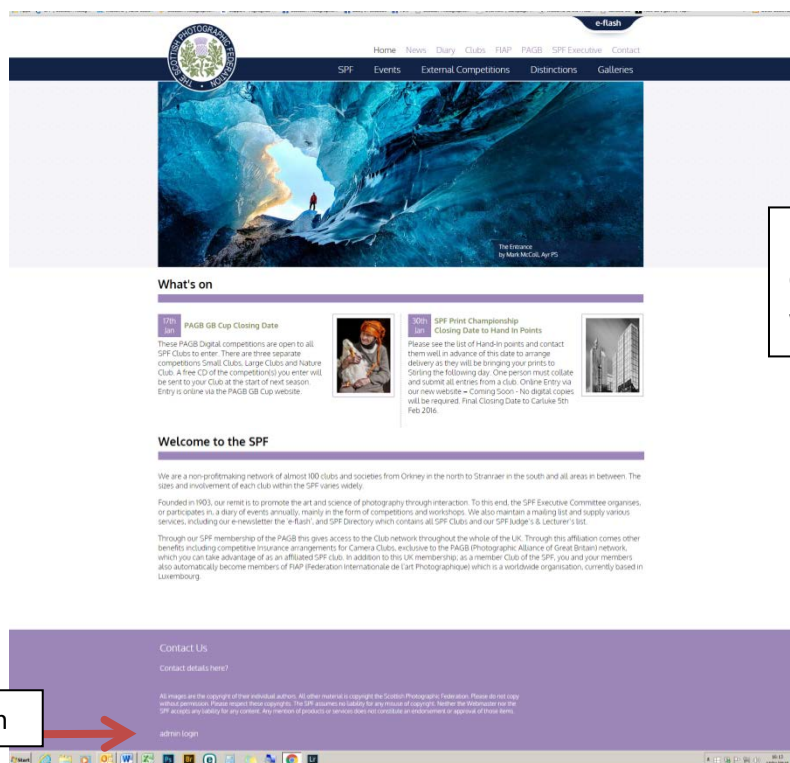
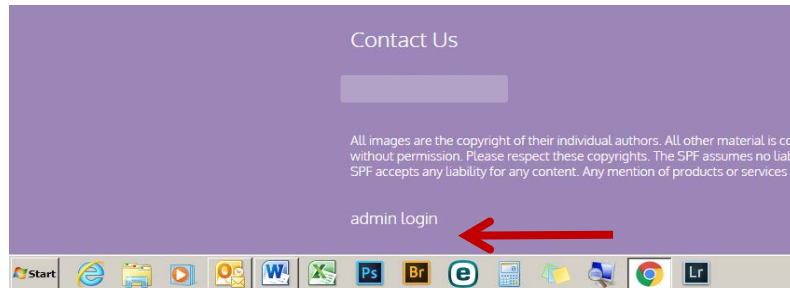


How to Log In and Enter SPF Competitions Online as a Club Competition Secretary

SPF PRINT CHAMPIONSHIP

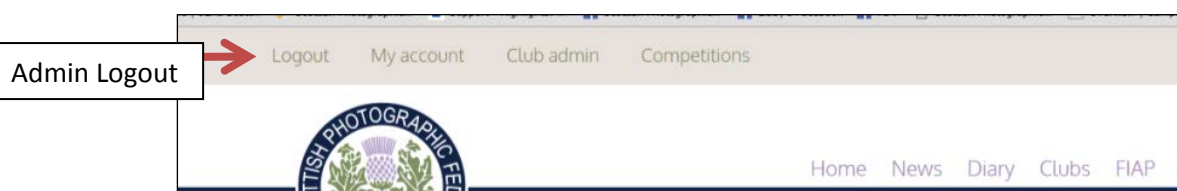
There is a log-in area at the bottom the SPF website pages. If you don't use the scroll bar on the RHS of the screen you may not see this, so scroll down until you see **admin login** on the purple area at the bottom of the webpages and **click on it once**. **Note – You must have already been sent an email link and responded to the email link by swetting your password and validating your email address. Only those organising Club Entries to the Print Championship can currently gain access. If you have not received a link but you are now the Competition Secretary dealing with your Club's entry please contact Libby for further details.**



