

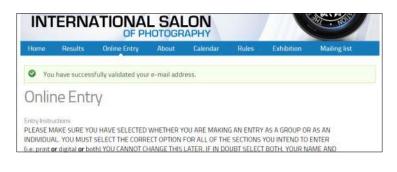
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Now go to your email inbox to retrieve the validation link *e.g.(Outlook, gmail..)* 

You can copy and paste the link supplied in the email into your web browser (e.g. google, safari, firefox..) If you cannot see the email please check your spam/junk mail folder, and move it from there to you in box. If you add web@scottish-photographic-salon.org to your address book, this should stop further emails going in to your spam folder

You should then see the screen below -



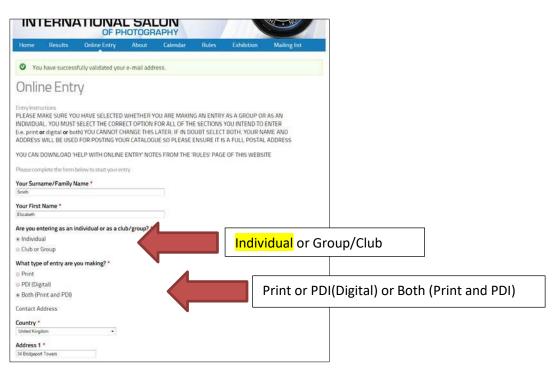
#### YOU ARE NOW READY TO START YOUR ONLINE ENTRY.

You require to select from the following options -

- **'Individual'** or **'Group/Club'** Entry select the Individual option if you are entering on your own
- What you intend to enter 'Prints' or 'Digital (PDI)' or 'Both Prints & Digital(PDI)' If you are not sure at this point select both

You also require to supply your **name and full postal address** which will be used for posting catalogues and awards so please make sure it is complete.

All of the questions you will be asked during the Online Entry process are shown below -



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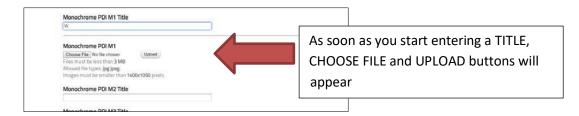
#### When you are ready to proceed click the EDIT button on the above screen.

You can log in and out of the website at any time, coming back to this point, until you finally SUBMIT your entry.

You will then see the following Entry Form -

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	Monochrome						ou wish it to appear in the Catalogue in
	[					1	he Section you wish to enter <b>Mono</b> or
	Monochrome	PDI M3 Title					olour or Nature
	Monochrome	PDI M4 Title		1			
							or any section you are not entering
							LEASE LEAVE THE TITLES BLANK

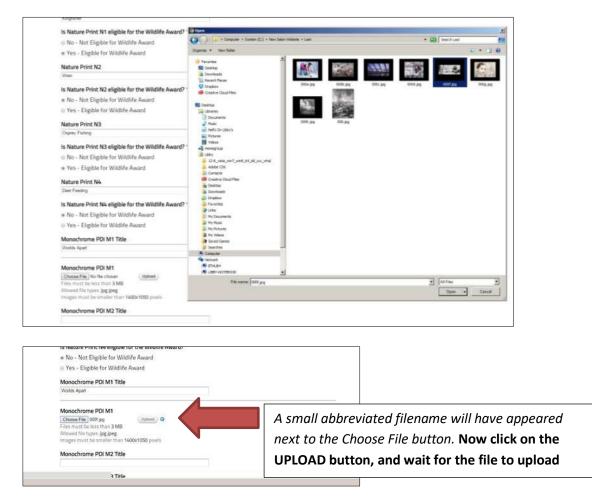
Page **4** of **11** 



Finish entering your TITLE - Then click on CHOOSE FILE

Your 'Explorer' window will open for you to choose your file as below.

Select the FILE that matches the TITLE you have entered and click OPEN



You will now see the thumbnail appear for the image you have uploaded

Do not worry about how the filename appears at this point. It will not rename itself until you are ready to SUBMIT your finished entry



Continue to complete all of the TITLES, CHOOSE and UPLOAD all of the PDI(Digital) files for <u>ALL</u> of the sections you wish to enter.

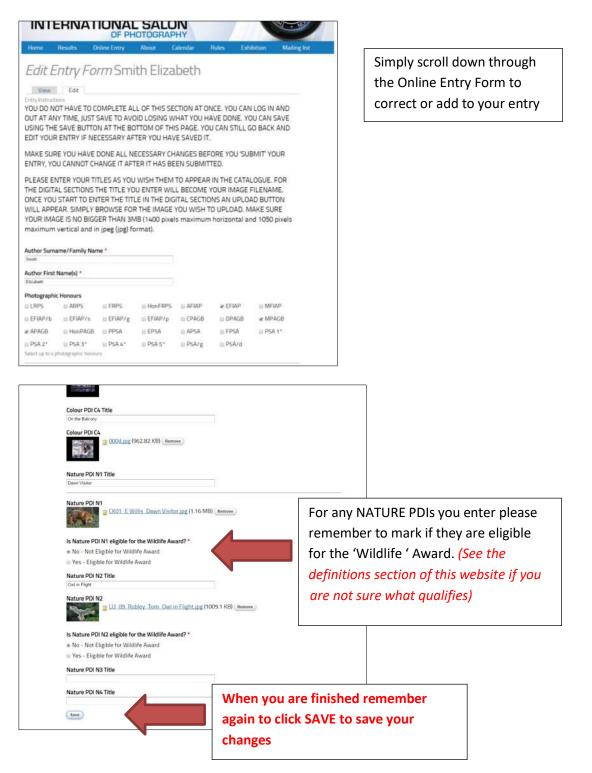
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Monochrome PDI M2 Title	
Joane	Remember to click SAVE at the bottom of
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A-17	this ENTRY FORM, before you log out
	otherwise all your entry will be lost. You co
Monochrome PDI M3 Title The Mine Office	
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2 000h.jog (452.75 KB) Renove	back in again to complete your entry. Just
1400.04	make sure you do any changes or
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008.jpg (807.84 KB) Remove	
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2000d.jpg (962.82 KB) (Remove)	
Nature PDI N1 Title	Click SAVE to save your entry at any time.
Nature PDI N2 Title	Click SAVE to save your entry at any time.
	This allows you to say what you have done, but you can still adit or
Nature PDI N3 Title	This allows you to save what you have done, but you can still edit or
Nature PDI N4 Title	remove any of the images. You can also Log out, then back in again
	to complete your entry
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Once you have clicked SAVE you will end up back at this page

