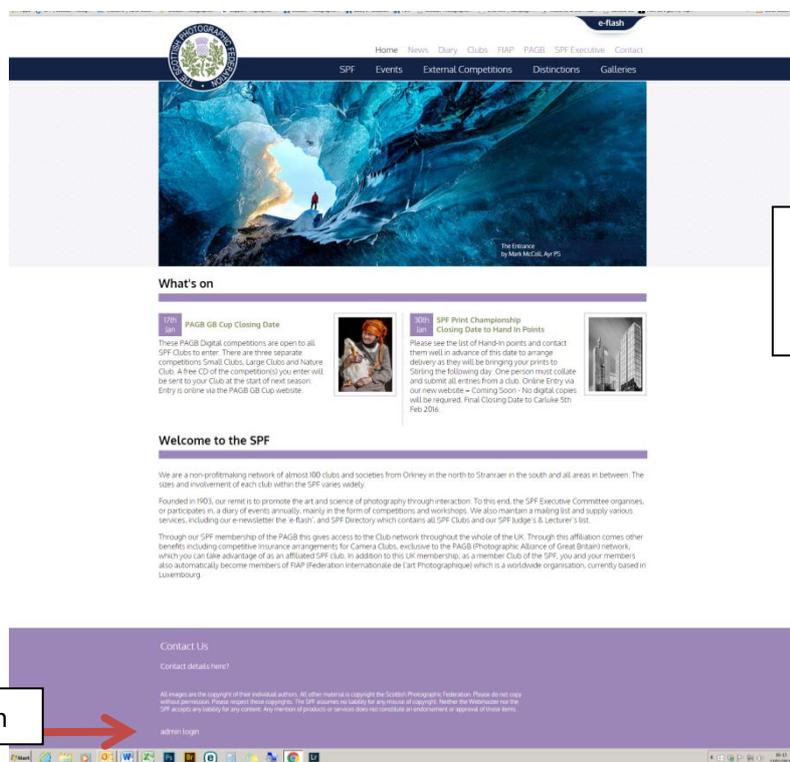


How to Log In and Enter SPF Competitions Online as a Club Competition Secretary

SPF PRINT CHAMPIONSHIP

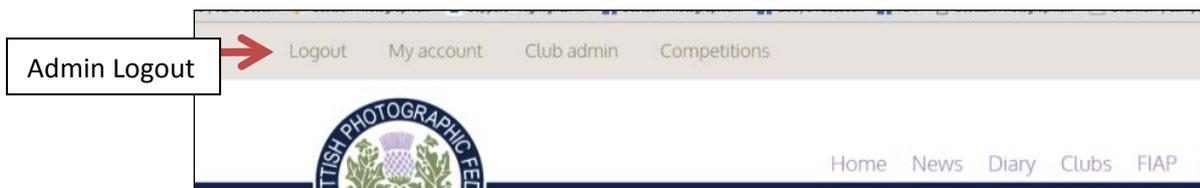
There is a log-in area at the bottom the SPF website pages. If you don't use the scroll bar on the RHS of the screen you may not see this, so scroll down until you see **admin login** on the purple area at the bottom of the webpages and **click on it once**. *Note – You must have already been sent an 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.



