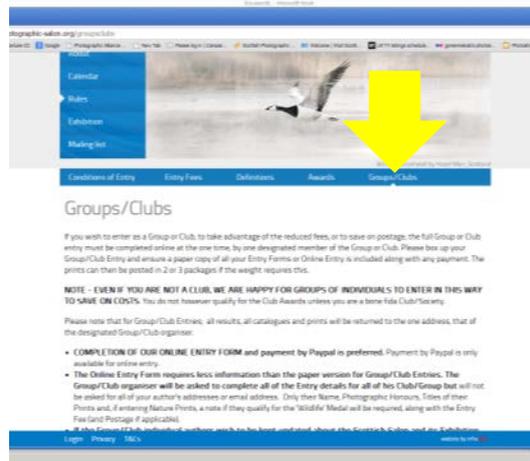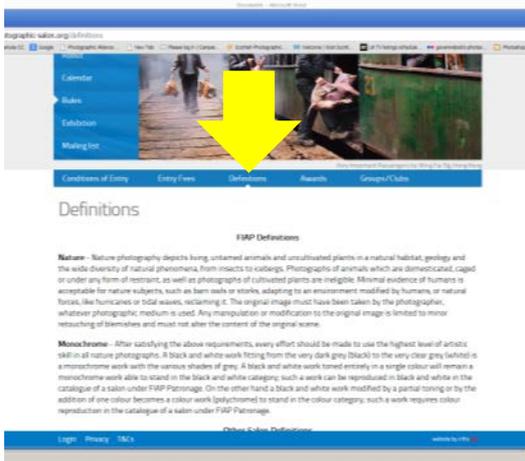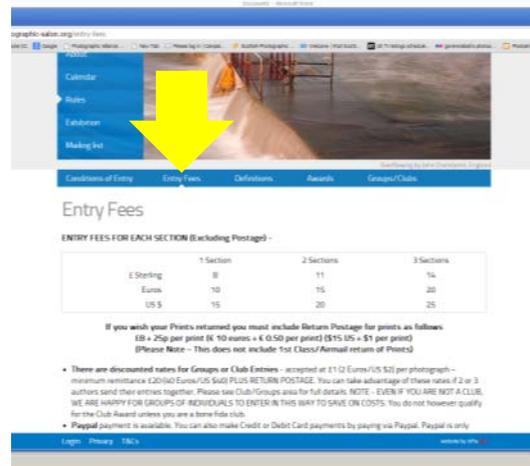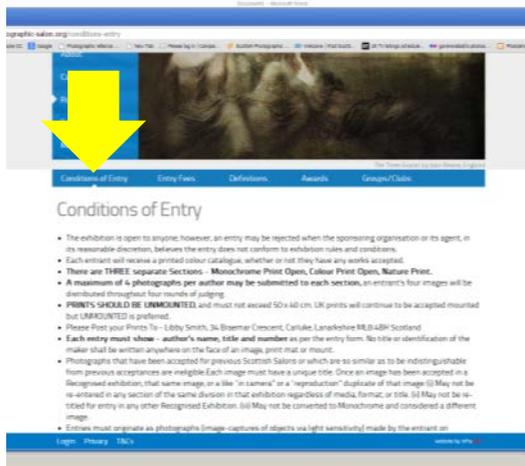Scottish Salon

Notes on Scottish Salon 'ONLINE ENTRY'
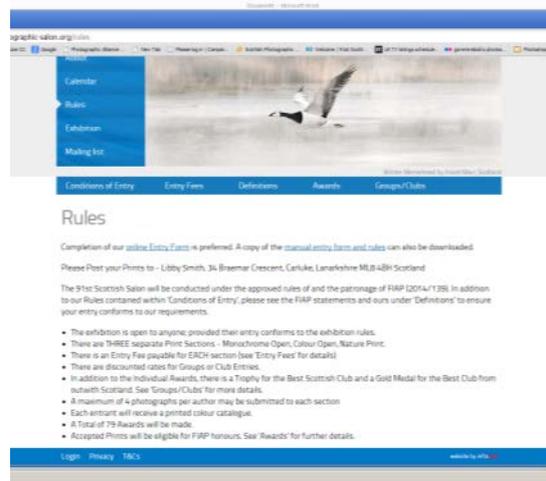
BEFORE STARTING YOUR ONLINE ENTRY; PLEASE READ <u>ALL</u> OF THE 'RULES SECTIONS' WHICH INCLUDE 'CONDITIONS OF ENTRY' 'ENTRY FEES' 'DEFINITIONS' & 'GROUP/CLUBS SECTION', WHICH CAN ALL BE FOUND UNDER THE 'RULES' MENU BY CLICKING AT THE '**YELLOW ARROWS'** AS SHOWN BELOW
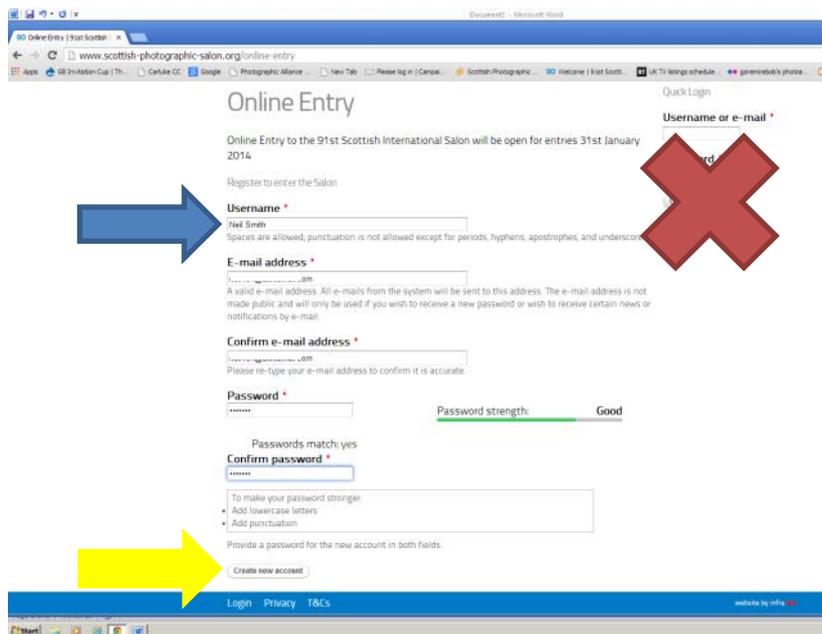
VALIDATING YOUR EMAIL ADDRESS

