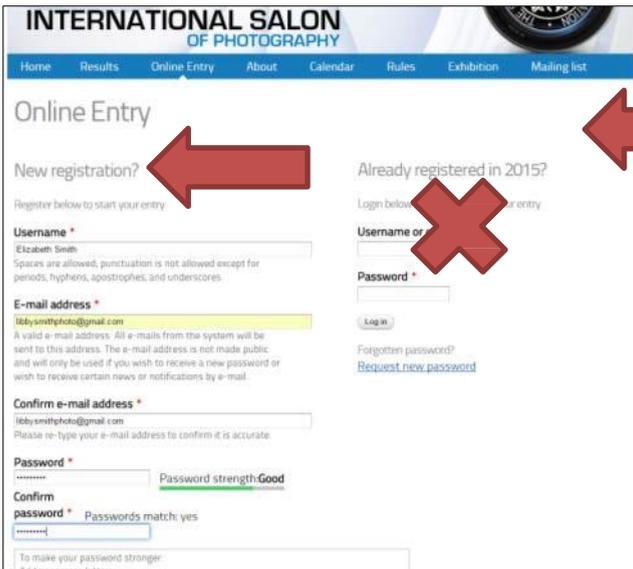


# GUIDANCE NOTES FOR MAKING A GROUP ENTRY



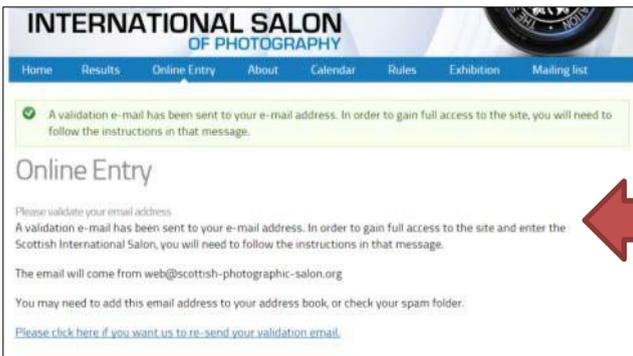
To make an online entry, from our HOME page click on ONLINE ENTRY See the red arrow opposite

Start by registering your email address.  
Do this by completing the new registration section at the red arrow opposite – not 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

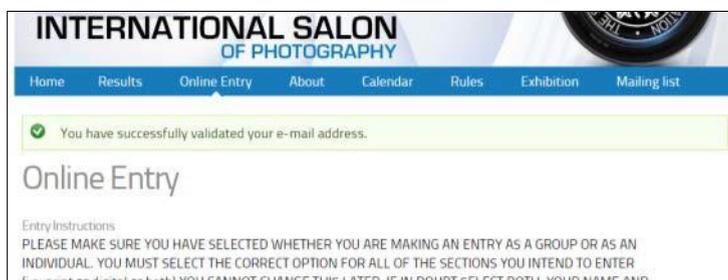


Now go to your email inbox to retrieve the validation link *e.g.(Outlook, gmail..)*

# GUIDANCE NOTES FOR MAKING A GROUP ENTRY

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](mailto: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 -



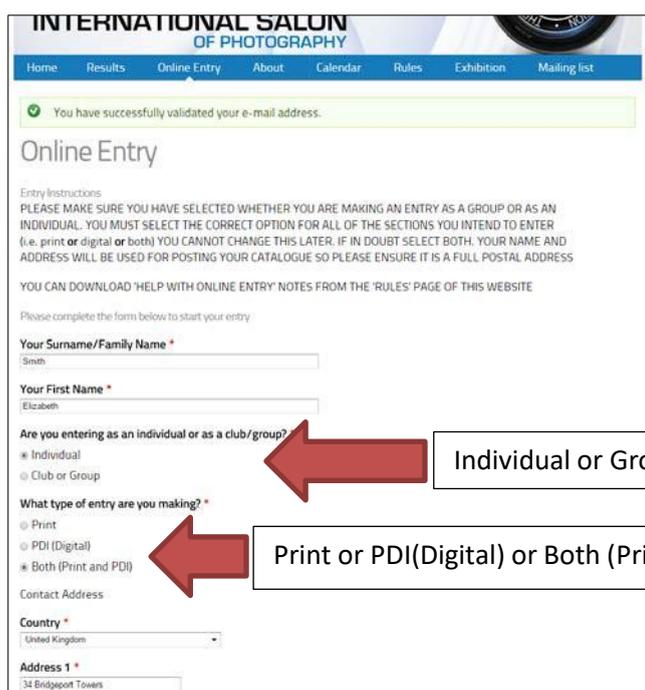
**YOU ARE NOW READY TO START YOUR ONLINE ENTRY.**