Use the scroll bar to get down to the bottom of the website

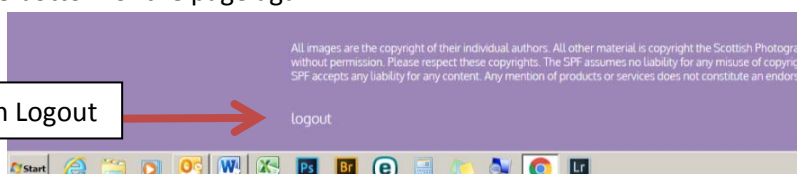
Admin Login

To **Log Out** simply click on **logout** that you will see on the top of the next screen



or down at the bottom of the page again.

Admin Logout



How to Log In and Enter SPF Competitions Online as a Club Competition Secretary

SPF PRINT CHAMPIONSHIP

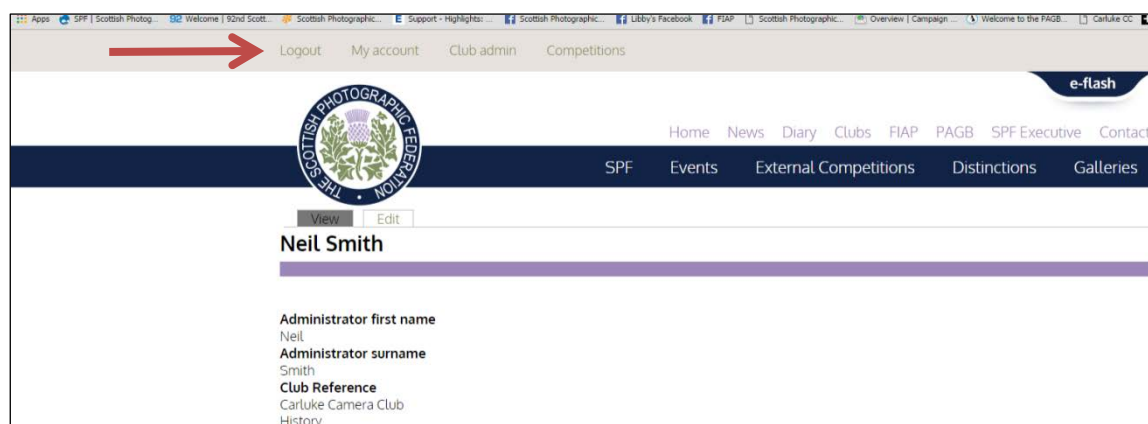
When you **login** using **your email address** and **password** you should see the following words at the very top of your screen See the red arrow below (remember you may have to **scroll up** to get this) –

Logout

My Account

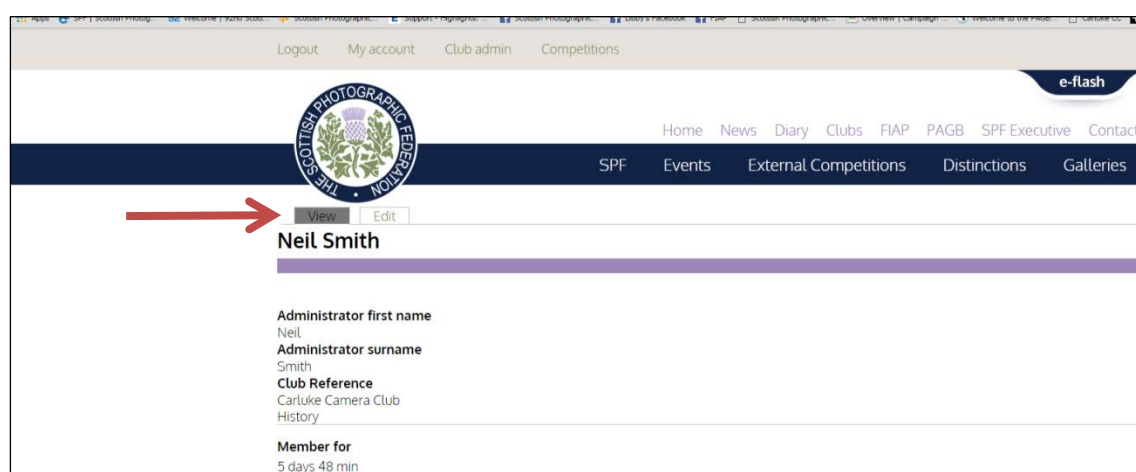
Club Admin

Competitions



Each of these gives you a different option. See below for details

My Account - Shows the following information on the **view** tab. You can edit this information by clicking on the **edit** tab