SELECT **'ONLINE ENTRY'** FROM THE WEBSITE MENU

FILL OUT <u>ALL</u> YOUR DETAILS USING THE AREA SHOWN AT THE **'BLUE' ARROW** BELOW
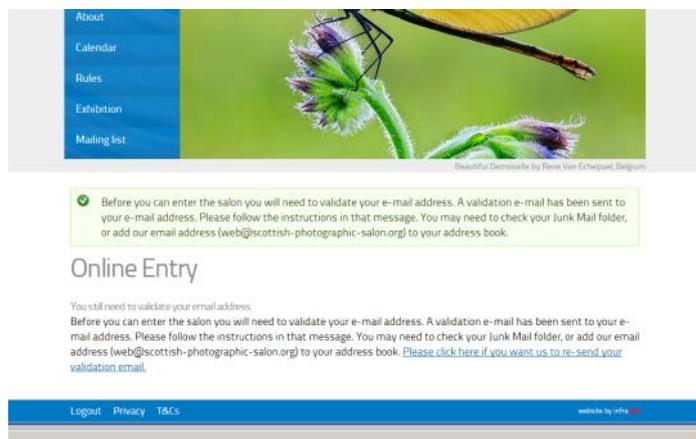
NOTE - YOU <u>CANNOT</u> USE THE **'QUICK LOGIN' (AT RED CROSS)** AT THIS STAGE
THIS IS ONLY FOR AFTER YOU HAVE HAD YOUR EMAIL ADDRESS VALIDATED

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.
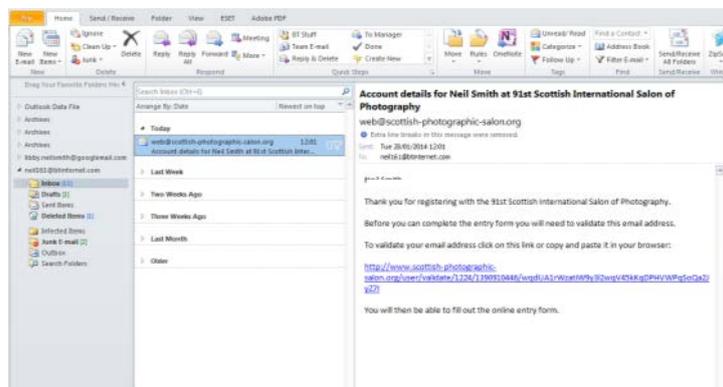
TO VALIDATE YOUR EMAIL ADDRESS;

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
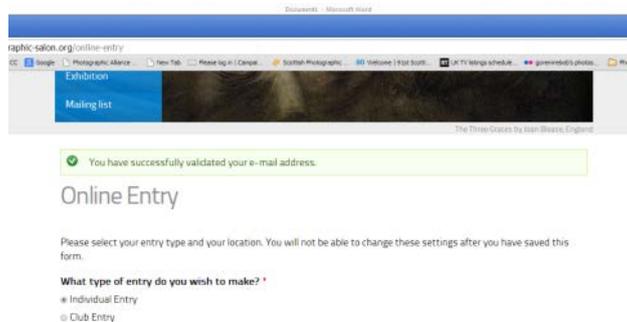
AND YOU ARE NOW IN THE

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**
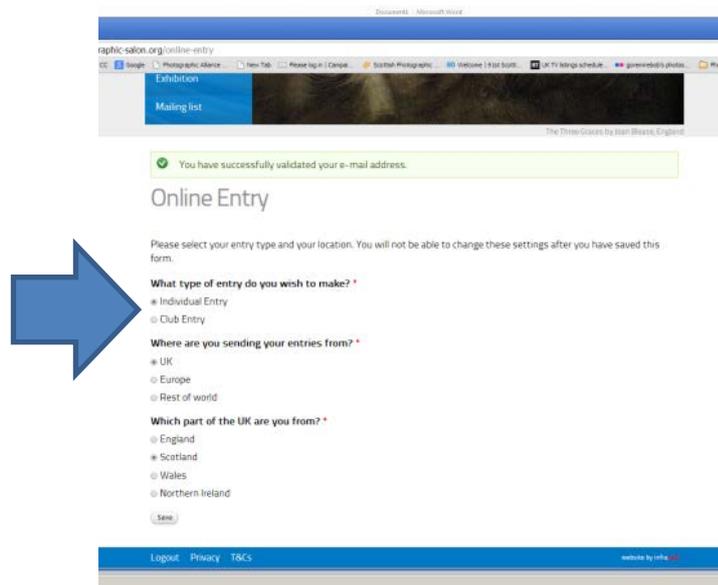
WHEN YOU HAVE COMPLETED THESE DETAILS CLICK 'SAVE'