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**.*

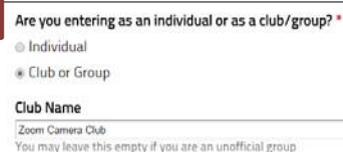
You also require to supply the **GROUP ORGANISER's** name and full postal address which will be used for posting catalogues and awards so please make sure it is complete.

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

A screenshot of the online entry form. It includes fields for 'Your Surname/Family Name' (with 'Smith' as an example), 'Your First Name' (with 'Elizabeth' as an example), and 'Country' (with 'United Kingdom' as an example). There are two radio button questions: 'Are you entering as an individual or as a club/group?' and 'What type of entry are you making?'. The first question has 'Individual' selected. The second question has 'Both (Print and PDI)' selected. There are also fields for 'Contact Address' and 'Address 1' (with '34 Bridgeport Towers' as an example). Red arrows point from the 'Individual or Group/Club' box to the first radio button question, and from the 'Print or PDI(Digital) or Both (Print and PDI)' box to the second radio button question.

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 not eligible for the Club Competitions please leave this blank*

A screenshot of the 'Club Name' field. It shows a radio button for 'Club or Group' which is selected. Below it is a text input field with 'Zoom Camera Club' entered. A note below the field says 'You may leave this empty if you are an unofficial group'.

# GUIDANCE NOTES FOR MAKING A GROUP ENTRY

**Town/City \***  
Carlisle

**County**  
Cumbria

**Postcode \***  
CA34 8BH

**Contact Phone Number**  
013357891011

**Where are you sending your entries from? \***

- UK
- Europe
- Rest of world

**Which part of the UK are you from? \***

- England
- Scotland
- Wales
- Northern Ireland

**Print Return \***

- I do not want any prints returned. I understand that all prints will be destroyed.
- I want the prints returned and will pay return postage (UK: £7 + 25p per mounted print, Europe: 8€ + 0.50€ per unmounted print, Rest of World: \$15 US + \$1 per unmounted print)
- I want all prints forwarded to Edinburgh International. I understand that this exhibition requires separate entry forms, fees and return postage arrangements.
- I want all prints forwarded to Northern Counties International. I understand that this exhibition requires separate entry forms, fees and return postage arrangements.
- UK entrants only – I want all our prints returned via Warwick or collection via SPF (we will arrange details of this via email).

PLEASE ENSURE YOU HAVE COMPLETED ALL OF THE ABOVE BEFORE YOU CLICK SAVE – YOU CANNOT RETURN TO THIS PAGE AFTER CLICKING SAVE.

**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 **ALL** of the questions on this page, **before** 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

**INTERNATIONAL SALON OF PHOTOGRAPHY**

Home Results Online Entry About Calendar Rules Exhibition Mailing list

Entry Type Entry - Allan Smith has been created.

### Online Entry

**Entry Instructions**  
Click on the edit button below to enter your own titles and upload your images for all of the sections.  
Click on the add author button to add another author to your group/club entry.

**Entry Forms**

Author	Photographic Honours	Edit link	Delete link	Number of sections	Number of prints	Number of PDIs	
Smith Allan		<input type="button" value="edit"/>	<input type="button" value="delete"/>	0	0	0	<input type="button" value="print this entry form"/>

Group Entry Fee 40,00 €  
Postage 8,00 €  
**Total: 48,00 €**

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 -

# GUIDANCE NOTES FOR MAKING A GROUP ENTRY

## 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 Morning

### Monochrome Print M2

Winter's Evening

### Monochrome Print M3

End of a Life

### Monochrome Print M4

The Olive Grove

### Colour Print C1

SSS Coast

### Colour Print C2

Erithacus Rubecula

### Colour Print C3

Tufted

### Colour Print C4

Alert

### Nature Print N1

Kingsfisher

### 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? \*

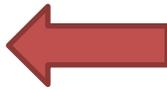
- No - Not Eligible for Wildlife Award  
 Yes - Eligible for Wildlife Award