When you click on the **edit** tab you see the following

A screenshot of the SPF website's user profile page for Neil Smith, showing the 'Edit' tab. A red arrow points to the 'Edit' button. The form contains the following fields: Current password, E-mail address (with a note about its use), Password, Confirm password, Administrator first name, Administrator surname, Administrator contact phone number, and Club Reference (a dropdown menu). There is also a 'Save' button at the bottom.

How to Log In and Enter SPF Competitions Online as a Club Competition Secretary

SPF PRINT CHAMPIONSHIP

Club Admin - Shows the following information for your Club – Who is listed as your main Club contact, normally the Secretary, and the designated person(s) who organises the various SPF competition entries for your Club (given the last details the SPF have received).

The screenshot shows the 'Club Admin Information' page. At the top, there is a navigation bar with links: Logout, My account, Club admin, and Competitions. Below this is a header with the Scottish Photographic Federation logo and a list of links: Home, News, Diary, Clubs, FIAP, PAGB, SPF Executive, and Contact. A secondary navigation bar contains links: SPF, Events, External Competitions, Distinctions, and Galleries. The main content area is titled 'Club Admin Information' and lists the following contact details:

- Main club contact: Ed Willis
- Contact for SPF Annual Portfolios: Neil Smith
- Contact for SPF Digital Championship: Neil Smith
- Contact for SPF Print Championship: Neil Smith

Competitions - Shows information on the current SPF Competitions that are **open** for entries, You go here to enter the SPF Competitions. It will also show you at what stage your Club is at in entering that competition (If the entries show 0 you have not yet entered).

The screenshot shows the 'Competitions - club admin' page. It features a table with columns: TITLE, OPEN?, and CLOSED?. The first row is for the 'SPF Print Championship', which is marked as 'Yes' under 'OPEN?' and 'No' under 'CLOSED?'. Below this is a section titled 'SPF Print Championship Entry' with a table showing the entry status for 'BF Carluke Camera Club'. The table has columns: TITLE, # ENTRIES, # COLOUR, # MONOCHROME, VIEW/SUBMIT, EDIT, and SUBMITTED. The row for 'BF Carluke Camera Club' shows 0 entries for all categories. Red arrows point to the 'EDIT' link in the 'VIEW/SUBMIT' column and the 'EDIT' link in the 'EDIT' column.

To enter click on the **edit** option. You will then be presented with the following form to complete.

Firstly tell us if someone will be attending the competition, or if you require your entry posted back.

The screenshot shows the 'Edit SPF Print Championship Entry Form' for 'BF Carluke Camera Club'. It includes a 'Print Return' section with two radio button options:

- ☒ A representative from my club will be attending the event and will collect them at the end of the day
- ☐ I am including sufficient postage and suitable packaging to allow the return of our entry

Below these options is a text box for 'AUTHOR' with a label 'Author First Name *'. A red arrow points to the 'Print Return' section.

Then go on to enter details of each of your author's prints.

How to Log In and Enter SPF Competitions Online as a Club Competition Secretary

SPF PRINT CHAMPIONSHIP

Make sure you enter in the correct section **Colour** or **Mono**, and tick if the print is eligible for the **Nature** award or not (Must comply with our Nature Definition which is available on our website)

Also if your Club has up to the maximum 80 prints, and if our numbers exceed 1200 to 1400 prints once all entries are processed, please indicate in the [**tick to remove if oversubscribed**] box as you go along for those prints you would wish us to remove first. If you leave this part blank we will take the third print in each section where necessary. (See Rules if you require further explanation)

The screenshot shows the 'AUTHOR' section of the form. It includes fields for 'Author First Name' (containing 'Joe') and 'Author Surname' (containing 'Bloggs'). Below these is the 'COLOUR PRINTS' section with a '+' icon and a 'Title' field (containing 'Misty Landscape'). There are two checkboxes: 'Tick if nature' and 'Tick to remove if oversubscribed'. Red arrows point from text boxes to these elements. One box says 'Make sure you enter Colour Prints under the Colour Print section and the Mono Prints under the Mono'. Another box says 'Tick Nature or Remove if Oversubscribed as appropriate'.

