



Technical Guidelines for PhotoEntry (user)

PhotoEntry is an online system, that allows users to enter club competitions, and manage their entries. WCC uses it for both PDI and Print entries.

1. Access

1. Request Access

The system is online, hence a userid and password is required. Request one from the Competition Secretary, or PhotoEntry Admin (currently Equipment Manager). Specify which level for Open competitions (Beginner, Intermediate, or Advanced), or discuss with Competition Secretary. When the user is set up, PhotoEntry generates an automatic email which includes:

- the url for the PhotoEntry system login page (<https://compent.photoentry.uk/compent/>).
- the userid (normally the user's club email address)
- a temporary password.

2. Login

1. First time

Using the details from the automated email, above, login to PhotoEntry. It is recommended the login page is saved as a favourite. The main club website also has a direct link to the system from the Internal Competitions page. The system recognises the temporary password and asks the user to create their own.

2. Normal access

Access the PhotoEntry login page and enter userid and password. This displays the User menu

3. Amend User Information

All screens (other than Help) have the forename and surname of the user at the top right of the screen. This includes a dropdown menu allowing Distinctions to be added to the record, password to be changed, and 2-factor authentication to be set up.

All other user details, eg email address, competition class, can only be amended by the system administrator.



2. Enter Club Competition

Club competitions are arranged within competition groups to allow for different types of competition. They are set up in advance, with parameters to validate number of entries, image size, and colour space.




1. Select Competition

1. Click on appropriate competition group.
2. Click on required competition - only those that are open can be entered or previous entries amended.
3. The competition details are confirmed, and any entries confirmed. If less than the maximum number of entries (usually three), then the “Add New Entry” button will be enabled

2. Add entry

1. Click “Add New Entry”
2. Fill in the title of the entry and click “Add This Entry”
3. Click “Choose JPEG”
4. Select required image file from the Explorer window (Finder on a Mac)
5. Click “Upload JPEG”
6. Entry is confirmed showing Title and image thumbnail, with a message regarding size or colour space issues.

3. Amend Entry

1. Click on appropriate competition group
2. Click on the required competition - entries will be displayed, each having 3 icons at the right
3. Click the  symbol to edit the entry Title
4. Click the  symbol to swap the image for another
5. Click the  symbol to delete the entry entirely

3. View Entries

1. All Entries.

1. Click on appropriate competition group.
2. Click on “Show Your Entries in This Group”
3. Entries are displayed for each competition in the group for which you have entered.

2. Specific Competition

1. Click on appropriate competition group.
2. Click on required competition

4. Help

The Help menu is always available - top left. Clicking on this opens a new browser window showing Frequently Asked Questions (FAQs). This includes help in preparing images as well as PhotoEntry topics.



Revisions

28/02/20 Initial version