

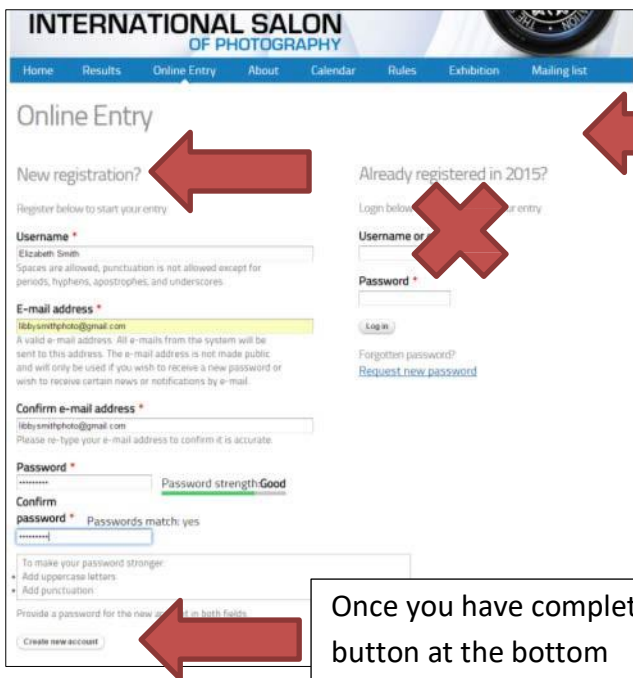
GUIDANCE NOTES FOR MAKING AN INDIVIDUAL ENTRY



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

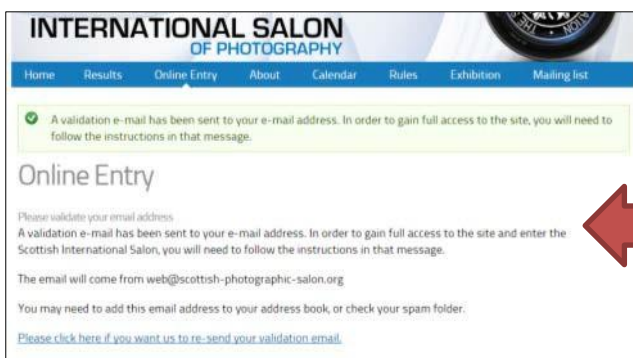
Start by registering your email address.

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

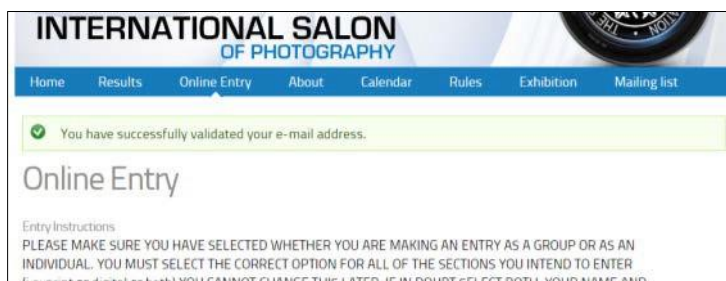


Now go to your email inbox to retrieve the validation link *e.g.(Outlook, gmail..)*

GUIDANCE NOTES FOR MAKING AN INDIVIDUAL 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 to your address book, this should stop further emails going in to your spam folder

