How to upload images into PhotoEntry

After opening 'Club Competitions 2024-2025' from the main menu:

Note: *each category (e.g. mono/colour Dpi or print) in a competition has its own line of entry*: use them in turn to make your entry, adding one image at a time. (Only 'Open' competitions will allow you to make entry/entries.) Our normal competition rules apply, of 3 in total and no more than two in any category.

Method

- For example: Click Test Competition 1B Whole Club – Colour Dpi
- Click 'Add New Entry'
  - o Then put your image title in the red box (No Comp. Number or underscore is needed in PhotoEntry)
  - o Scroll down – in 'Entry is Publishable' there is a 'Yes' – change it to 'No' if you are not willing for the image to be published (e.g. in a newspaper or on Facebook etc)
  - o Click 'Add This Entry'
  - o In the next screen Click 'Choose JPEG'
  - o Then find your image, click on it, and click 'Open' – you will then see the file name appear and its size.
  - o Click the 'Upload Image' box: you may get a warning message e.g. wrong profile, or Too Small. If this happens, click the Bin symbol to remove it, make changes, and then start again at 'Add New Entry'. If the entry was OK, it will say OK in the image details box, and you will know it has been added into the competition.
- To add a second image in the same Category, repeat the same steps from Add New Entry
- To add an image in a different category, select the category that you need, and repeat the steps from 'Add New Entry'

A couple of important points:

1. Please DO NOT USE either the BACK or REFRESH buttons – doing this may well cause you to lose data and return the system to a previous state. Please navigate using the PhotoEntry buttons provided, and logout when done.
2. While a competition is 'Open' you can make changes e.g. delete an image and replace it with another one. Once a competition is 'Closed' the images are locked in.