Carry on entering all of the first author's and titles until that author's entry is complete.

Then you can **add another author** by clicking on the **Add another author** button, but be aware that your details so far have not been saved. Click on **save** (at the bottom of the page) to do so

The screenshot shows the bottom of the form with three buttons: 'Remove this author', 'Add another author', and 'Save'. Red arrows point from text boxes to the 'Add another author' and 'Save' buttons. One box says 'Click this button to Add another author' and another says 'Click to save what you have done'.

and you will see the following appear with the **green confirmation** that all has been saved successfully.

The screenshot shows the 'Competitions - club admin' page. At the top, there is a green confirmation message: 'SPF Print Championship Entry Form BF Carluke Camera Club has been updated.' Below this is a table with columns: 'TITLE', '# ENTRIES', '# COLOUR', '# MONOCHROME', 'VIEW/SUBMIT', 'EDIT', and 'SUBMITTED'. The first row shows 'BF Carluke Camera Club' with 1 entry, 1 colour, 0 monochrome, and a status of 'No'. A red arrow points from a text box labeled 'Green Confirmation' to the green message. Another red arrow points from the 'edit' link in the table to a text box below the table.

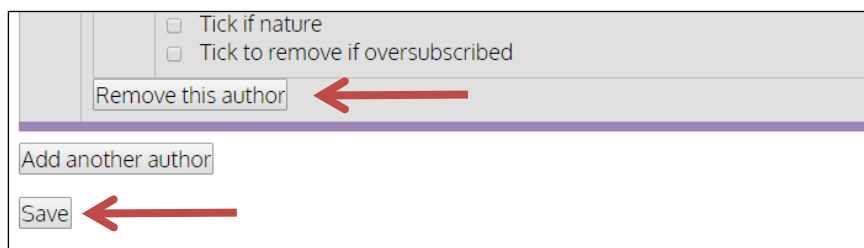
Even after hitting save – you can still **edit** your entry and add more authors after - just click the **edit** link again and continue to add further authors and titles.

You can also change any of the saved authors and titles. Enter the correct details, where you put the names and titles in originally and then make sure to **click save again** to save your changes.

How to Log In and Enter SPF Competitions Online as a Club Competition Secretary

SPF PRINT CHAMPIONSHIP

You can **remove an author** using the [remove an author] button then remember to **click save to keep your changes**.

