

PHOTO ENTRY INSTRUCTIONS FOR JERSEY PHOTOGRAPHIC CLUB (JPC) USERS

NOTE: These instructions summarise the essential steps for uploading images, but there are detailed HELP menus available throughout the image upload process.

When you first go into PhotoEntry you will be prompted to change the automatically generated password which was sent to you by email. If you later forget your password, click on the Forgotten Password link on the left hand side of the login screen, enter your email address as User ID and click 'Generate Reset Link'. Follow the instructions in the email you will receive (you may need to check your email Junk / Spam folders).

When you have logged in to PhotoEntry you will be in the **Main Menu** screen:

- Click on the **Competition Group** that you want to enter an image into (for example **2021-22 Club Competitions**)

You will see a list of available competitions together with specific information about each competition.

- Click on the name of the **Competition** that you want to enter

You will see information about the maximum number of images you are allowed to enter, the target (maximum) and minimum dimensions for the image (in pixels), and the maximum image file size that can be uploaded.

Your image must exceed the minimum dimensions in pixels and its colour profile should be sRGB. If your image is not in sRGB colour profile you will get an error message – it is recommended that you go back to your image editor to change this, as you may not like the way the system alters the image on your behalf! There is additional advice on colour profiles in the PhotoEntry Help pages.

As long as the image file size is less than 10MB the system will upload the file and automatically resize it to the correct dimensions for projection. If you have an image file larger than 10MB you will need to use your image editor to reduce the size to less than 10MB and try the upload again (see also PDI Guidance).

- Click on **Add New Entry**

- Complete the **Entry Title**

You can add an optional **Entry Reference** if you wish.

- Choose whether the **Entry is Publishable** – selecting **Yes** means you are willing for any winning images to be published on the JPC website and / or social media pages.

You can click the checkbox 'Remember for next time' to make your choice the default for your next entry.

- Click **Add This Entry**

- Click **Choose JPEG** and select the file on your device/drive to upload (the filename isn't used for Competitions)

- Click **Upload Image**

If the image was successfully uploaded and entered into the competition you will see "**image uploaded**" displayed under the competition name at the top of the screen. You will also see buttons on the right hand side of the thumbnail of the image allowing you to edit the entry title, and to replace or delete the image.

Click **Show All My Entries** to display all your entries in that competition.

Please note that once the closing date for the competition has been reached you can only make changes by contacting the competition administrator.

- If you have more images to enter, click **Add New Entry** and repeat the process above (up to 3 images maximum).

*A record of all the images you enter into the season's PDI competitions can be viewed by returning to the **Main Menu**, selecting a **Competition Group** (for example **2021-22 Club Competitions**) and then clicking on **Show Your Entries in this Group**.*

PLEASE NOTE: Before entering a competition you are recommended to check the competition rules published on the JPC website <http://www.jerseyphotoclub.co.uk/rules>

DATA PROTECTION STATEMENT

By using the PhotoEntry system you agree that your data and images can be used for the express purpose of JPC competitions. You have the option of allowing (or not) any of your winning images to be shared on the JPC website or social media pages.

Data held on the system can only be viewed by a limited number of JPC nominated competition administrators. Sometimes judges will be given view only access to review the images they are due to judge in an upcoming competition, but they will not have access to your name or any other personal data.

Should you decide to leave the JPC at any time in the future, or if you do not renew your membership by the deadline for renewals, you will immediately be marked as an Inactive User and any of your images will remain on the system to preserve the integrity of competition data. However, you can request that your name, data and any of your images be permanently deleted from the system by contacting the JPC Club Secretary (email JPCinformation@gmail.com).

References to the JPC above refer to the Jersey Photographic Club.

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