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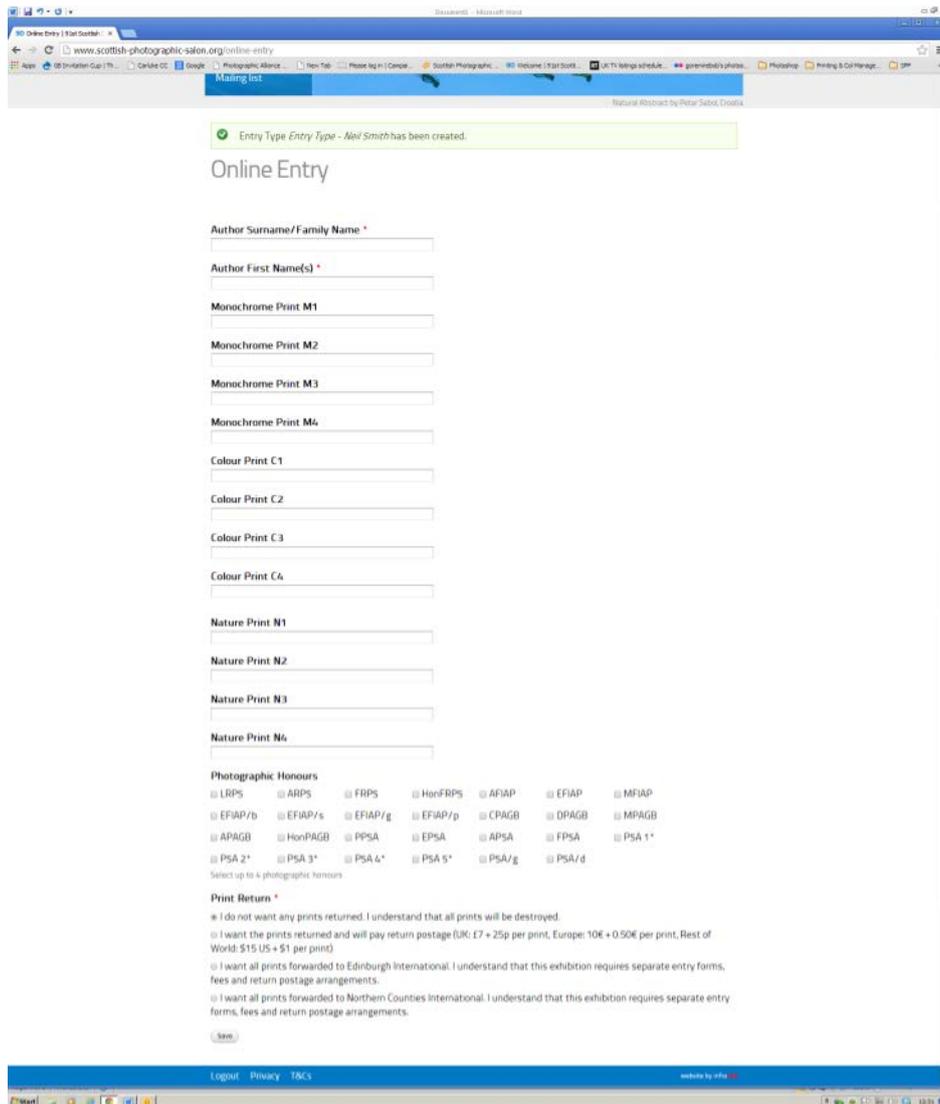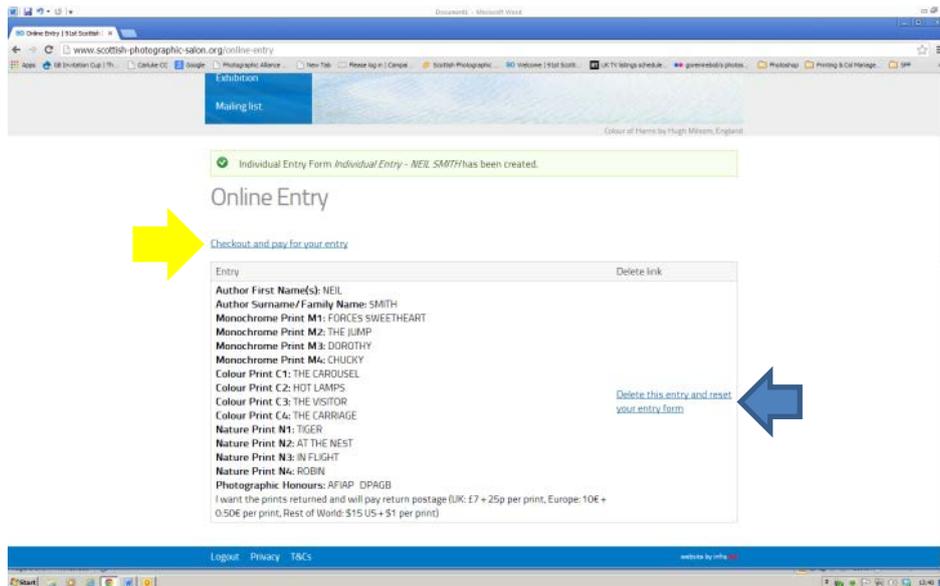
WHEN YOU ENTER A **NATURE TITLE** YOU WILL BE PROMPTED TO COMPLETE IF **IT IS ELIGIBLE FOR THE WILDLIFE AWARD,** OR NOT