### Monochrome PDI M1 Title

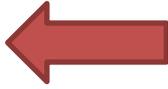
### Monochrome PDI M2 Title

### Monochrome PDI M3 Title

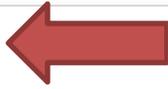
### Monochrome PDI M4 Title



Online Entry Form

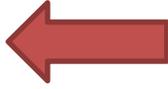


First fill in your name and Photographic Distinctions as you want them to appear in the Catalogue

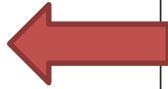


Now fill in all of your PRINT Titles as you wish them to appear in the Catalogue.

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



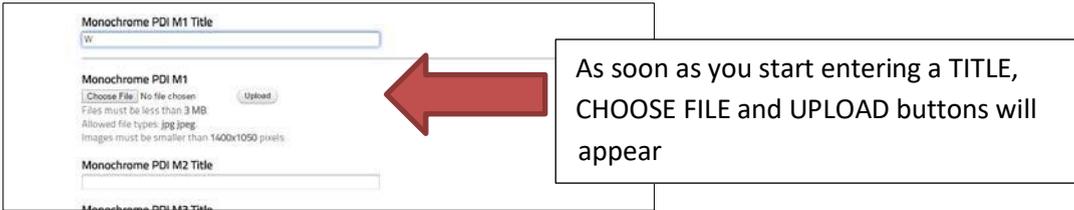
For any NATURE prints you enter please remember to mark if they are eligible for the 'Wildlife' Award. *(See the definitions section of this website if you are not sure what qualifies)*



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

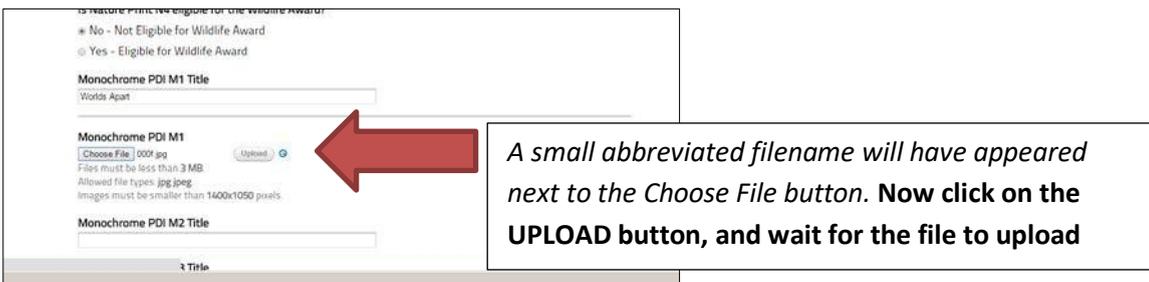
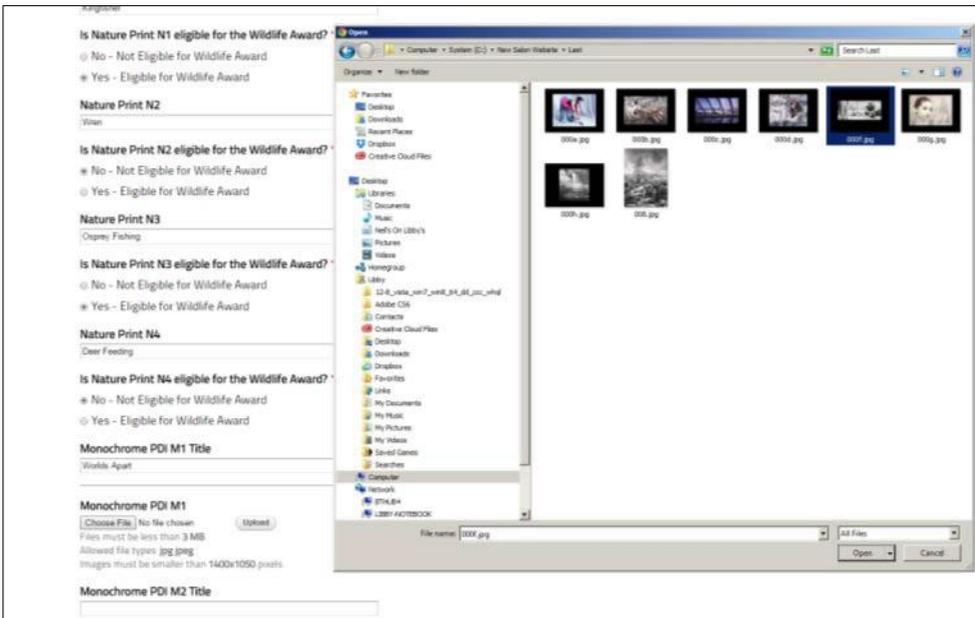
# GUIDANCE NOTES FOR MAKING A GROUP ENTRY



