# GUIDANCE NOTES FOR MAKING A GROUP ENTRY

To make an online entry, from our HOME page click on ONLINE ENTRY See the red arrow opposite

Start by registering your email address.

Do this by completing the new registration section at the **red arrow** opposite – <u>not</u> at the red cross. *Please Note – Even if you have done this for a previous year, you must do so again this year*
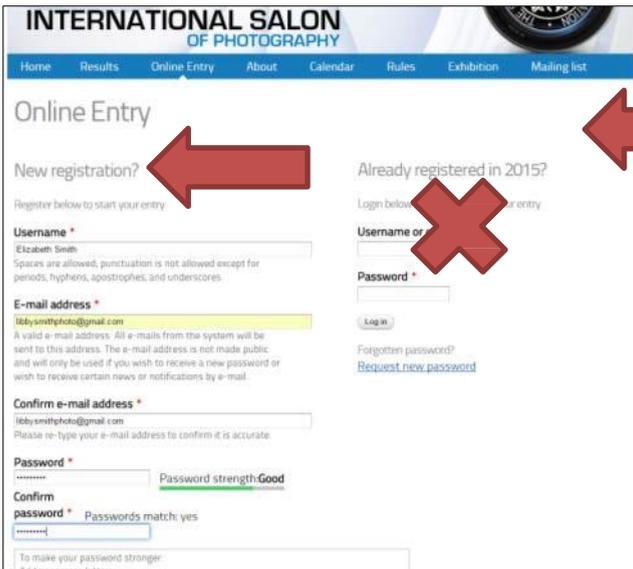
The area at the red cross is the one you use for logging in and out at any time after you have registered and validated your email address.

Once you have completed the details click on 'Create Account' button at the bottom
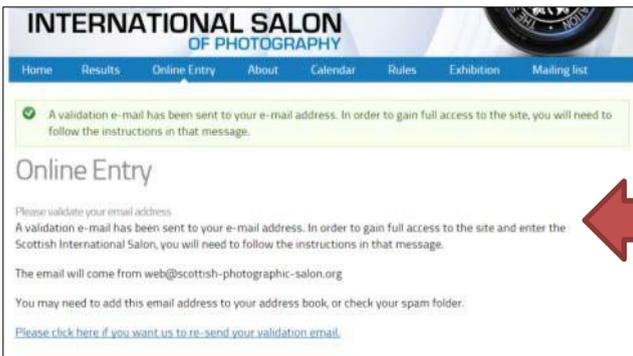
You will now see this window appearing

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

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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 -
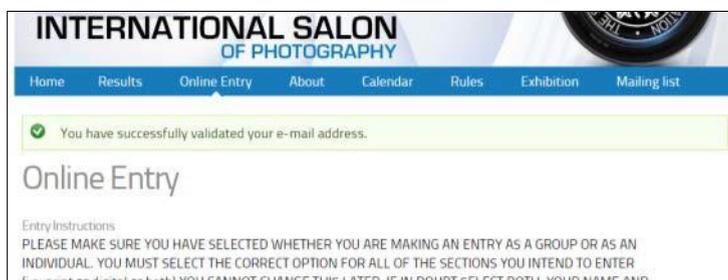
YOU ARE NOW READY TO START YOUR ONLINE ENTRY.

You require to select from the following options –

- **'Individual'** or **'Group/Club' Entry**, - *Select this if you are entering together with other Individuals or wish to enter as a Club, and are eligible for the Club Competitions*
- 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 the **GROUP ORGANISER's 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 -

Individual or Group/Club

Print or PDI(Digital) or Both (Print and PDI)

When you Select CLUB/GROUP you will be asked for your Club/Group name (See below)

If you are only 2 or 3 Individuals entering together and are note eligible for the Club Competitions please leave this blank

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Please select where you are entering from - **UK** or **Europe** or **Rest of the World**

For UK Entrants only – Please select Country

If you are entering PRINTS - Please select ONLY ONE of these options

This option is open to UK Entrants only – Please email Salon Chairman for further details/options for collection/return

Please ensure you have completed <u>ALL</u> of the questions on this page, <u>before</u> clicking SAVE as you cannot alter this information later. You should now see the following -

You start your group entry by entering the Group Organiser's entries first.

If they have no entries simply leave blank, and go on to Add an Author following the steps below

Make sure you have all your PRINT and PDI (Digital) titles ready before you proceed. Also make sure that all of your PDI (Digital) files are sized as maximum 1600 pixels horizontal and 1200 pixels vertical, maximum 3MB file size, and saved as jpeg or jpg format – It does not matter what the filename of these is. The website will rename them when you upload them.