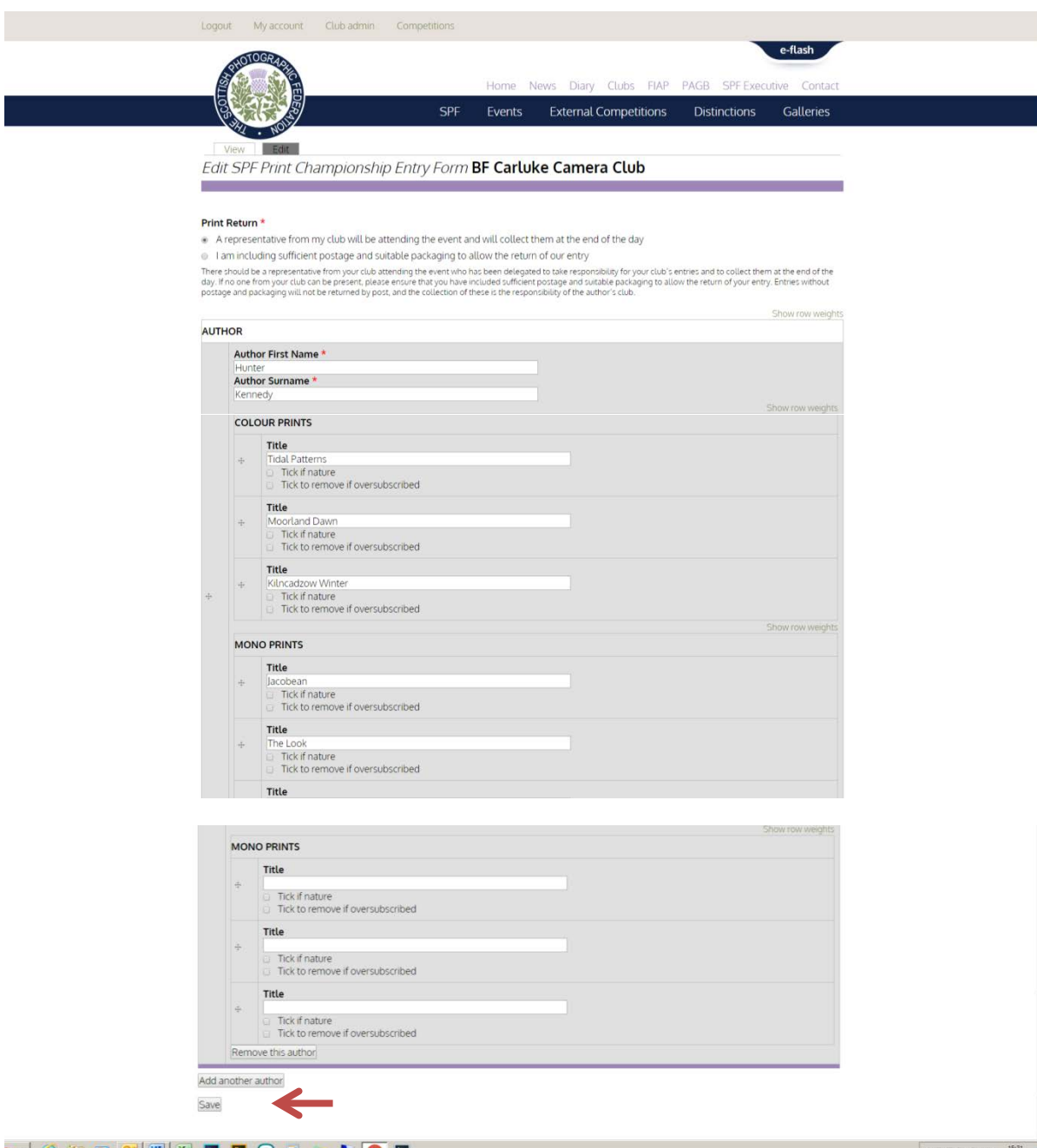


Remove this author

Add another author

Save

Continue to enter and save all of your prints until you are happy that the entry is correct – example with authors and titles given below



Logout My account Club admin Competitions

e-flash

Home News Diary Clubs FIAP PAGB SPF Executive Contact

SPF Events External Competitions Distinctions Galleries

View Edit

Edit SPF Print Championship Entry Form BF Carluke Camera Club

Print Return *

- * A representative from my club will be attending the event and will collect them at the end of the day
- Ⓢ I am including sufficient postage and suitable packaging to allow the return of my entry

There should be a representative from your club attending the event who has been delegated to take responsibility for your club's entries and to collect them at the end of the day. If no one from your club can be present, please ensure that you have included sufficient postage and suitable packaging to allow the return of your entry. Entries without postage and packaging will not be returned by post, and the collection of these is the responsibility of the author's club.

AUTHOR [Show row weights](#)

Author First Name *
Hunter

Author Surname *
Kennedy

COLOUR PRINTS [Show row weights](#)

Title
Tidal Patterns
☐ Tick if nature
☐ Tick to remove if oversubscribed

Title
Moorland Dawn
☐ Tick if nature
☐ Tick to remove if oversubscribed

Title
Kincadzow Winter
☐ Tick if nature
☐ Tick to remove if oversubscribed

MONO PRINTS [Show row weights](#)

Title
Jacobean
☐ Tick if nature
☐ Tick to remove if oversubscribed

Title
The Look
☐ Tick if nature
☐ Tick to remove if oversubscribed

Title

[Remove this author](#)

[Add another author](#)

[Save](#)

How to Log In and Enter SPF Competitions Online as a Club Competition Secretary

SPF PRINT CHAMPIONSHIP

When you have entered all of your prints, **click save** and you will see the following.