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*



# GUIDANCE NOTES FOR MAKING A GROUP ENTRY

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

0002.jpg (427.09 KB) Remove

Monochrome PDI M2 Title  
Joanne

Monochrome PDI M2  
0002.jpg (720.19 KB) Remove

Monochrome PDI M3 Title  
The Mini Office

Monochrome PDI M3  
0003.jpg (452.75 KB) Remove

Monochrome PDI M4 Title  
The Beachside

Monochrome PDI M4  
0004.jpg (807.84 KB) Remove

Colour PDI C1 Title  
The Balcony

*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.*

0005.jpg (760.15 KB) Remove

Colour PDI C2 Title  
Husky Racing

Colour PDI C2  
0005.jpg (808.94 KB) Remove

Colour PDI C3 Title  
The SECC

Colour PDI C3  
0006.jpg (881.4 KB) Remove

Colour PDI C4 Title  
On the Balcony

Colour PDI C4  
0007.jpg (962.82 KB) Remove

Nature PDI N1 Title

Nature PDI N2 Title

Nature PDI N3 Title

Nature PDI N4 Title

save

**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*



Home Results Online Entry About Calendar Rules Exhibition Mailing etc

Entry Form: Smith Allan has been updated.

## Online Entry

Entry Instructions  
Click on the edit button below to enter your own titles and upload your images for all of the sections

Click on the add author button to add another author to your group/club entry.

Author	Photographic Honours	Edit link	Delete link	Number of sections	Number of prints	Number of PDIs
Smith Allan	LIPPS, EFAP/6, PSA 2*	edit				

print this entry form

add author

Group Entry Fee 4,200 €  
Postage 14,000 €  
Total: 56,000 €

submit 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.*



# GUIDANCE NOTES FOR MAKING A GROUP ENTRY

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

Author	Photographic Honours	Edit link	Delete link	Number of sections	Number of prints	Number of PDIs	
Smith Allan	LRPS, EFIAP/b, PSA 2*	<a href="#">edit</a>	<a href="#">delete</a>	6	12	10	<a href="#">print this entry form</a>

[add author](#)

Group Entry Fee: 44,00 €  
Postage: 14,00 €  
Total: 58,00 €  
[submit entry](#)

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

Author	Photographic Honours	Edit link	Delete link	Number of sections	Number of prints	Number of PDIs	
James Carl	APAGB	<a href="#">edit</a>	<a href="#">delete</a>	1	4	0	<a href="#">print this entry form</a>
Jamieson Tom	ARPS	<a href="#">edit</a>	<a href="#">delete</a>	2	6	0	<a href="#">print this entry form</a>
James Joe	ARPS, EFIAP/s, HonAPAGB, PSA 3*	<a href="#">edit</a>	<a href="#">delete</a>	4	8	7	<a href="#">print this entry form</a>
Smith Allan	LRPS, EFIAP/b, PSA 2*	<a href="#">edit</a>	<a href="#">delete</a>	6	12	10	<a href="#">print this entry form</a>

[add author](#)