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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INTERNATIONAL SALON OF PHOTOGRAPHY

Home | Results | Online Entry | About | Calendar | Rules | Exhibition | Mailing list

Edit Entry Form Smith Allan

Entry Instructions

YOU DO NOT HAVE TO COMPLETE ALL OF THIS AUTHOR'S ENTRY AT ONCE. YOU CAN LOG IN AND OUT AT ANY TIME, JUST SAVE TO AVOID LOSING WHAT YOU HAVE DONE. YOU CAN SAVE USING THE SAVE BUTTON AT THE BOTTOM OF THIS PAGE. YOU CAN STILL GO BACK AND EDIT THIS ENTRY IF NECESSARY AFTER YOU HAVE SAVED IT.
MAKE SURE YOU HAVE ADDED ALL AUTHORS AND DONE ALL NECESSARY CHANGES BEFORE YOU 'SUBMIT' YOUR ENTRY, YOU CANNOT CHANGE IT AFTER IT HAS BEEN SUBMITTED.

PLEASE ENTER YOUR TITLES AS YOU WISH THEM TO APPEAR IN THE CATALOGUE. FOR THE DIGITAL SECTIONS THE TITLE YOU ENTER WILL BECOME YOUR IMAGE FILENAME. ONCE YOU START TO ENTER THE TITLE IN THE DIGITAL SECTIONS AN UPLOAD BUTTON WILL APPEAR. SIMPLY BROWSE FOR THE IMAGE YOU WISH TO UPLOAD. MAKE SURE YOUR IMAGE IS NO BIGGER THAN 3MB (1400 pixels maximum horizontal and 1050 pixels maximum vertical and in jpeg (jpg) format).

Author Surname/Family Name *
Smith

Author First Name(s) *
Allan

Photographic Honours
☐ 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   ☐ PSA/d
Select up to 4 photographic honours

Monochrome Print M1
Misty Mooring

Monochrome Print M2
Winter's Evening

Monochrome Print M3
End of a Life

Monochrome Print M4
The Olive Grove

Colour Print C1
SSS Coot

Colour Print C2
Erithacus Rubecula

Colour Print C3
Tufted

Colour Print C4
Alert

Nature Print N1
Kingfisher

Is Nature Print N1 eligible for the Wildlife Award? *
○ No - Not Eligible for Wildlife Award
● Yes - Eligible for Wildlife Award

Nature Print N2
Wren

Is Nature Print N2 eligible for the Wildlife Award? *
● No - Not Eligible for Wildlife Award
○ Yes - Eligible for Wildlife Award

Nature Print N3
Osprey Fishing

Is Nature Print N3 eligible for the Wildlife Award? *
○ No - Not Eligible for Wildlife Award
● Yes - Eligible for Wildlife Award

Nature Print N4
Deer Feeding

Is Nature Print N4 eligible for the Wildlife Award? *
● No - Not Eligible for Wildlife Award
○ Yes - Eligible for Wildlife Award

Monochrome PDI M1 Title

Monochrome PDI M2 Title

Monochrome PDI M3 Title

Monochrome PDI M4 Title
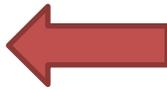
Online Entry Form
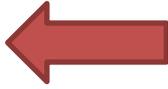
First fill in your name and Photographic Distinctions as you want them to appear in the Catalogue
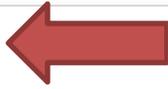
Now fill in all of your PRINT Titles as you wish them to appear in the Catalogue.

For any section you are not entering PLEASE LEAVE THE TITLES BLANK
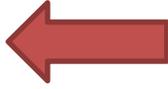
For any NATURE prints you enter please remember to mark if they are eligible for the 'Wildlife ' Award. *(See the definitions section of this website if you are not sure what qualifies)*
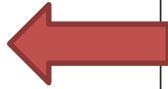
If you are also entering PDI (Digital) files please start by entering your first **TITLE as you wish it to appear in the Catalogue** in the Section you wish to enter **Mono** or **Colour** or **Nature**