Logout My account Club admin Competitions

Home News Diary Clubs FIAP PAGB SPF Executive Contact

SPF Events External Competitions Distinctions Galleries

Competitions - club admin

SPF Print Championship Entry Form BF Carluke Camera Club has been updated.

TITLE	OPEN?	CLOSED?
SPF Print Championship	Yes	No

SPF Print Championship Entry

TITLE	# ENTRIES	# COLOUR	# MONOCHROME	VIEW/SUBMIT	EDIT	SUBMITTED
BF Carluke Camera Club	1	1	0	view/submit	edit	No

Click on **View/submit** and you will see the following.

Logout My account Club admin Competitions

Home News Diary Clubs FIAP PAGB SPF Executive Contact

SPF Events External Competitions Distinctions Galleries

BF Carluke Camera Club

Click the edit tab if you need to change anything, **before** submitting the entry

Submit this entry

Click **only** when you are sure everything's correct

Entry Fee 0.60
Entries 1
Monochrome 0
Colour 1
Print Return

A representative from my club will be attending the event and will collect them at the end of the day

FIRST	SURNAME	PRINT	TITLE	R	N
Joe	Bloggs	C1	Misty Landscape		

If you see something wrong simply click on the **edit** tab and correct as required and then click save to save the changes. You will see the following **green confirmation** appear.

If you know that all is now entered correctly click on the **Submit this entry** to submit.

Logout My account Club admin Competitions

Home News Diary Clubs FIAP PAGB SPF Executive Contact

SPF Events External Competitions Distinctions Galleries

BF Carluke Camera Club

When you are happy with the entry click **Submit this entry**

Submit this entry

Entry Fee 8.40
Entries 14
Monochrome 3
Colour 11
Print Return

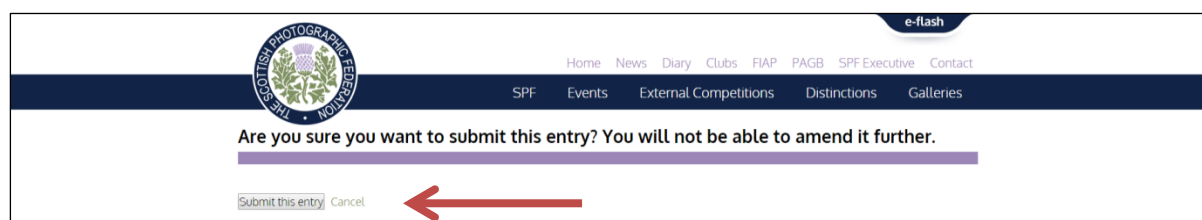
A representative from my club will be attending the event and will collect them at the end of the day

FIRST	SURNAME	PRINT	TITLE	R	N
Hunter	Kennedy	M1	Jacobean		
Hunter	Kennedy	M2	The Look		
Hunter	Kennedy	M3	First Light		
Hunter	Kennedy	C1	Tidal Patterns		
Hunter	Kennedy	C2	Moorland Dawn		
Hunter	Kennedy	C3	Kilncadzow Winter		
Gaile	Gray	C1	Festival Clown 2		

How to Log In and Enter SPF Competitions Online as a Club Competition Secretary

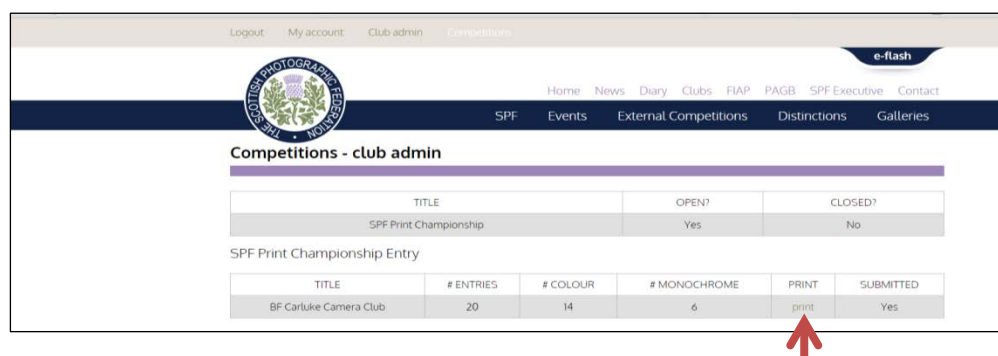
SPF PRINT CHAMPIONSHIP

You will be asked to confirm by clicking **Submit this Entry** again, this is because you cannot go back and edit your entry after this point.