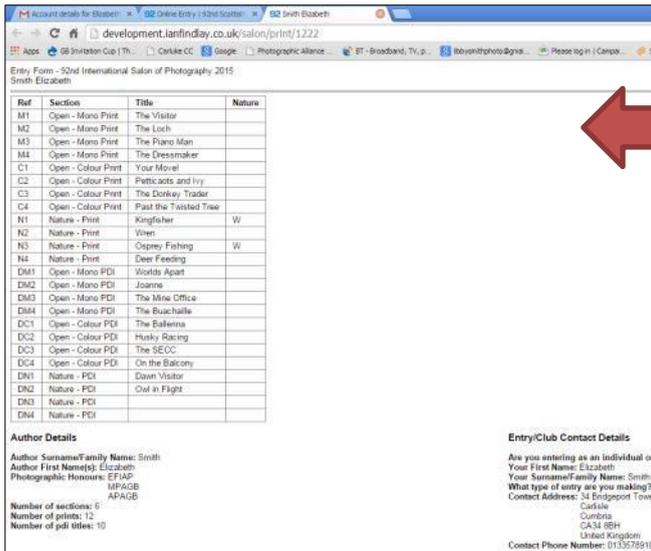
Group Entry Fee: 94,00 €  
Postage: 23,00 €  
Total: 117,00 €  
[submit entry](#)

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

Entry Details  
Are you entering as an individual or as a club/group? Club or Group  
Club Name: Zoom Camera Club  
Your First Name: Allan  
Your Surname/Family Name: Smith  
What type of entry are you making? Both (Print and PDI)  
Contact Address: 23 Rue de Mar  
Strassensburg  
A2345 Grenna  
Austria  
Where are you sending your entries from? Europe  
Print Return:  
I want the prints returned and will pay return postage (UK: £7 + 25p per mounted print, Europe: €6 + 0.50€ per unmounted print, Rest of World: \$15 US + \$1 per unmounted print)  
Order reference: Order 31



# GUIDANCE NOTES FOR MAKING A GROUP ENTRY



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

## Online Entry

Enjoy Instructions:  
Click on the edit button below to enter your own titles and upload your images for all of the sections.

Click on the add author button to add another author to your group/club entry.

Author	Photographic Honours	Edit link	Delete link	Number of sections	Number of prints	Number of PDIs	
James Carl	APAGB	<a href="#">edit</a>	<a href="#">delete</a>	1	4	0	<a href="#">print this entry form</a>
Jamieson Tom	ARPS	<a href="#">edit</a>	<a href="#">delete</a>	2	6	0	<a href="#">print this entry form</a>
Jones Joe	ARPS, EFIAP/s, HonPAGB, PSA 3*	<a href="#">edit</a>	<a href="#">delete</a>	4	8	7	<a href="#">print this entry form</a>
Smith Allan	LRPS, EFIAP/s, PSA 2*	<a href="#">edit</a>	<a href="#">delete</a>	6	12	10	<a href="#">print this entry form</a>

[add author](#)

Group Entry Fee	94,00 €
Postage	23,00 €
<b>Total:</b>	<b>117,00 €</b>

[submit entry](#)

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

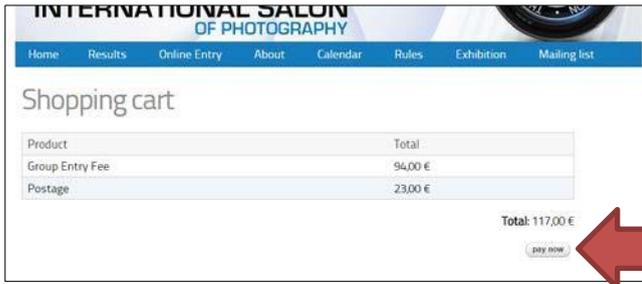
*Remember you cannot change anything once your entry has been submitted.* You will be reminded by a second SUBMIT button