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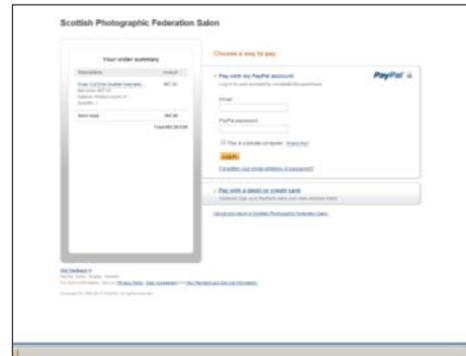
PLEASE REMEMBER TO CLICK '**CONTINUE TO NEXT STEP**' OR '**GO BACK**' IF NECESSARY
NOTE - BEFORE CLICKING '**CONTINUE TO NEXT PAGE**' - PLEASE MAKE SURE THAT EVERYTHING IS **CORRECT,** OR '**GO BACK**' <u>NOW,</u> **YOU CANNOT GO BACK AFTER** YOU HAVE CLICKED '**CONTINUE TO NEXT PAGE**'

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
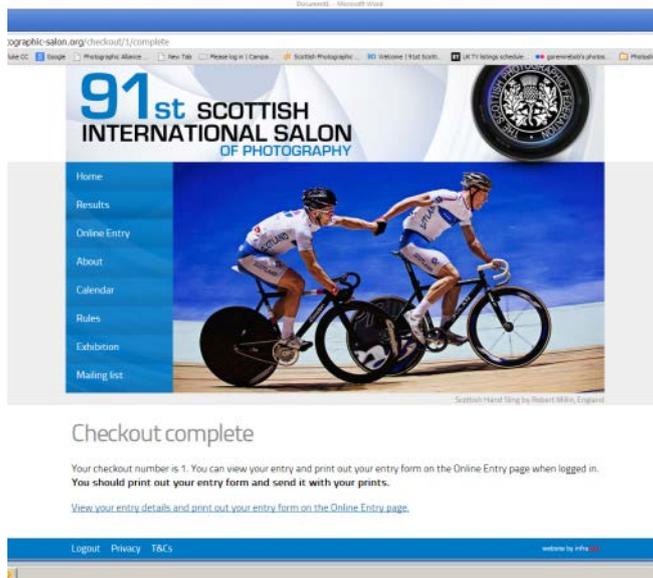# SELECTED TO PAY BY CHEQUE

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
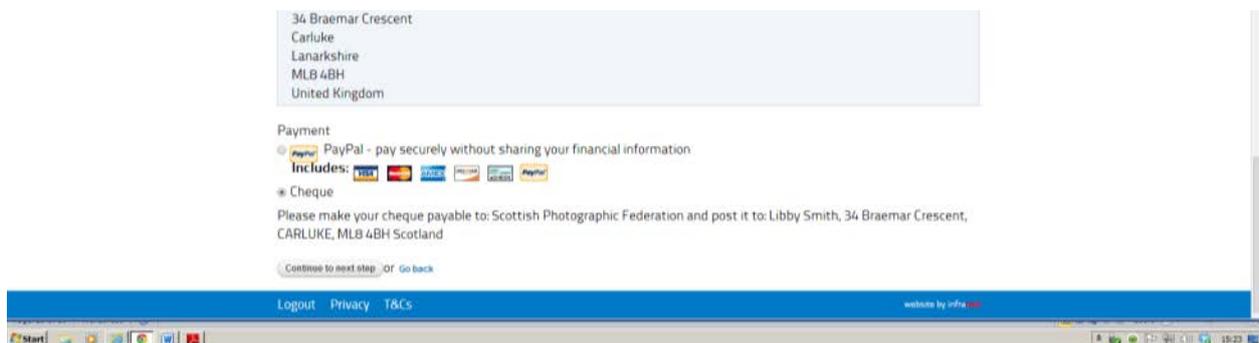
WHICH EVER METHOD YOU CHOOSE TO PAY;