You should then see the screen below -



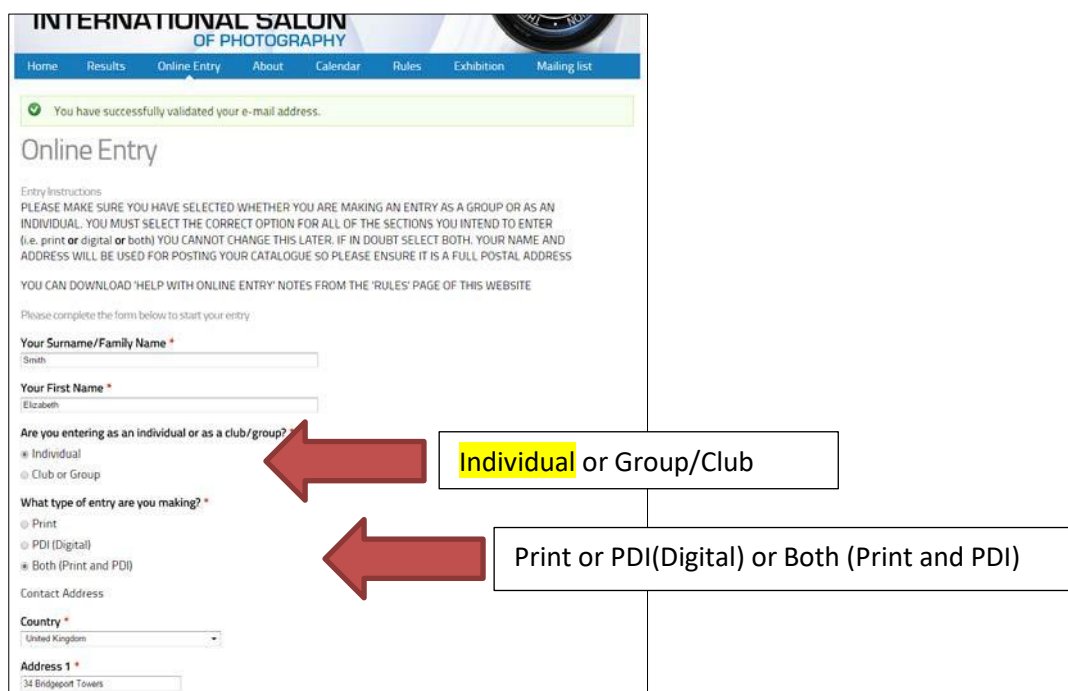
YOU ARE NOW READY TO START YOUR ONLINE ENTRY.

You require to select from the following options –

- **Individual** or 'Group/Club' Entry - *select the Individual option if you are entering on your own*
- 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 your **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' entered), 'Your First Name *' (with 'Elizabeth' entered), and 'Country *' (with 'United Kingdom' selected). Below these are two radio button questions. The first is 'Are you entering as an individual or as a club/group?' with 'Individual' selected. The second is 'What type of entry are you making? *' with 'Both (Print and PDI)' selected. Two red arrows point from external boxes to these two questions. The first box contains the text 'Individual or Group/Club' and the second box contains 'Print or PDI(Digital) or Both (Print and PDI)'. The form also includes a 'Contact Address' field with '34 Bridgeport Towers' entered.

GUIDANCE NOTES FOR MAKING AN INDIVIDUAL ENTRY

The screenshot shows the 'Online Entry' form with several sections highlighted by red arrows and callout boxes:

- Town/City ***: Carlisle
- County**: Cumbria
- Postcode ***: CA34 9BH
- Contact Phone Number**: 013357891011
- Where are you sending your entries from? ***: UK (selected), Europe, Rest of world
- Which part of the UK are you from? ***: England (selected), Scotland, Wales, Northern Ireland
- Print Return ***: I do not want any prints returned. I understand that all prints will be destroyed. (selected), 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 want all prints forwarded to Northern Counties International, 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.**
- Save** button

Callout boxes with arrows pointing to the form:

- Please select where you are sending from - UK or Europe or Rest of the World** (points to 'Where are you sending your entries from?')
- For UK Entrants only – Please select Country** (points to 'Which part of the UK are you from?')
- If you are entering PRINTS - Please select ONLY ONE of these options** (points to 'Print Return')
- For UK Entrants only – Please email Salon Chairman for further details/options for collection/return** (points to 'UK entrants only - I want all our prints returned via Warwick or collection via SPF')

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 -

The screenshot shows the 'INTERNATIONAL SALON OF PHOTOGRAPHY' website. The navigation menu includes Home, Results, Online Entry, About, Calendar, Rules, Exhibition, and Making list. A green message box states: 'Entry Type Entry - Elizabeth Smith has been created.' The main heading is 'Online Entry'. Below it, 'Entry Instructions' state: 'Click on the edit button below to enter your titles and upload your images for all of the sections'. The 'Entry Forms' table is as follows:

Author	Photographic Honours	Edit link	Delete link	Number of sections	Number of prints	Number of PDIs	
Smith Elizabeth		edit		0	0	0	print this entry form

Below the table, the 'Entry Fee' is £9.00, and the 'Total' is £9.00. The 'Entry Details' section includes: 'Are you entering as an individual or as a club/group? Individual', 'Your First Name: Elizabeth', 'Your Surname/Family Name: Smith', 'What type of entry are you making? Both (Print and PDI)', and 'Contact Address: 34 Bridgeport Towers, Carlisle'.

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 AN INDIVIDUAL ENTRY

Edit Entry Form Smith Elizabeth

 **Online Entry Form**

[View](#) [Edit](#)

Entry Instructions
YOU DO NOT HAVE TO COMPLETE ALL OF THIS SECTION 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 YOUR ENTRY IF NECESSARY AFTER YOU HAVE SAVED IT.