For any section you are not entering PLEASE LEAVE THE TITLES BLANK

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As soon as you start entering a TITLE, CHOOSE FILE and UPLOAD buttons will appear
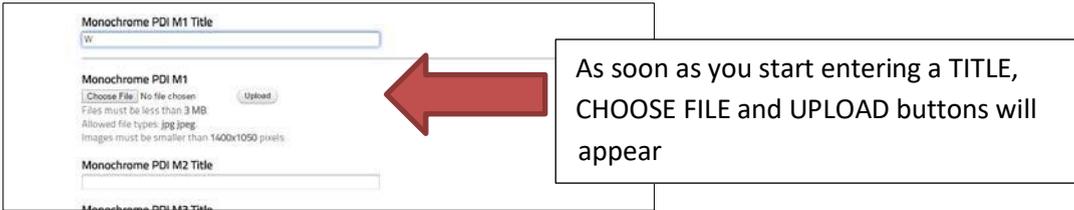
Finish entering your TITLE - Then click on CHOOSE FILE

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**

A small abbreviated filename will have appeared next to the Choose File button. **Now click on the UPLOAD button, and wait for the file to upload**
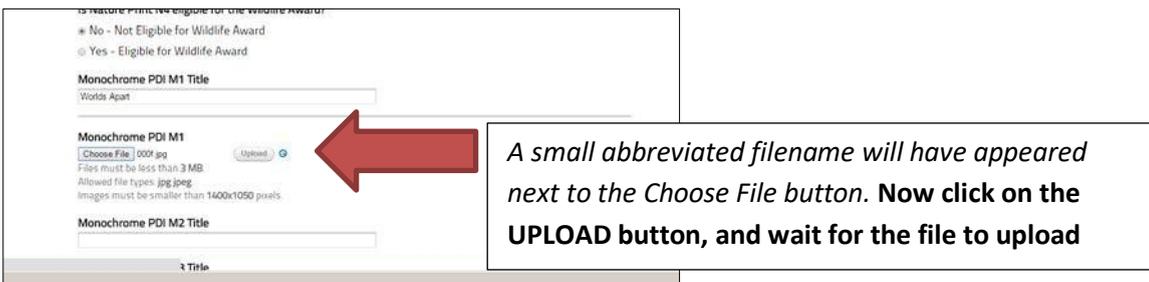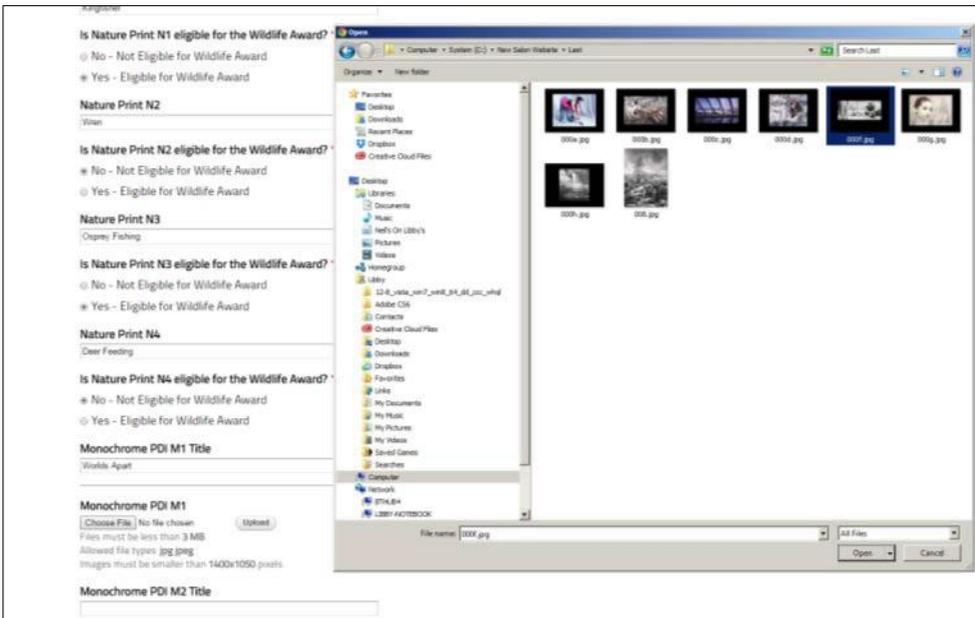
You will now see the thumbnail appear for the image you have uploaded

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

GUIDANCE NOTES FOR MAKING A GROUP 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.


Remember to click SAVE at the bottom of this ENTRY FORM, before you log out otherwise all your entry will be lost. You can click on SAVE at any time, and log out, and back in again to complete your entry. Just make sure you do any changes or corrections before you SUBMIT your entry.

Click SAVE to save your entry at any time.