Do not click on SUBMIT ENTRY until your entry is complete and correct

When you wish to continue with your entry or check it for corrections/typos simply **click the EDIT button** this will take you back to the Online Entry Form



If you have a problem uploading a file – You may see a box like the following when you try to upload a file that is too big or is in the wrong format. Please go and correct your file size or format before trying again. SAVE what you have done by clicking the SAVE button before logging out.

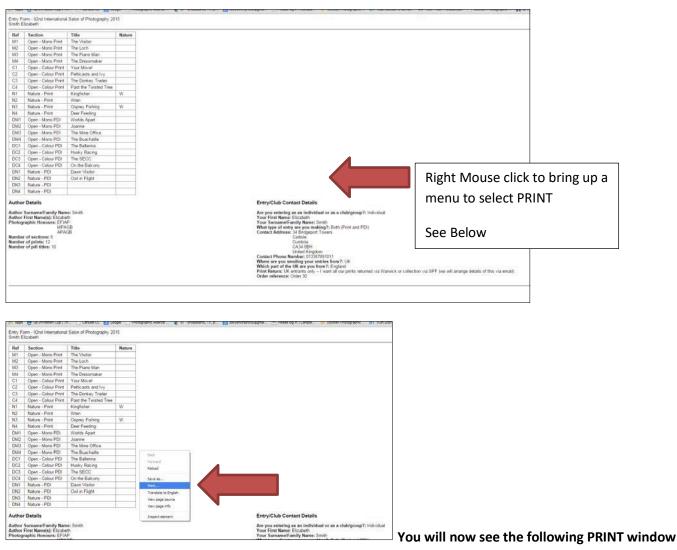
nensions are

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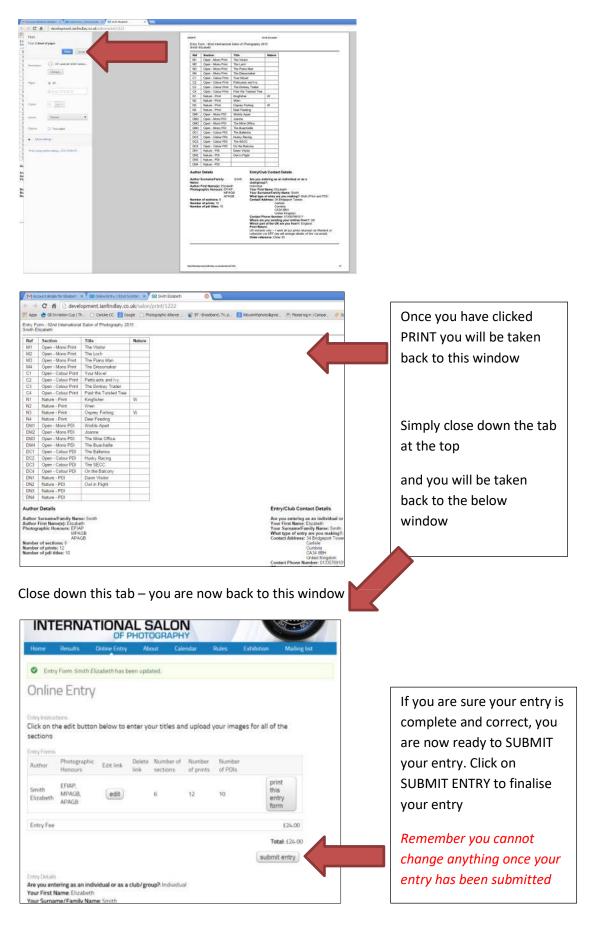
Once you have completed everything and checked for errors you can PRINT a copy of your ENTRY FORM by clicking on PRINT THIS ENTRY FORM



#### You will then see the following view -



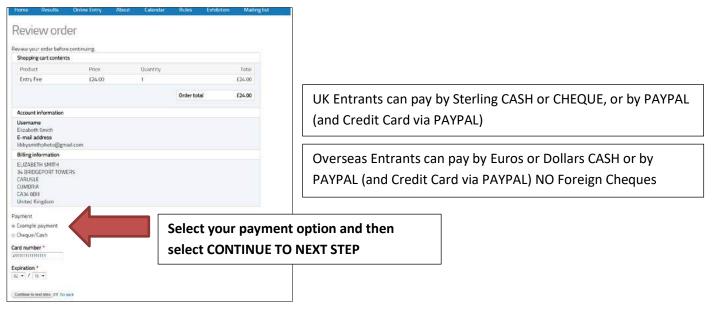
which will allow you to select any options you require -





#### YOU ARE NOW READY TO SELECT THE METHOD OF PAYMENT FOR YOUR ENTRY

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When your payment process is complete you will see the following

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FOR ENTRY FEES FOR INDIVIDUALS PLEASE GO TO THE ENTRY FEES SECTION OF THE WEBSITE – http://www.scottish-photographic-salon.org/entry-fees