The screenshot shows the top navigation bar of the SPF website with the logo and links: Home, News, Diary, Clubs, FIAP, PAGB, SPF Executive, Contact. Below the navigation bar, a confirmation message reads: "Are you sure you want to submit this entry? You will not be able to amend it further." At the bottom of the dialog, there are two buttons: "Submit this entry" and "Cancel". A red arrow points to the "Submit this entry" button.

The website will then take you to the view below, where now you have completely 'submitted' your entry, you will see a **print button**



The screenshot shows the "Competitions - club admin" page. It features a table with the following data:

TITLE	OPEN?	CLOSED?
SPF Print Championship	Yes	No

Below this is a section titled "SPF Print Championship Entry" with a table showing entry details:

TITLE	# ENTRIES	# COLOUR	# MONOCHROME	PRINT	SUBMITTED
BF Carluke Camera Club	20	14	6	print	Yes

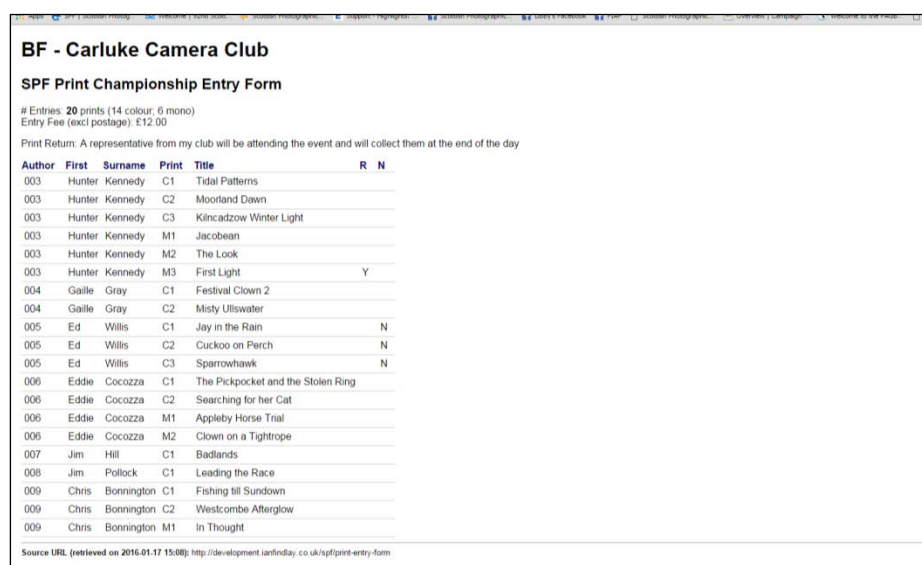
A red arrow points to the "print" button in the "PRINT" column of the second table.

At any time up until the Print Championship event is closed you can log back in here and print off a copy of your entry form to put in the box with your prints and your cheque, and /or a copy for your records.

If you notice any errors please let us know as soon as possible and we can correct them for you if you catch us before the website processes your entry. email Libby on libby.neilsmith@btinternet.com

To Print - Follow the instructions below

When you click the **print button** you will see the view below*. If you right mouse click anywhere on the form you will bring up a menu where you can **select print**. *excluding the author numbers – admin only



The screenshot shows the "BF - Carluke Camera Club" entry form for the "SPF Print Championship". It includes the following information:

- # Entries: 20 prints (14 colour; 6 mono)
- Entry Fee (excl postage): £12.00
- Print Return: A representative from my club will be attending the event and will collect them at the end of the day

The form contains a table with the following columns: Author, First, Surname, Print, Title, R, N.