MAKE SURE YOU HAVE 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 *

Author First Name(s) *

Photographic Honours

<input type="checkbox"/> LRPS	<input type="checkbox"/> ARPS	<input type="checkbox"/> FRPS	<input type="checkbox"/> HonFRPS	<input type="checkbox"/> AFIAP	<input type="checkbox"/> EFIAP	<input type="checkbox"/> MFIAP
<input type="checkbox"/> EFIAP/b	<input type="checkbox"/> EFIAP/s	<input type="checkbox"/> EFIAP/g	<input type="checkbox"/> EFIAP/p	<input type="checkbox"/> CPAGB	<input type="checkbox"/> DPAGB	<input type="checkbox"/> MPAGB
<input type="checkbox"/> APAGB	<input type="checkbox"/> HonPAGB	<input type="checkbox"/> PPSA	<input type="checkbox"/> EPSA	<input type="checkbox"/> APSA	<input type="checkbox"/> FPSA	<input type="checkbox"/> PSA 1*
<input type="checkbox"/> PSA 2*	<input type="checkbox"/> PSA 3*	<input type="checkbox"/> PSA 4*	<input type="checkbox"/> PSA 5*	<input type="checkbox"/> PSA/g	<input type="checkbox"/> PSA/d	

Select up to 4 photographic honours

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

Monochrome Print M1

Monochrome Print M2

Monochrome Print M3


Monochrome Print M4

Colour Print C1

Colour Print C2

Colour Print C3

Colour Print C4

 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

Nature Print N1

Is Nature Print N1 eligible for the Wildlife Award? *

No - Not Eligible for Wildlife Award

Yes - Eligible for Wildlife Award

Nature Print N2

Is Nature Print N2 eligible for the Wildlife Award? *

No - Not Eligible for Wildlife Award

Yes - Eligible for Wildlife Award

Nature Print N3

Is Nature Print N3 eligible for the Wildlife Award? *

No - Not Eligible for Wildlife Award


Yes - Eligible for Wildlife Award

Nature Print N4

Is Nature Print N4 eligible for the Wildlife Award? *

No - Not Eligible for Wildlife Award

Yes - Eligible for Wildlife Award

 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)