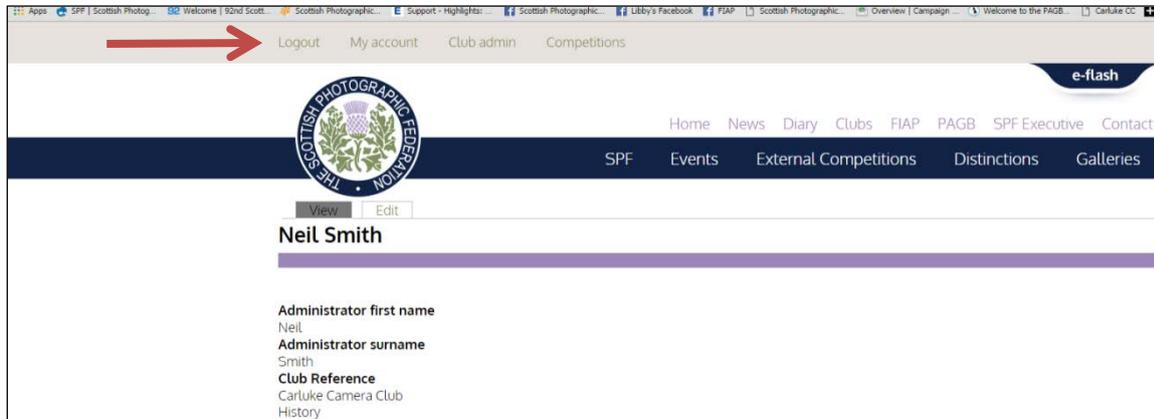
Admin Logout

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

SPF PRINT CHAMPIONSHIP

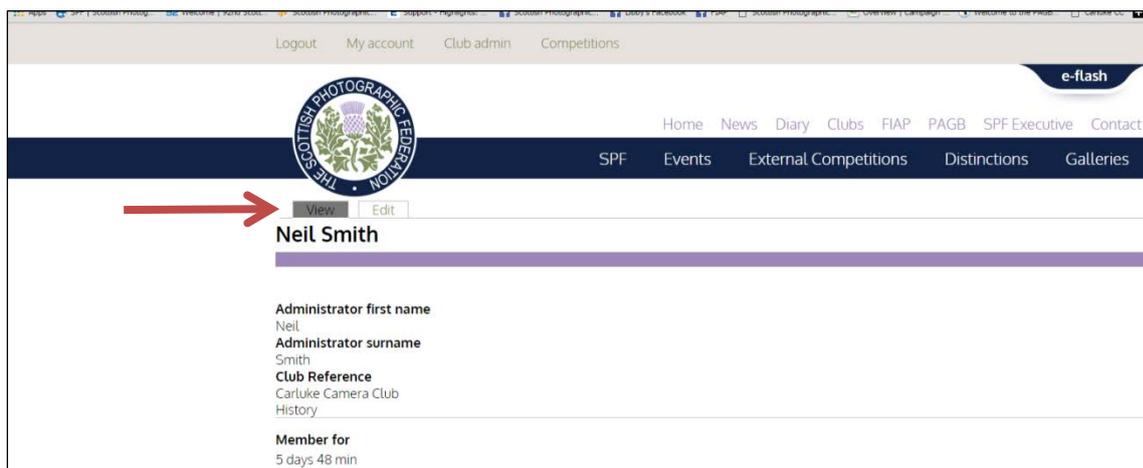
When you **login** using **your email address** and **password** you should see the following words at the very top of your screen See the red arrow below (remember you may have to **scroll up** to get this) –