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 <u>PRINT OUT YOUR ENTRY FORM</u>
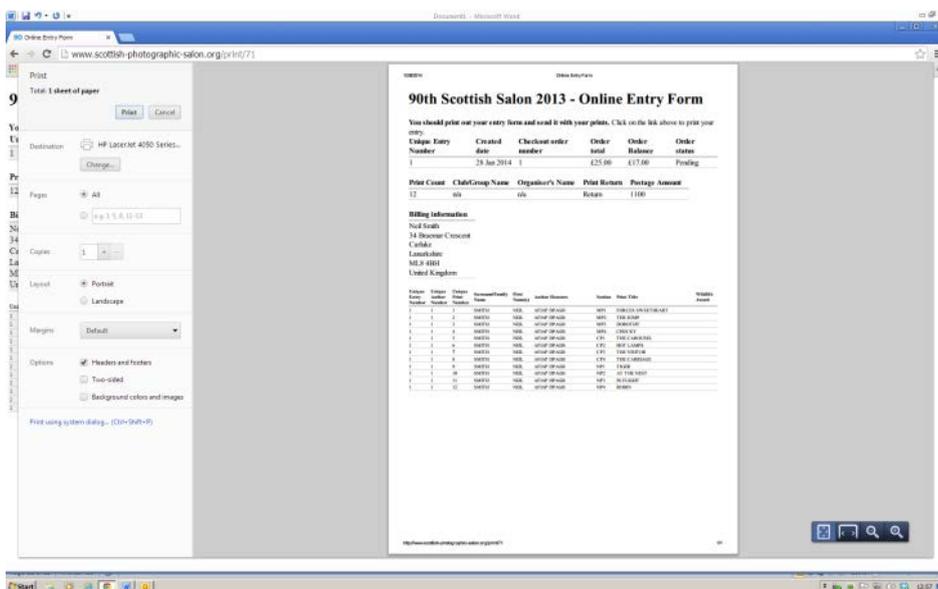

WHEN YOU CLICK ON THE LINK 'VIEW YOUR ENTRY DETAILS AND PRINT OUT ENTRY FORM' YOU WILL SEE THE FOLLOWING 'ONLINE ENTRY FORM' PAGE
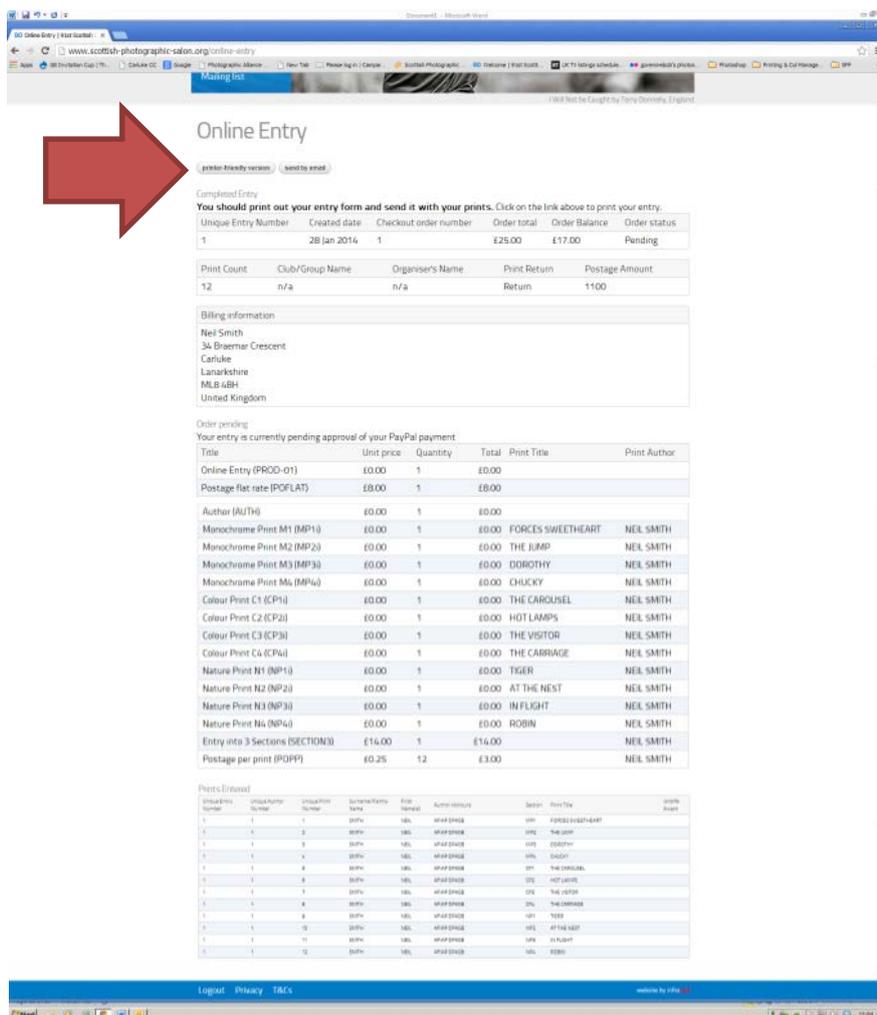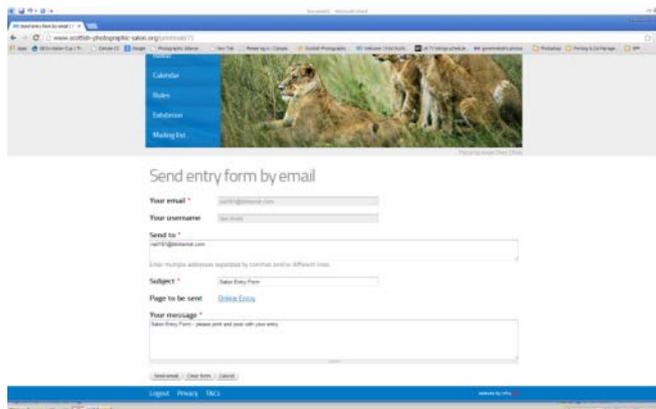
CLICK ON 'PRINTER FRIENDLY VERSION' BUTTON AT THE 'RED ARROW' ABOVE, AND YOU WILL SEE THE FOLLOWING '**ONLINE ENTRY FORM'** PAGE
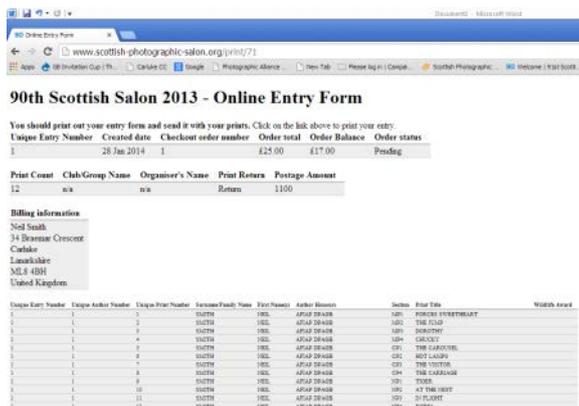
IF YOU THEN **'RIGHT MOUSE CLICK'** AND CHOOSE **'PRINT',** YOU WILL THEN SEE THE WINDOW BELOW, SHOWING **THE ENTRY FORM READY TO PRINT**