Monochrome PDI M1 Title

Monochrome PDI M2 Title

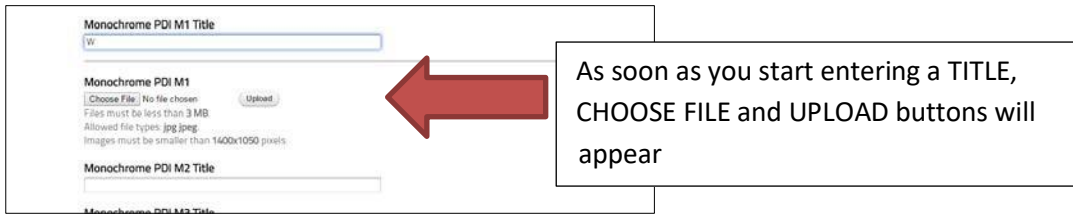
Monochrome PDI M3 Title

Monochrome PDI M4 Title

 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

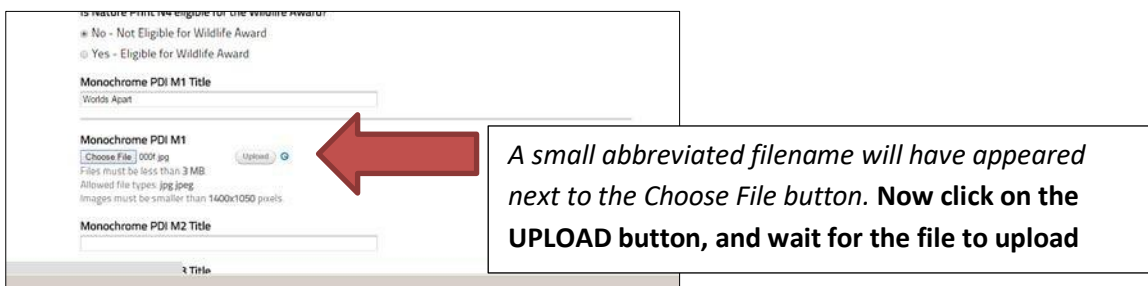
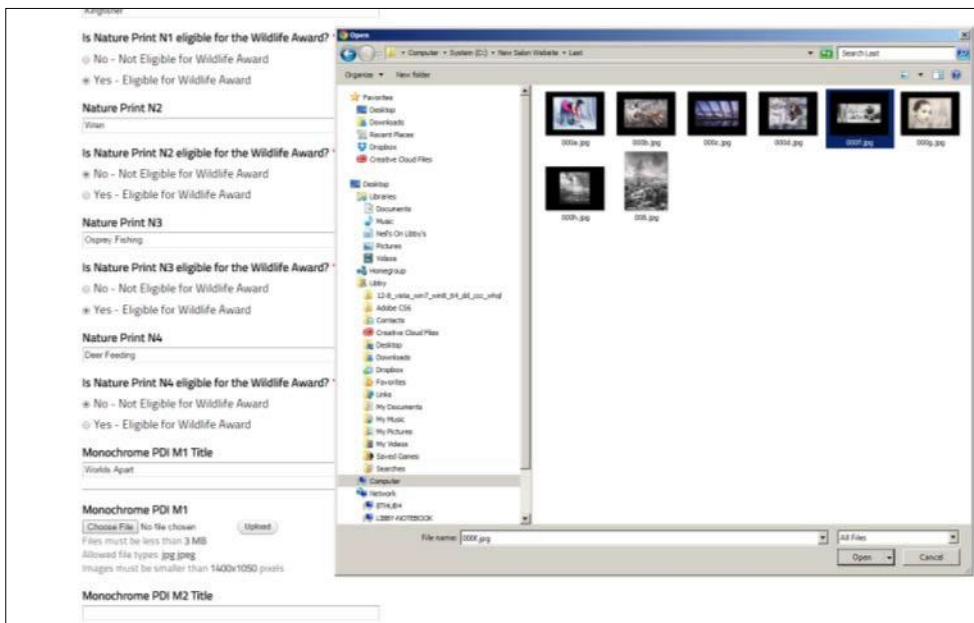
GUIDANCE NOTES FOR MAKING AN INDIVIDUAL ENTRY



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 AN INDIVIDUAL 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

0002.jpg (720.19 KB) Remove

Monochrome PDI M2

Monochrome PDI M3 Title
The Mini Office

0003.jpg (452.75 KB) Remove

Monochrome PDI M3

Monochrome PDI M4 Title
The Beachside

0004.jpg (807.84 KB) Remove

Monochrome PDI M4

Colour PDI C1 Title
The Balconia

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 C1

Colour PDI C2 Title
Husky Racing

0006.jpg (808.94 KB) Remove

Colour PDI C2

Colour PDI C3 Title
The SECC

0007.jpg (881.4 KB) Remove

Colour PDI C3

Colour PDI C4 Title
On the Balcony

0008.jpg (962.82 KB) Remove

Colour PDI C4

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 list

Entry Form Smith Elizabeth has been updated.

Online Entry

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

Author	Photographic Honours	Edit link	Delete link	Number of sections	Number of prints	Number of PDIs
Smith Elizabeth	EFIAP, MPAGB, APAGB	edit				

Entry Fee £21.00

Total: £21.00

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 AN INDIVIDUAL 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)*

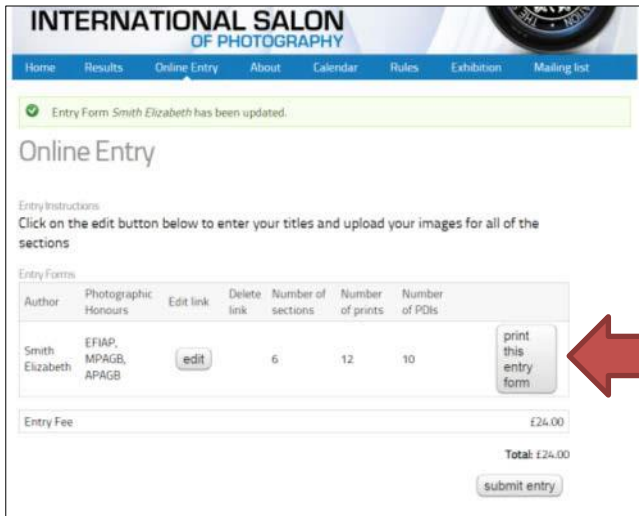
When you are finished remember again to click SAVE to save your changes

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.