Author	First	Surname	Print	Title	R	N
003	Hunter	Kennedy	C1	Tidal Patterns		
003	Hunter	Kennedy	C2	Moorland Dawn		
003	Hunter	Kennedy	C3	Kilncadzow Winter Light		
003	Hunter	Kennedy	M1	Jacobean		
003	Hunter	Kennedy	M2	The Look		
003	Hunter	Kennedy	M3	First Light	Y	
004	Gaile	Gray	C1	Festival Clown 2		
004	Gaile	Gray	C2	Misty Ullswater		
005	Ed	Willis	C1	Jay in the Rain		N
005	Ed	Willis	C2	Cuckoo on Perch		N
005	Ed	Willis	C3	Sparrowhawk		N
006	Eddie	Cocozza	C1	The Pickpocket and the Stolen Ring		
006	Eddie	Cocozza	C2	Searching for her Cat		
006	Eddie	Cocozza	M1	Appleby Horse Trial		
006	Eddie	Cocozza	M2	Clown on a Tightrope		
007	Jim	Hill	C1	Badlands		
008	Jim	Pollock	C1	Leading the Race		
009	Chris	Bonnington	C1	Fishing till Sundown		
009	Chris	Bonnington	C2	Westcombe Afterglow		
009	Chris	Bonnington	M1	In Thought		

Source URL (retrieved on 2016-01-17 15:08): <http://development.iarfinday.co.uk/spfprint-entry-form>

How to Log In and Enter SPF Competitions Online as a Club Competition Secretary

SPF PRINT CHAMPIONSHIP

This will take you to a standard print dialogue box (varies dependent of Operating System)

BF - Carluke Camera Club
SPF Print Championship Entry Form
 # Entries: 20 prints (14 colour, 6 mono)
 Entry Fee (incl postage): £12.00
 Print Return: A representative from my club will be attending the event and will collect them at the end of the day

Author	First	Surname	Print	Title	R	N
003	Hunter	Kennedy	C1	Tidal Patterns		
003	Hunter	Kennedy	C2	Moorland Dawn		
003	Hunter	Kennedy	C3	Almsharrow Winter Light		
003	Hunter	Kennedy	M1	Jacobean		
003	Hunter	Kennedy	M2	The Look		
003	Hunter	Kennedy	M3	First Light	Y	
004	Galle	Gray	C1	Festival Clown 2		
004	Galle	Gray	C2	Misty Ulswater		
005	Ed	Wills	C1	Jay in the Rain		N
005	Ed	Wills	C2	Cuckoo on Perch		N
005	Ed	Wills	C3	Sparrowhawk		N
006	Eddie	Cocozza	C1	The Pickpocket and the Stolen Ring		
006	Eddie	Cocozza	C2	Searching for her Cat		
006	Eddie	Cocozza	M1	Applety Horse Trial		
006	Eddie	Cocozza	M2	Clown on a Tightrope		
007	Jim	Hill	C1	Badlands		
008	Jim	Pollock	C1	Leading the Race		
009	Chris	Bornington	C1	Fishing III Sundown		
009	Chris	Bornington	C2	Westcombe Afterglow		
009	Chris	Bornington	M1	In Thought		

Source URL, published on 2016-01-17 19:00: <http://development.spfday.co.uk/spfprint-entry-form>

Print off a copy of the Entry Form and enclose in your box of prints along with your cheque made payable to 'SPF' (remember to include postage if you require your prints to be posted back to you) and either hand –in or post as per the details on the Timetable. **Your Entry should now be complete.**

If you notice any errors please let us know as soon as possible and we can correct them for you if you catch us before the website processes your entry – we cannot correct it after this.

Other Messages you may get - explained below.

If you click on the **view/submit** button and you see the following.

BF Carluke Camera Club

Submit this entry

Entry Fee 0.60
 # Entries 1
 # Monochrome 0
 # Colour 1
 Print Return
 A representative from my club will be attending the event and will collect them at the end of the day

FIRST	SURNAME	PRINT	TITLE	R	N
Joe	Bloggs	C1	Misty Landscape		

Do not click on the **Submit this entry** until you have entered everything correctly. You will not be able to edit anything after this. Email Libby for help if you do click this before you have corrected everything.

You will see the following if you have not yet entered **or saved** any author or titles

BF Carluke Camera Club

To submit this entry you must upload between 1 and 20 print titles. (I will change this back to 80 after testing!!!)

Entry Fee 0.00
 # Entries 0
 # Monochrome 0
 # Colour 0