This allows you to save what you have done, but you can still edit or remove any of the images. You can also Log out, then back in again to complete your entry

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

GUIDANCE NOTES FOR MAKING A GROUP ENTRY

Simply scroll down through the Online Entry Form to correct or add to your entry

For any NATURE PDIs you enter please remember to mark if they are eligible for the 'Wildlife ' Award. *(See the definitions section of this website if you are not sure what qualifies)*

**When you are finished remember again to click SAVE to save your changes**

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.

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Once you have completed the Group Organiser's Entry you are now ready to ADD ANOTHER AUTHOR

Add another author by clicking on the ADD AUTHOR button, then repeat the process from Page 4 onwards. *Saving the entry will always bring you back to here. You can log out and in as often as you like at this point – simply save your work before logging out.*

Continue to ADD AUTHORS until you have entered your whole group

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

When you are complete you can click on the print form button beside each author to get a paper copy of what you have entered. This will also allow you to check the titles for typos. Use the edit button to edit as necessary. Remember to click save after any changes.

You can PRINT a copy of EACH ENTRY FORM by clicking on PRINT THIS ENTRY FORM button beside each author

To PRINT a copy of each of your author's entry forms click on each of these button

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You will then see the following view -

Right Mouse click to bring up a menu to select PRINT

See Below

You will now see the following PRINT window which will allow you to select any options you require -

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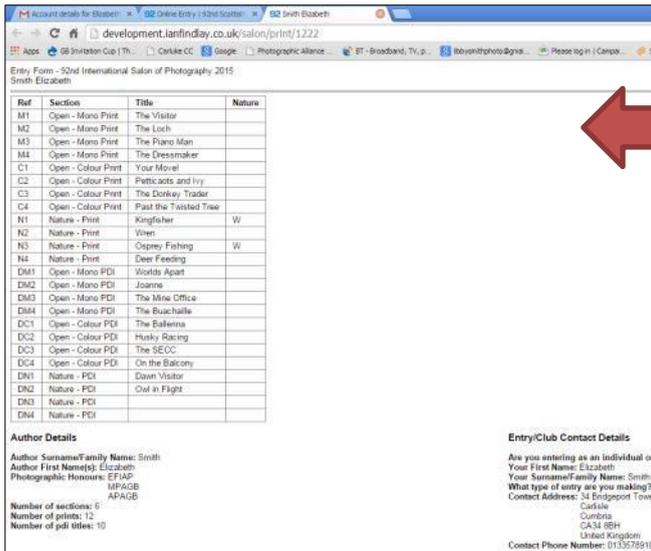
Once you have clicked PRINT you will be taken back to this window

Simply close down the tab at the top and you will be taken back to the below window.

Repeat the process for each author.

Close down this tab – you are now back to this window

When you are sure your entry is complete and correct, you are now ready to SUBMIT your entry. Click on SUBMIT ENTRY to finalise your entry

*Remember you cannot change anything once your entry has been submitted.* You will be reminded by a second SUBMIT button

If you are sure your entry is correct click SUBMIT ENTRY again

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

GUIDANCE NOTES FOR MAKING A GROUP ENTRY
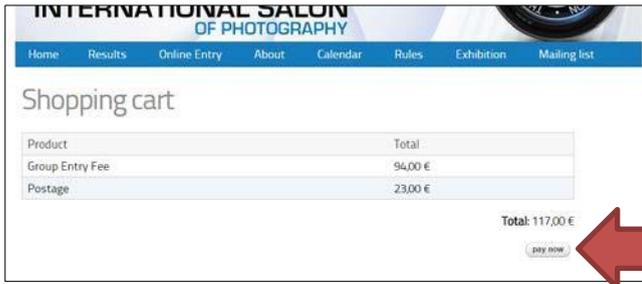
Firstly you will see your total due including return postage if you have ticked that option.

CLICK PAY NOW to go to the CHECKOUT
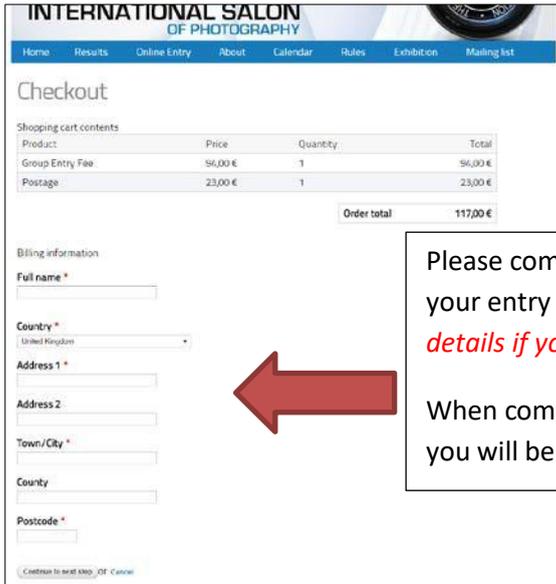
Please complete full details of the person paying for your entry - *This should match your Paypal/Credit Card details if you wish to use this method of payment*