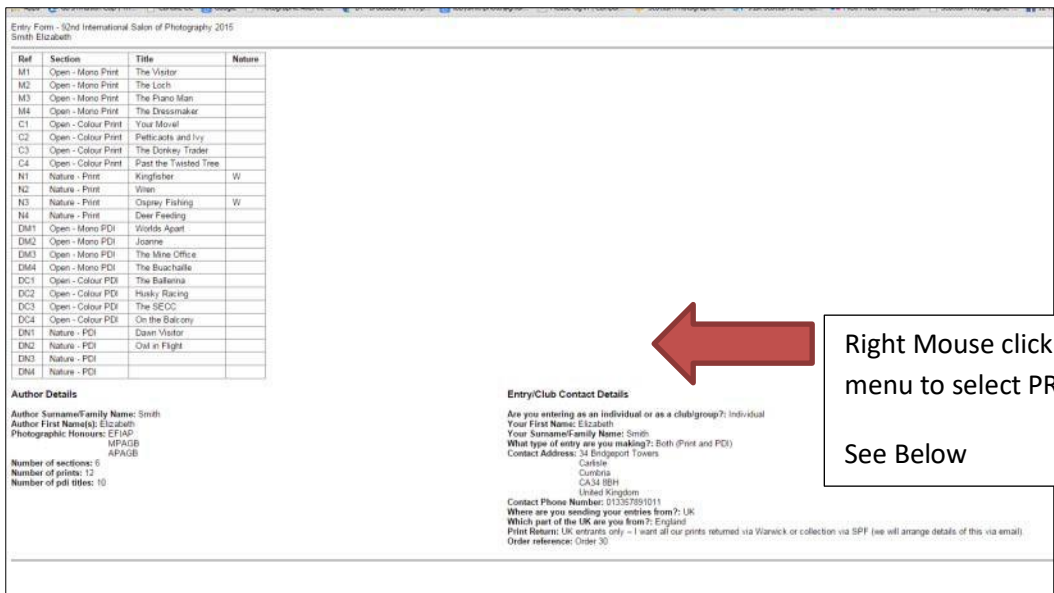
GUIDANCE NOTES FOR MAKING AN INDIVIDUAL ENTRY

Once you have completed everything and checked for errors you can PRINT a copy of your ENTRY FORM by clicking on PRINT THIS ENTRY FORM