Logout **My Account** **Club Admin** **Competitions**

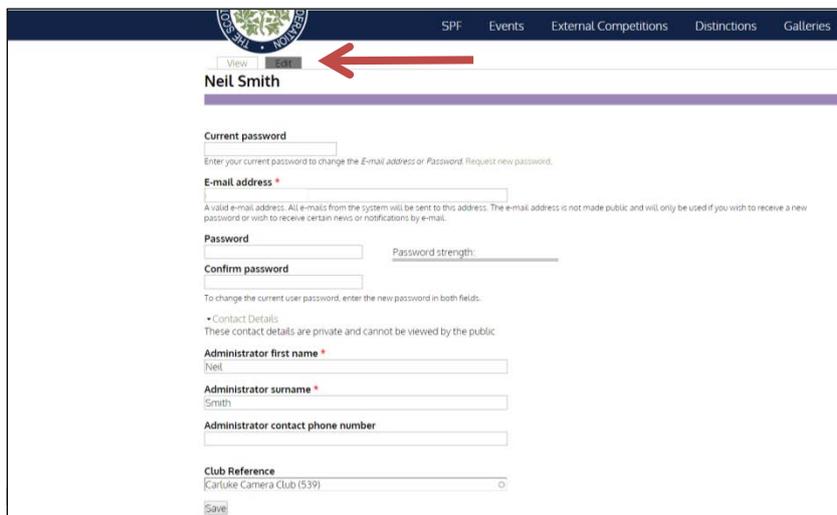


Each of these gives you a different option. See below for details

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

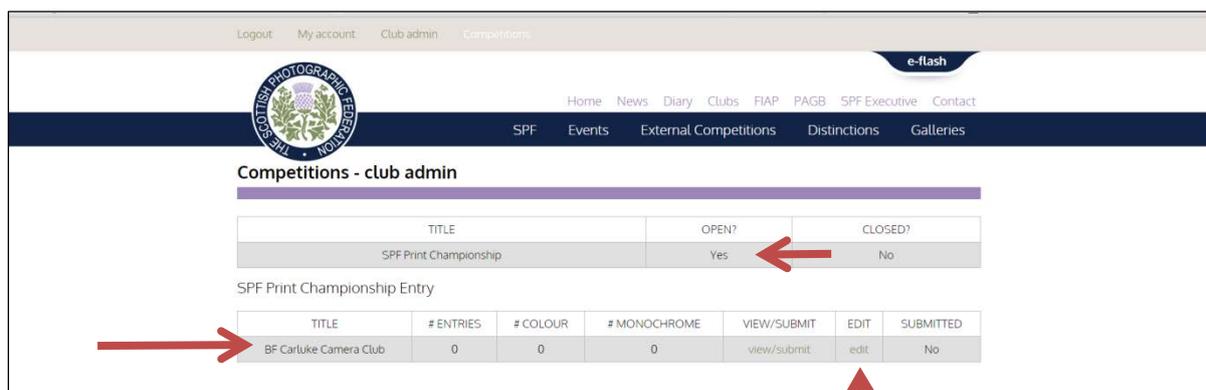


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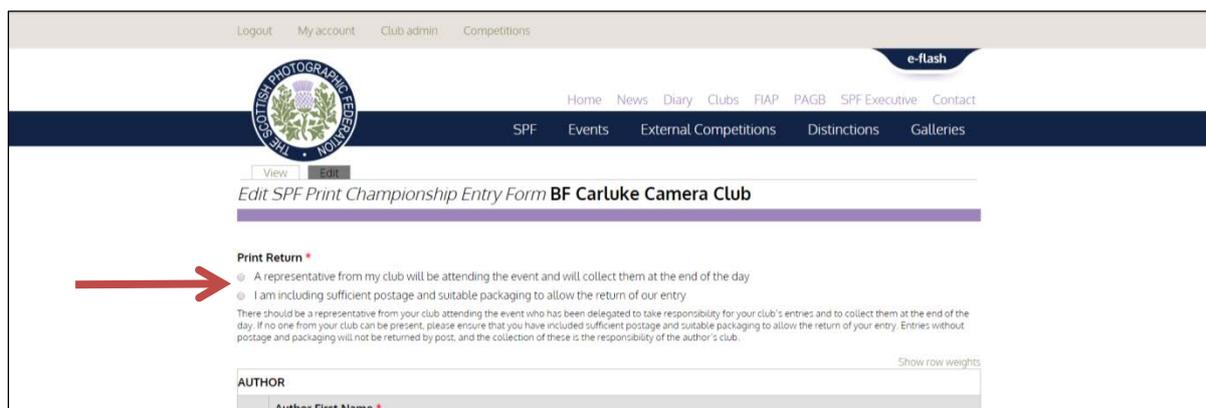
Club Admin - Shows the following information for your Club – Who is listed as your main Club contact, normally the Secretary, and the designated person(s) who organises the various SPF competition entries for your Club (given the last details the SPF have received).



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).



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.



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

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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)

A screenshot of the 'AUTHOR' entry form. It shows fields for 'Author First Name' (Joe) and 'Author Surname' (Bloggs). Below these is a section for 'COLOUR PRINTS' with a 'Title' field containing 'Misty Landscape' and two checkboxes: 'Tick if nature' and 'Tick to remove if oversubscribed'. Red arrows point from callout boxes to these fields. One callout says 'Make sure you enter Colour Prints under the Colour Print section and the Mono Prints under the Mono'. Another callout 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

A screenshot of the bottom of the form showing three buttons: 'Remove this author', 'Add another author', and 'Save'. Red arrows point from callout boxes to the 'Add another author' and 'Save' buttons. The callouts say 'Click this button to Add another author' and 'Click to save what you have done'.

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

A screenshot of the 'Competitions - club admin' page. At the top, there is a navigation menu with links like 'Home', 'News', 'Diary', 'Clubs', 'FIAP', 'PAGB', 'SPF Executive', and 'Contact'. Below the menu, a green confirmation message reads: '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 'SPF Print Championship' with 1 entry, 1 colour, and 0 monochrome. Below this is another table for 'SPF Print Championship Entry' with columns 'TITLE', '# ENTRIES', '# COLOUR', '# MONOCHROME', 'VIEW/SUBMIT', 'EDIT', and 'SUBMITTED'. The first row shows 'BF Carluke Camera Club' with 1 entry, 1 colour, and 0 monochrome. A red arrow points from a callout box labeled 'Green Confirmation' to the green message. Another red arrow points from the 'edit' link in the second table to a callout box.

