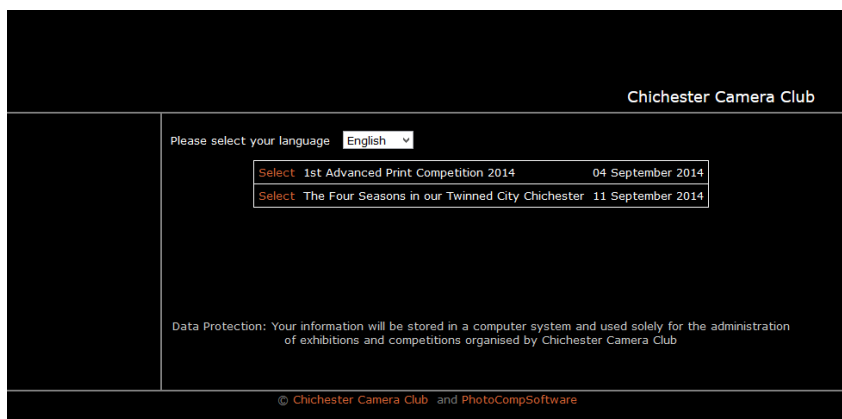


## Accessing the Upload System

The system has a page that shows all active competitions/exhibitions. This link is always:

<http://www.photocompentries.net/?org=chichestercc>

It will show a list of all competitions/exhibitions with their titles and collect by dates, e.g.:

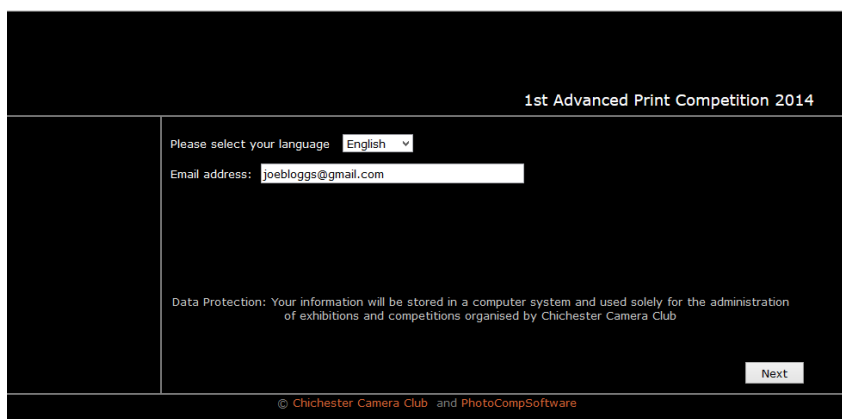


The screenshot shows the Chichester Camera Club website interface. At the top right, it says "Chichester Camera Club". Below this, there is a language selection dropdown menu set to "English". A table lists two competitions:

Select	1st Advanced Print Competition 2014	04 September 2014
Select	The Four Seasons in our Twinned City Chichester	11 September 2014

Below the table, there is a data protection notice: "Data Protection: Your information will be stored in a computer system and used solely for the administration of exhibitions and competitions organised by Chichester Camera Club". At the bottom, there is a copyright notice: "© Chichester Camera Club and PhotoCompSoftware".

Find the competition you are interested in and press the text marked "Select" beside it. This will take you to the competition and this will be the same page that is linked to by the Programme for that competition, e.g.:



The screenshot shows the registration page for the "1st Advanced Print Competition 2014". At the top right, it says "1st Advanced Print Competition 2014". Below this, there is a language selection dropdown menu set to "English". There is a text input field for "Email address:" with the value "joebloggs@gmail.com". Below the input field, there is a data protection notice: "Data Protection: Your information will be stored in a computer system and used solely for the administration of exhibitions and competitions organised by Chichester Camera Club". At the bottom right, there is a "Next" button. At the bottom, there is a copyright notice: "© Chichester Camera Club and PhotoCompSoftware".

The system will ask you for your email address, please enter the email address you gave the membership secretary for your club record. The system will remember the address you used last time, so if two or more people are sharing the same system you will need to check the correct address is shown.