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'**
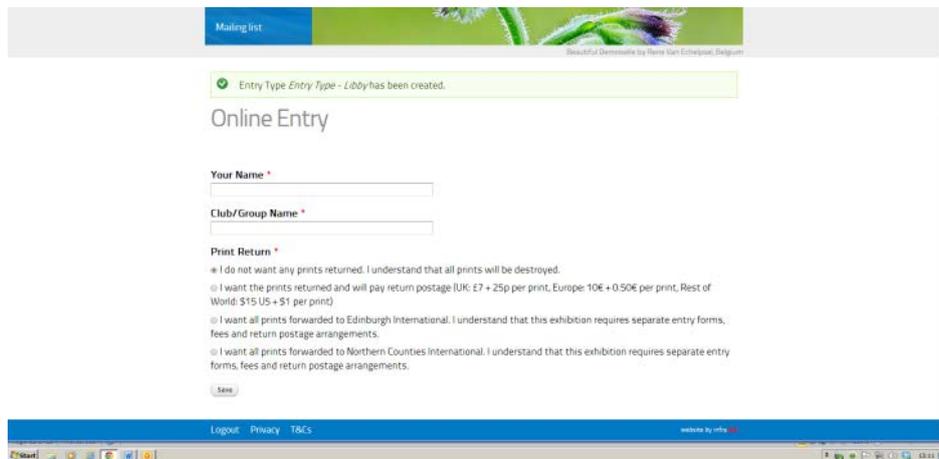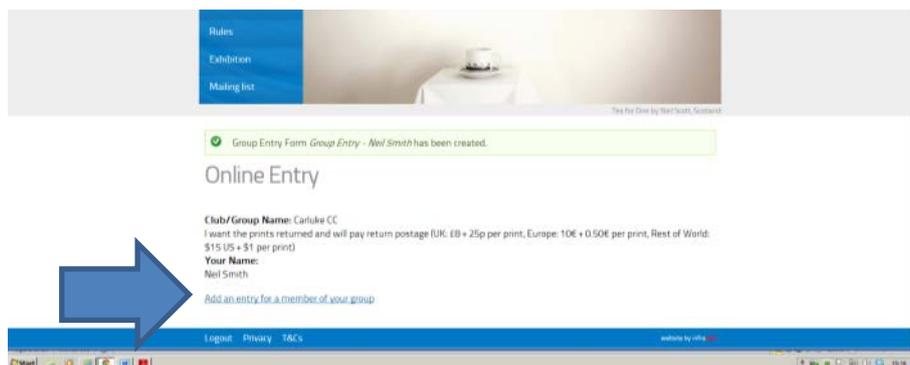
IF YOU HAVE SELECT AT THE FIRST STAGE

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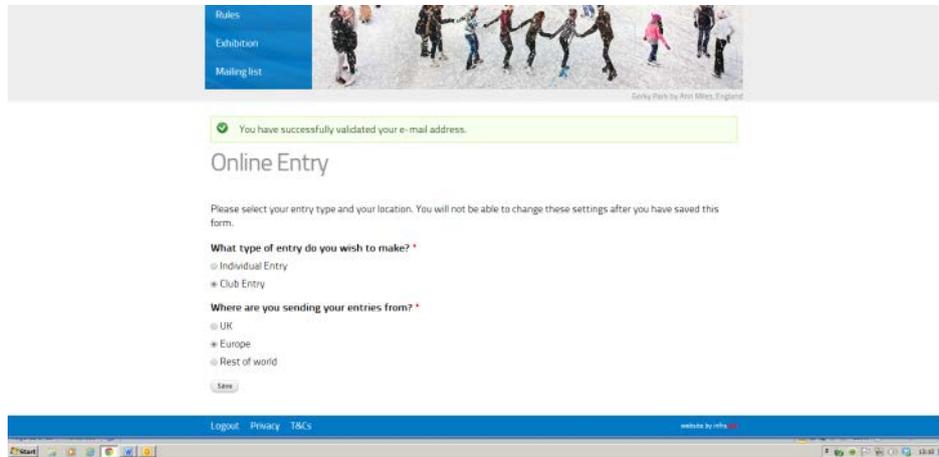
YOU WILL THEN SEE THE FOLLOWING SCREEN WHERE YOU ARE ASKED FOR
YOUR NAME (AS THE CLUB/GROUP ORGANISER)
AND HOW YOU WANT YOUR PRINTS RETURNED, OR FORWARDED