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

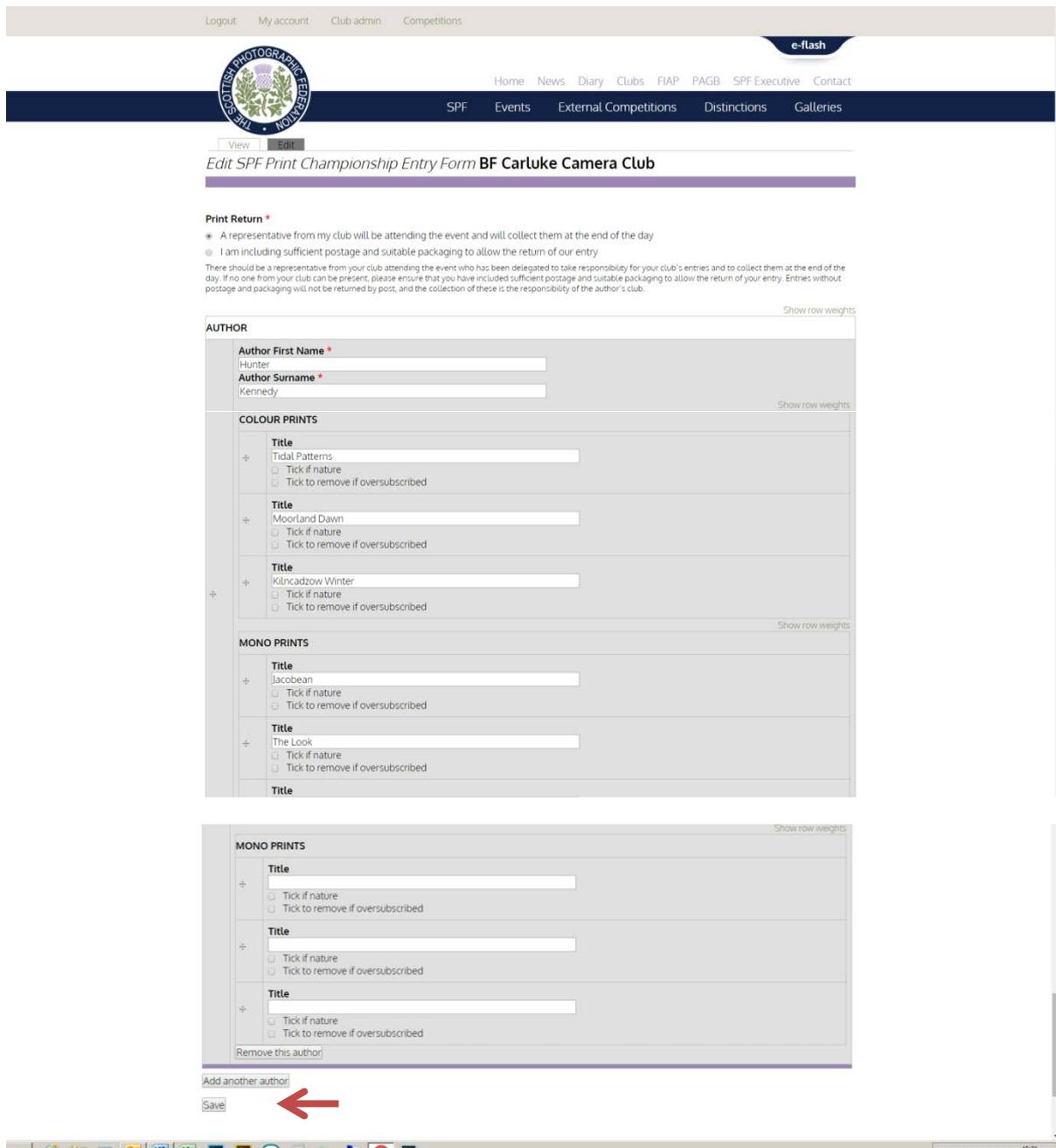
SPF PRINT CHAMPIONSHIP

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



A screenshot of a web form interface. At the top, there are two checkboxes: 'Tick if nature' and 'Tick to remove if oversubscribed'. Below these is a button labeled 'Remove this author' with a red arrow pointing to it from the right. Underneath is a text input field labeled 'Add another author'. At the bottom is a 'Save' button with a red arrow pointing to it from the right.

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



A screenshot of a web browser showing the 'Edit SPF Print Championship Entry Form' for 'BF Carluke Camera Club'. The page has a navigation bar with links like 'Logout', 'My account', 'Club admin', and 'Competitions'. The main content area is titled 'Edit SPF Print Championship Entry Form BF Carluke Camera Club'. Below the title, there is a 'Print Return' section with two radio buttons and explanatory text. The form is divided into sections: 'AUTHOR' with fields for 'Author First Name' (Hunter) and 'Author Surname' (Kennedy); 'COLOUR PRINTS' with three entries: 'Tidal Patterns', 'Moorland Dawn', and 'Klincadzow Winter'; and 'MONO PRINTS' with two entries: 'Jacobean' and 'The Look'. Each print entry has a 'Title' field and two checkboxes: 'Tick if nature' and 'Tick to remove if oversubscribed'. At the bottom of the form, there is a 'Remove this author' button, an 'Add another author' text field, and a 'Save' button with a red arrow pointing to it.