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

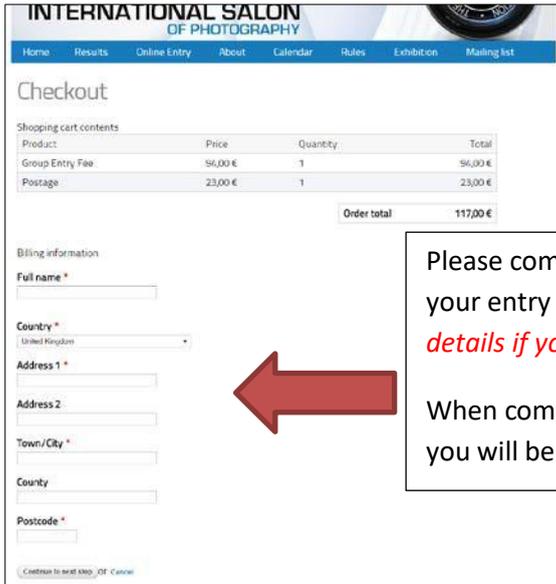
**YOU ARE NOW READY TO SELECT THE METHOD OF PAYMENT FOR YOUR ENTRY -**

# GUIDANCE NOTES FOR MAKING A GROUP ENTRY



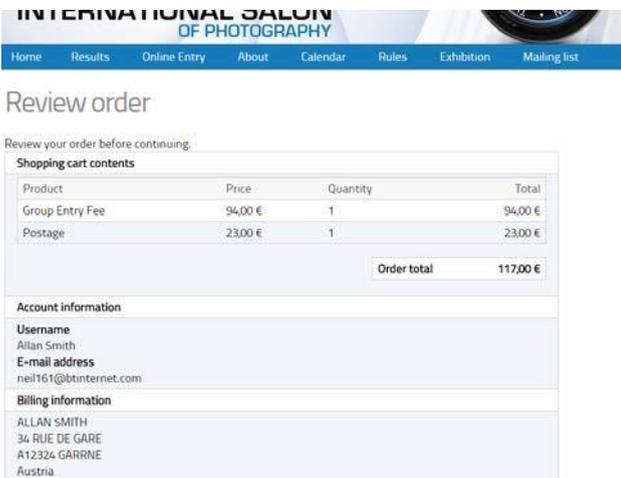
Firstly you will see your total due including return postage if you have ticked that option.

CLICK PAY NOW to go to the CHECKOUT



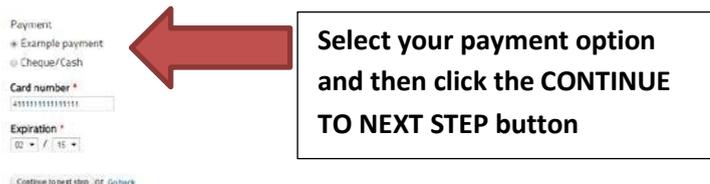
Please complete full details of the person paying for your entry - *This should match your Paypal/Credit Card details if you wish to use this method of payment*

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



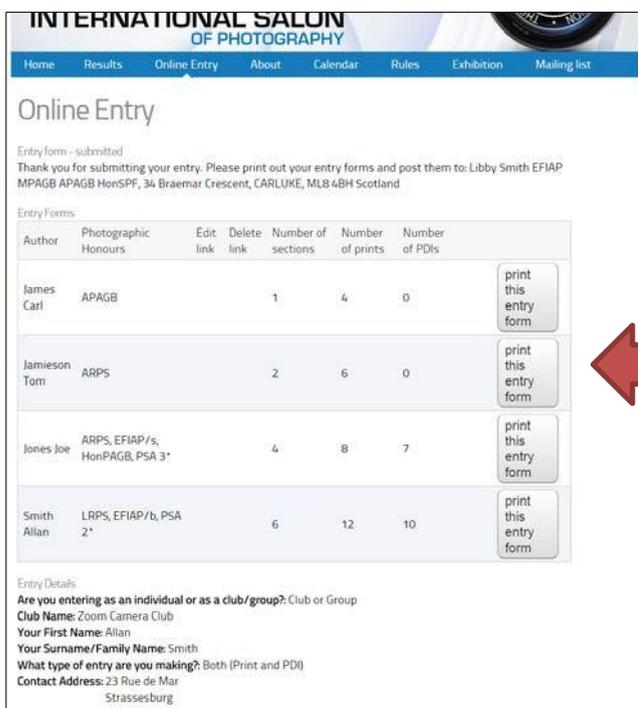
Select your payment option and then click the CONTINUE TO NEXT STEP button

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>