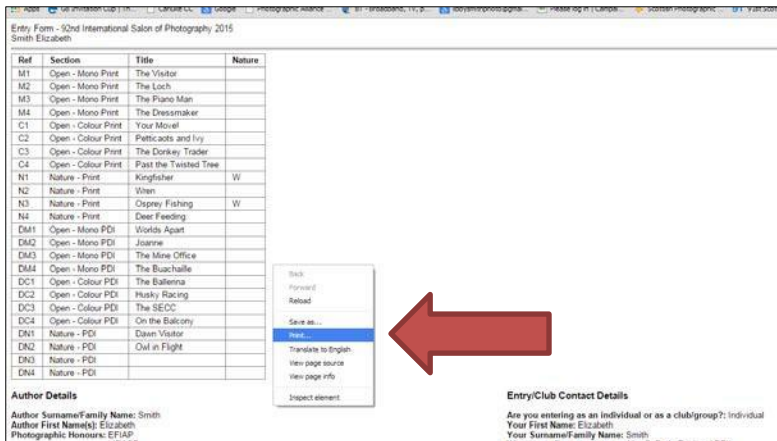


To PRINT a copy of your entry form click on this button

You will then see the following view -



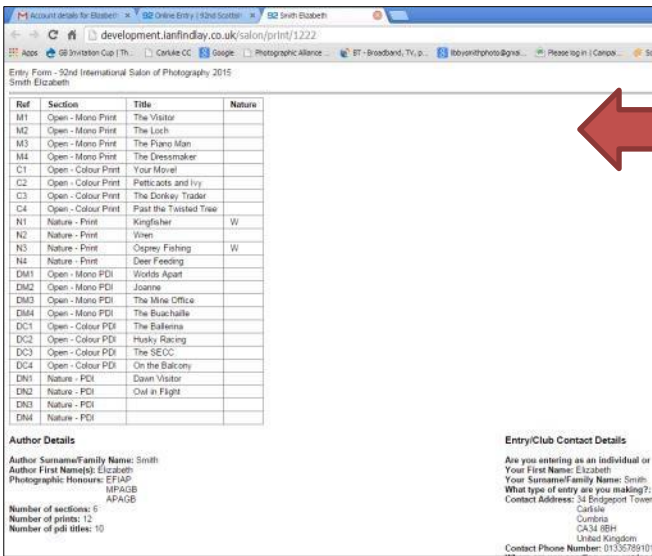
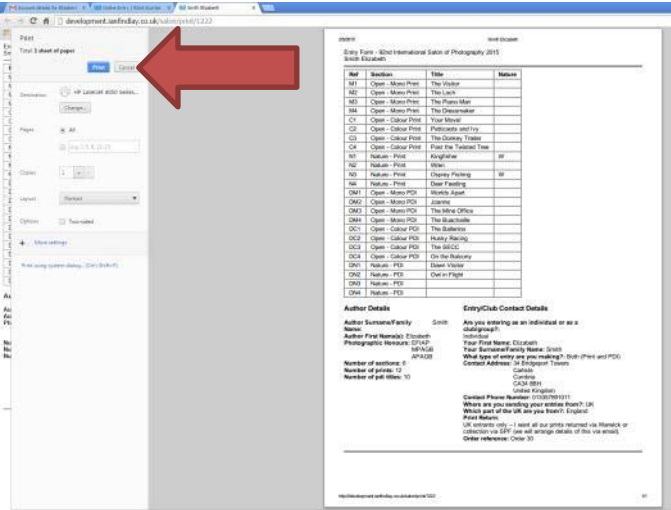
Right Mouse click to bring up a menu to select PRINT
See Below



You will now see the following PRINT window

which will allow you to select any options you require -

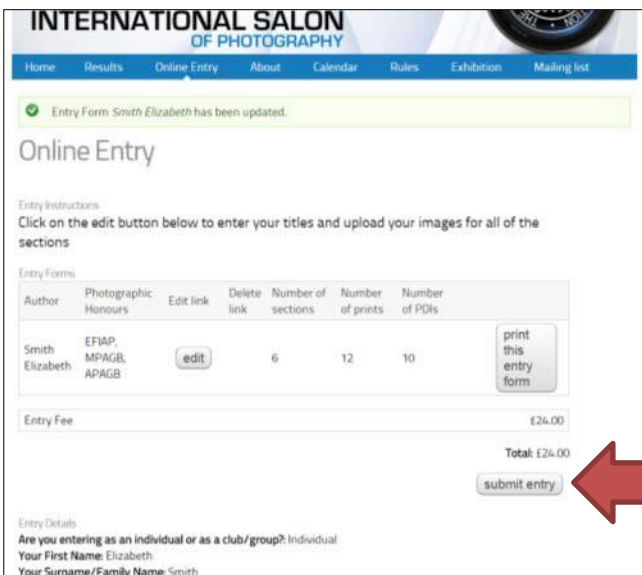
GUIDANCE NOTES FOR MAKING AN INDIVIDUAL ENTRY



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

Close down this tab – you are now back to this window



If 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

GUIDANCE NOTES FOR MAKING AN INDIVIDUAL ENTRY

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

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

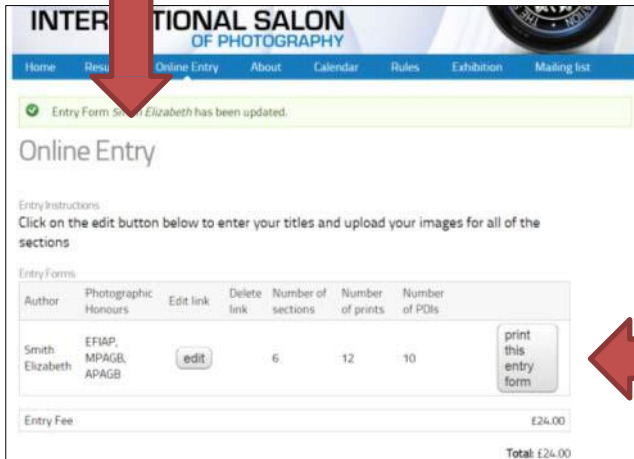
UK Entrants can pay by Sterling **CASH** or **CHEQUE**, or by **PAYPAL** (and Credit Card via **PAYPAL**)

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 select **CONTINUE TO NEXT STEP**

GUIDANCE NOTES FOR MAKING AN INDIVIDUAL ENTRY

When your payment process is complete you will see the following



You can print a copy of your Entry Form at any time by logging back in to this window

FOR ENTRY FEES FOR INDIVIDUALS PLEASE GO TO THE ENTRY FEES SECTION OF THE WEBSITE – <http://www.scottish-photographic-salon.org/entry-fees>