When you are satisfied that the address is correct, press NEXT.

As a further safety check to make sure that you have the correct email, it will ask you the re-enter your email address:

1st Advanced Print Competition 2014	
Start	Please re-enter your email address: <input type="text"/>  <div style="display: flex; justify-content: space-between;"> <span>Back</span> <span>Next</span> </div>
© Chichester Camera Club and PhotoCompSoftware	

Then press NEXT. If the system cannot find your details you will see this screen:

1st Advanced Print Competition 2014	
Start	We do not recognise joeblogs@gmail.com as a valid member If you have mistyped your membership information, click Back and re-enter it If you think this is a mistake on our part, please send an email to <a href="mailto:mrjeffowen@gmail.com">mrjeffowen@gmail.com</a>  <div style="display: flex; justify-content: center;"> <span>Back</span> </div>
© Chichester Camera Club and PhotoCompSoftware	

If this happens to you, please double check what you have typed and if you are certain that it is correct please contact Jeff Owen or John Dean for assistance.

Assuming that everything is correct you should see the following screen (but with your details):

1st Advanced Print Competition 2014	
Start	Are you Jeff Owen? Click "Yes" if you are Jeff Owen and are submitting your own entry Click "No" if you are not Jeff Owen but use the email address <a href="mailto:mrjaffowen@gmail.com">mrjaffowen@gmail.com</a> , or you are submitting someone else's entry using your email address. You will be asked to re-enter this email address for security, and then you will be asked for the details of the entry.  <div style="display: flex; justify-content: space-between;"> <span>No</span> <span>Yes</span> </div>
© Chichester Camera Club and PhotoCompSoftware	

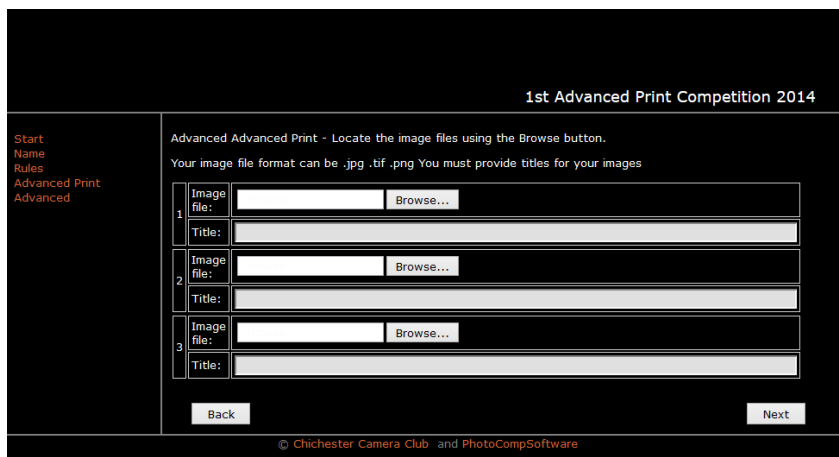
Press YES and you should see a series of screens that take you through the competition and classes available (if any), e.g.:

1st Advanced Print Competition 2014	
Start Name	1st Advanced Print Competition 2014
	<input type="button" value="Back"/> <input type="button" value="Next"/>
© Chichester Camera Club and PhotoCompSoftware	