When complete press CONTINUE TO NEXT STEP where you will be given the various options of payment
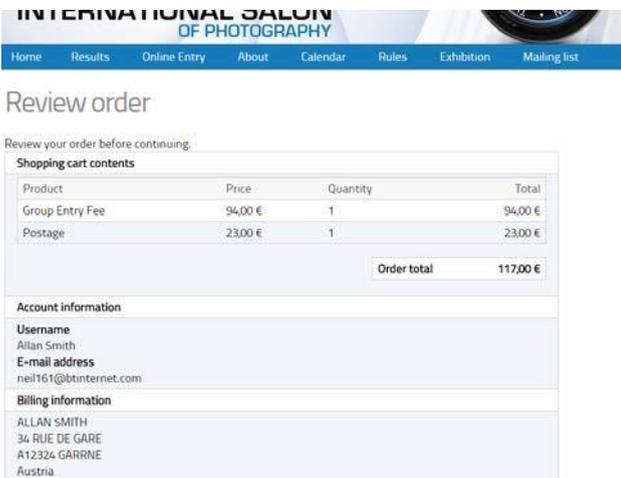
UK Entrants can pay by Sterling CASH or CHEQUE, or by PAYPAL (and Credit Card via PAYPAL)

Overseas Entrants can pay by Euros or Dollars CASH or by PAYPAL (and Credit Card via PAYPAL) NO Foreign Cheques
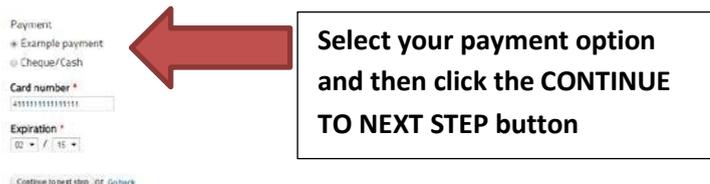
Select your payment option and then click the CONTINUE TO NEXT STEP button

When your payment process is complete you will see the following Checkout complete notice -

GUIDANCE NOTES FOR MAKING A GROUP ENTRY

By clicking on the 'Return to the online entry page' link you will be taken back to the window shown below
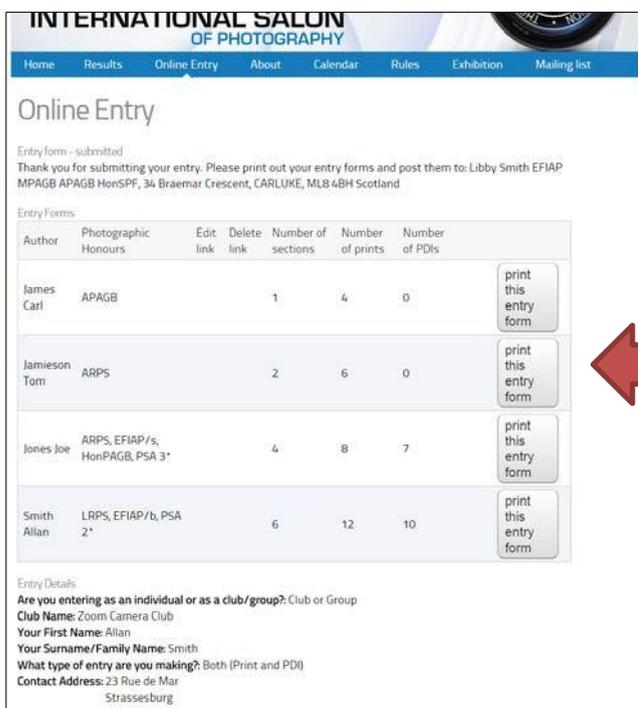
You can print a copy of your Author's Entry Forms at any time by logging back in to this window

ENTRY FEES FOR GROUP ENTRIES ARE CHARGED PER PHOTOGRAPH ENTERED

**Please see full details
on the GROUP area of our website
http://www.scottish-photographic-salon.org/groupsclubs
OR
On the ENTRY FEES area of our website**

http://www.scottish-photographic-salon.org/entry-fees