBER TO CLICK ON THE 'RETURN TO SCOTTISH SALON WEBSITE' LINK
AFTER YOU HAVE COMPLETED YOUR PAYMENT, TO PRINT OFF YOUR ENTRY FORM**

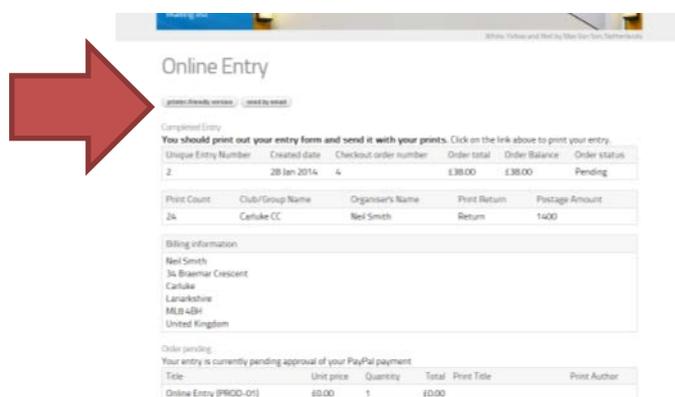
**IF YOU ARE A UK ENTRANT
YOU WILL HAVE THE OPTION TO PAY BY CHEQUE**



TO DO SO PLEASE SELECT '**CHEQUE**' THEN CLICK '**CONTINUE TO NEXT STEP**' WHERE YOU WILL BE TOLD WHERE TO SEND YOUR CHEQUE, **WHICH EVER METHOD YOU CHOOSE TO PAY**; AFTER YOU HAVE COMPLETED YOUR PAYMENT YOU WILL SEE THE '**CHECKOUT COMPLETE PAGE**' AS BELOW AND YOU WILL BE ABLE TO GO ON TO '**VIEW YOUR ENTRY DETAILS**' AND **PRINT OUT YOUR ENTRY FORM**

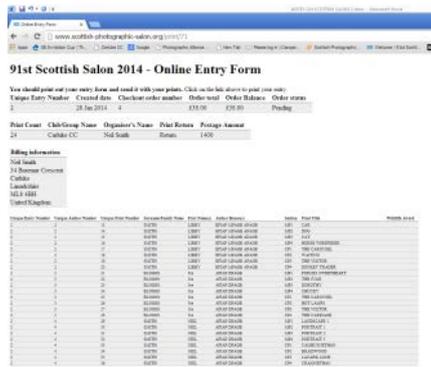


WHEN YOU CLICK ON THE LINK '**VIEW YOUR ENTRY DETAILS AND PRINT OUT ENTRY FORM**' YOU WILL SEE THE FOLLOWING '**ONLINE ENTRY FORM**' PAGE

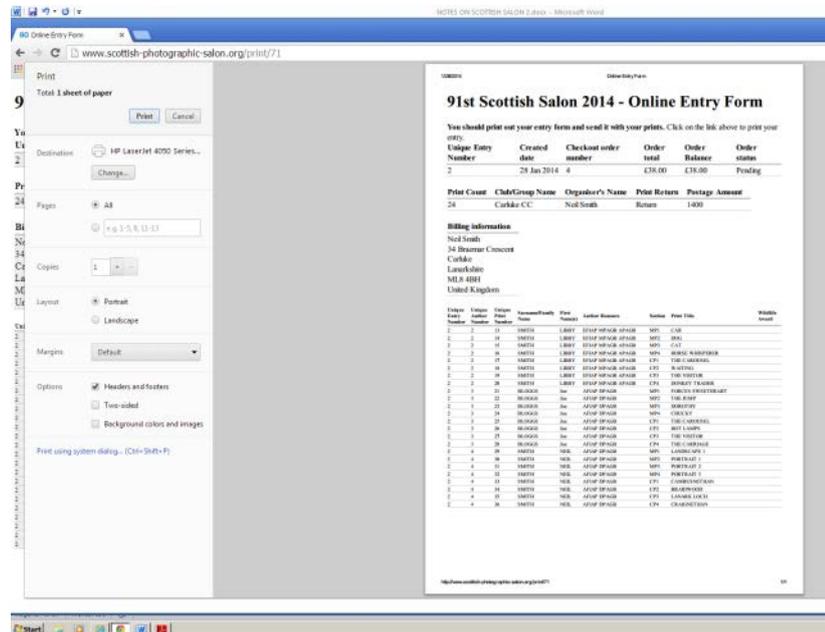


CLICK ON 'PRINTER FRIENDLY VERSION' BUTTON AT THE 'RED ARROW' ABOVE, AND YOU WILL SEE THE FOLLOWING 'ONLINE ENTRY FORM' PAGE

Scottish Salon



IF YOU THEN **'RIGHT MOUSE CLICK'** AND CHOOSE **'PRINT'**,
YOU WILL THEN SEE THE WINDOW BELOW,
SHOWING THE ENTRY FORM READY TO PRINT



YOU CAN ALSO GO BACK TO THE PREVIOUS SCREEN AND CHOOSE TO **EMAIL A COPY OF YOUR ENTRY FORM TO YOURSELF** BY CLICKING ON **'SEND BY EMAIL'**

IF YOU FORGET TO PRINT YOUR ENTRY FORM
YOU CAN ALWAYS **'LOG IN'** USING THE **'QUICK LOG IN'** AREA AT THE **'RED ARROW'**
BELOW ON THE **'ONLINE ENTRY'** SECTION OF THE WEBSITE AT ANY TIME