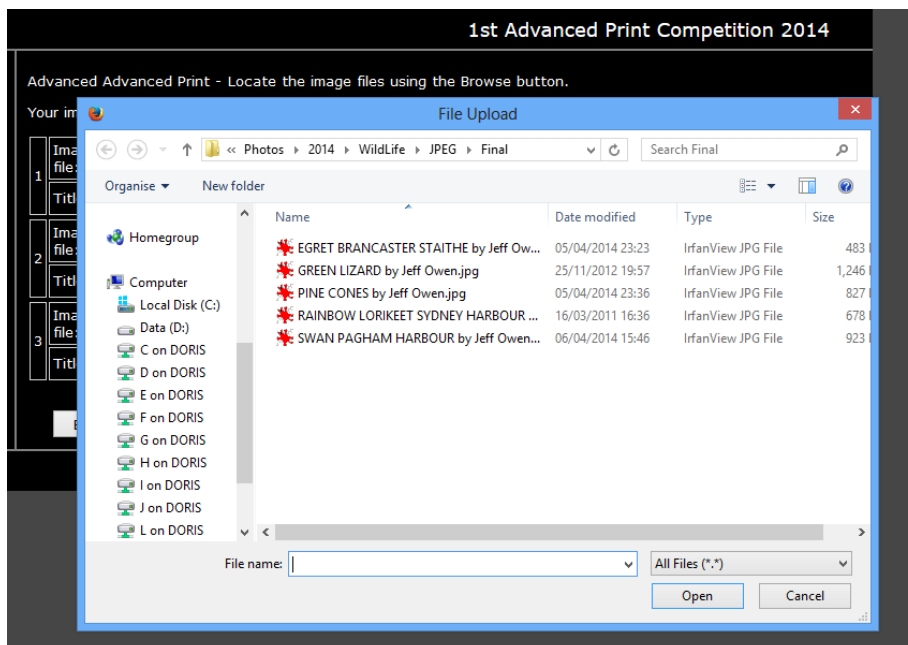
1st Advanced Print Competition 2014	
Start Name Rules	<b>Advanced Print</b> You can enter 3 entries in 1 section <ul style="list-style-type: none"> <li>• Advanced</li> </ul> Advanced Print
	<input type="button" value="Back"/> <input type="button" value="Do you want to enter Advanced Print"/> <input type="button" value="No"/> <input type="button" value="Yes"/>
© Chichester Camera Club and PhotoCompSoftware	

1st Advanced Print Competition 2014	
Start Name Rules Advanced Print	<b>Advanced</b> Advanced Print
	<input type="button" value="Back"/> <input type="button" value="Do you want to enter Advanced"/> <input type="button" value="No"/> <input type="button" value="Yes"/>
© Chichester Camera Club and PhotoCompSoftware	

Finally you will get to a screen that allows you to upload your entries:



Press the Browse... button to select your image file. This will put up a normal file chooser dialog (e.g. on Windows):



Click on the file you want to enter and press Open. It should fill in the entry for you, and there will be a short delay as a progress box pops up briefly and the image is uploaded (Do not try to type until the system is ready and the box is dismissed or you might hit issues).

You may then enter a title and repeat the process for all your entries as shown below:

1st Advanced Print Competition 2014

Start  
Name  
Rules  
Advanced Print  
Advanced

Advanced Advanced Print - Locate the image files using the Browse button. To remove an image, click Remove

Your image file format can be .jpg .tif .png You must provide titles for your images

1	Image file:	EGRET BRANCASTER STAITHE by Jeff Owen.jpg	Remove
	Title:	Egret Brancaster Staithe	
2	Image file:	GREEN LIZARD by Jeff Owen.jpg	Remove
	Title:	Green Lizard	
3	Image file:	SWAN PAGHAM HARBOUR by Jeff Owen.jpg	Remove
	Title:	Swan Pagham Harbour	

Please check your image titles before clicking "Next"

© Chichester Camera Club and PhotoCompSoftware

When you are happy with all your entries press NEXT.

***Do make sure you get the titles correct before proceeding.***

It should then bring up a page which is a summary of all your entries. You may print this page for your records. Once you have dismissed this page (NEXT), you should see something like:

1st Advanced Print Competition 2014

Start  
Name  
Rules  
Advanced Print  
Advanced  
Print entry form

**Thank you for your entry. We will send you a confirmation email when it has been processed. If you have any questions, please email us at [mrjeffowen@gmail.com](mailto:mrjeffowen@gmail.com)**

**You can return to this entry form and make changes at any time until 23:59 GMT Standard Time on 4-Sep-2014**

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If at any time you wish to update or change your entries you can re-enter the system and do so. Obviously this must be done before the closing date.