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

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

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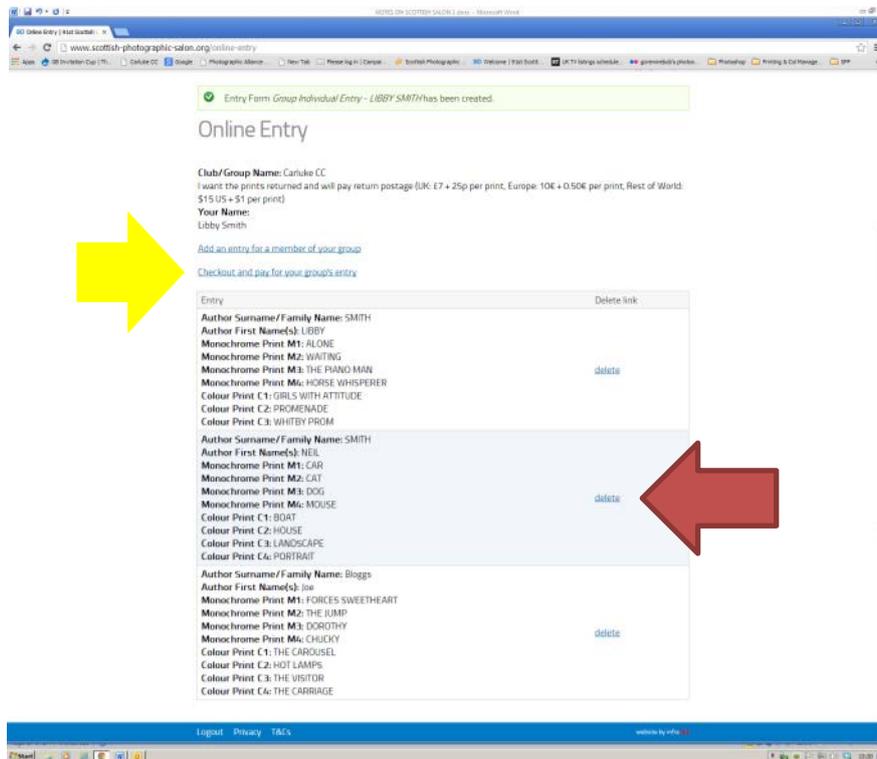
WHEN YOU HAVE COMPLETED **ALL YOUR AUTHORS** AND YOU ARE SURE EVERYTHING IS
CORRECT; CLICK ON '**CHECKOUT AND PAY FOR YOUR GROUP'S ENTRY**' AT THE
YELLOW ARROW' ABOVE.

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

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 *
United Kingdom

Address 1 *

Address 2

Town/City *

County

Postcode *

Continue to next step or Cancel

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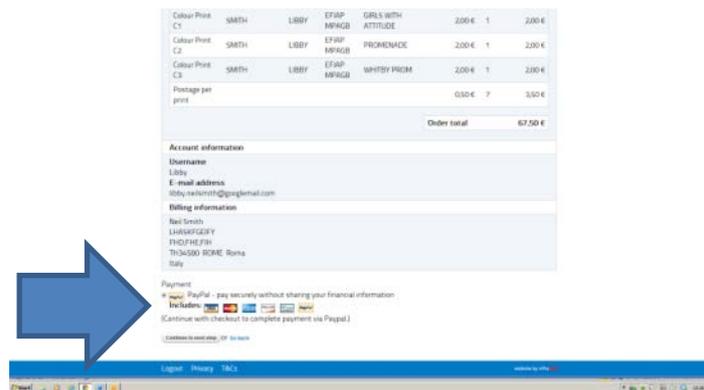AND CLICK '**CONTINUE TO NEXT STEP**' OR '**CANCEL**'