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.

The screenshot shows the 'Competitions - club admin' page. A green confirmation message states: 'SPF Print Championship Entry Form BF Carluke Camera Club has been updated.' Below this is a table with columns: TITLE, OPEN?, and CLOSED?. The entry for 'SPF Print Championship' is shown with 'Yes' under 'OPEN?' and 'No' under 'CLOSED?'. Below that is another table titled 'SPF Print Championship Entry' with columns: TITLE, # ENTRIES, # COLOUR, # MONOCHROME, VIEW/SUBMIT, EDIT, and SUBMITTED. The entry for 'BF Carluke Camera Club' is shown with 1 entry, 1 colour, 0 monochrome, and a 'view/submit' link.

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

The screenshot shows the 'View' page for 'BF Carluke Camera Club'. A callout box says: 'Click the edit tab if you need to change anything, **before** submitting the entry'. Below the club name is a 'Submit this entry' button with a warning icon. Another callout box says: 'Click **only** when you are sure everything's correct'. Below the button is a table with columns: FIRST, SURNAME, PRINT, TITLE, R, and N. The entry for 'Joe Bloggs' is shown with a print of 'C1' and a title of 'Misty Landscape'.

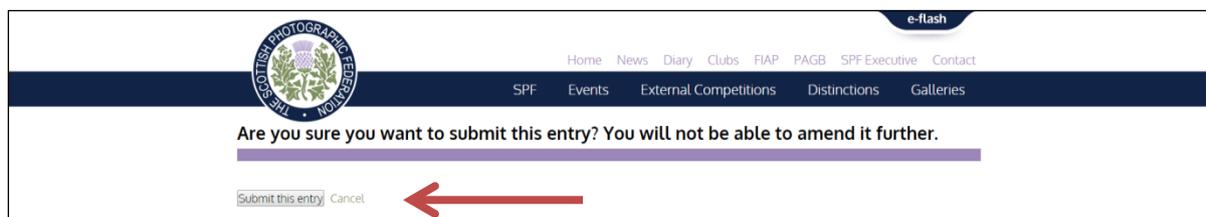
If you see something wrong simply click on the **edit** tab and correct as required and then click save to save the changes. You will see the following **green confirmation** appear.

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

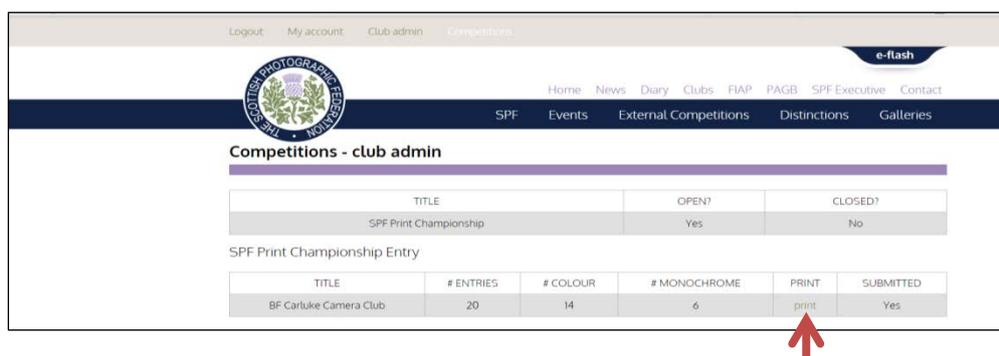
The screenshot shows the 'Submit this entry' page for 'BF Carluke Camera Club'. A green confirmation message states: 'SPF Print Championship Entry Form BF Carluke Camera Club has been updated.' Below this is a 'Submit this entry' button with a warning icon. A callout box says: 'When you are happy with the entry click **Submit this entry**'. Below the button is a table with columns: FIRST, SURNAME, PRINT, TITLE, R, and N. The entries for 'Hunter Kennedy' are shown with prints M1, M2, and M3, and titles 'Jacobean', 'The Look', and 'First Light'. Other entries include 'Hunter Kennedy' with prints C1, C2, and C3, and titles 'Tidal Patterns', 'Moorland Dawn', and 'Kilncadzow Winter'. The entry for 'Gaille Gray' is shown with print 'C1' and title '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 website will then take you to the view below, where now you have completely 'submitted' your entry, you will see a **print button**



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

BF - Carluke Camera Club					
SPF Print Championship Entry Form					
# 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					
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 Ulswater	
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.lanfinday.co.uk/spf/print-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)



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.



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