THE FOLLOWING SCREEN APPEARS FOR YOU TO REVIEW YOUR ENTRY

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**'
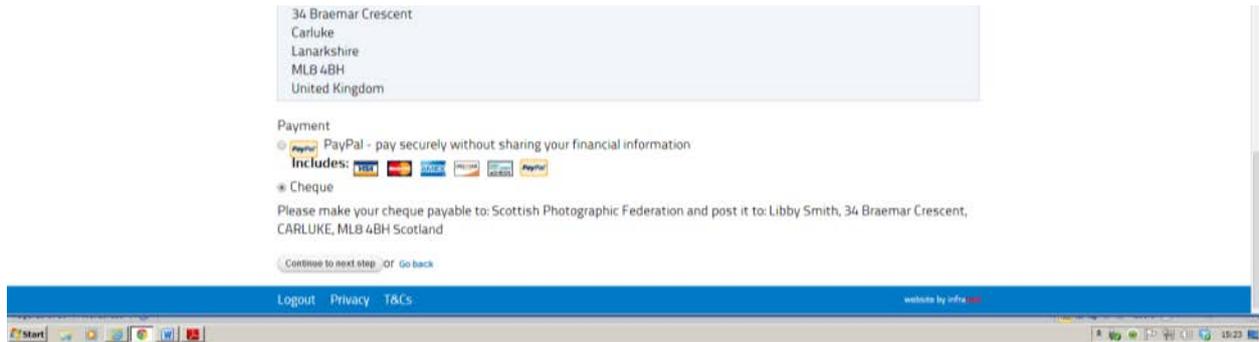
IF YOU HAVE SELECTED PAYPAL
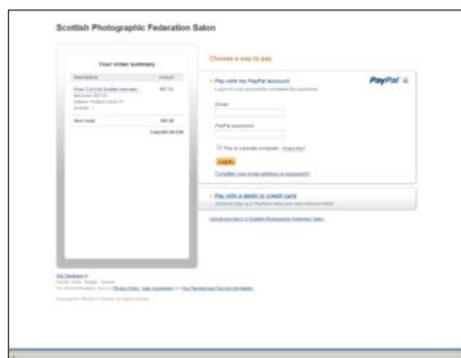
YOU WILL GET DIRECTED STRAIGHT TO THE PAYPAL SITE

REMEMBER TO CLICK ON THE 'RETURN TO SCOTTISH SALON WEBSITE' LINK AFTER YOU HAVE COMPLETED YOUR PAYMENT, TO PRINT OFF YOUR ENTRY FORM
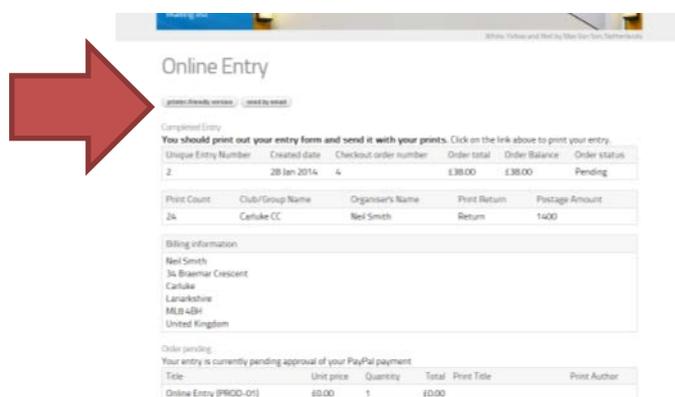
IF YOU ARE A UK ENTRANT
YOU WILL HAVE THE OPTION TO PAY BY CHEQUE

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
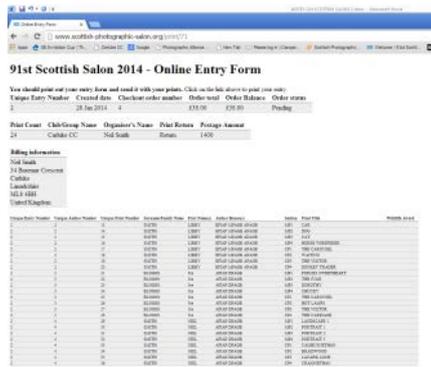'**VIEW YOUR ENTRY DETAILS**' AND PRINT OUT YOUR ENTRY FORM

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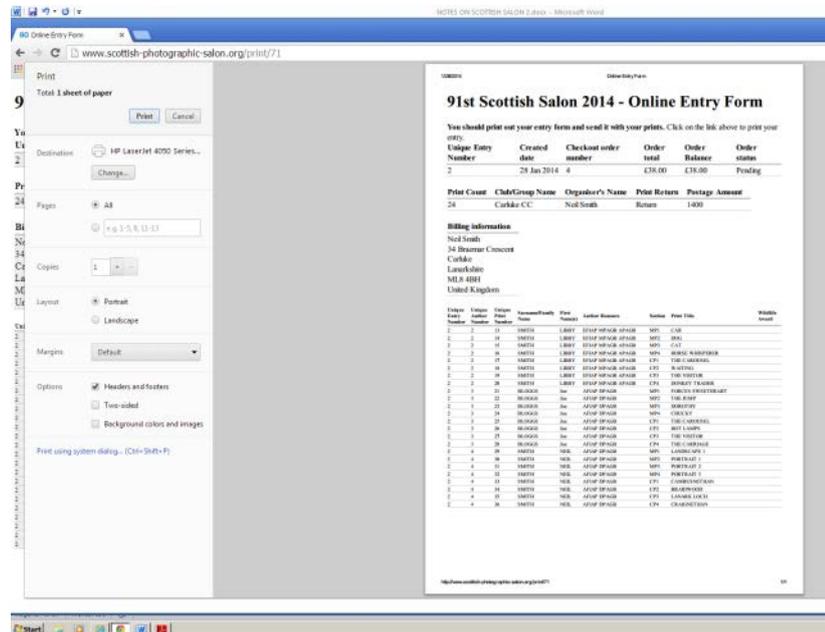FORM**' YOU WILL SEE THE FOLLOWING '**ONLINE ENTRY FORM**' PAGE

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

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