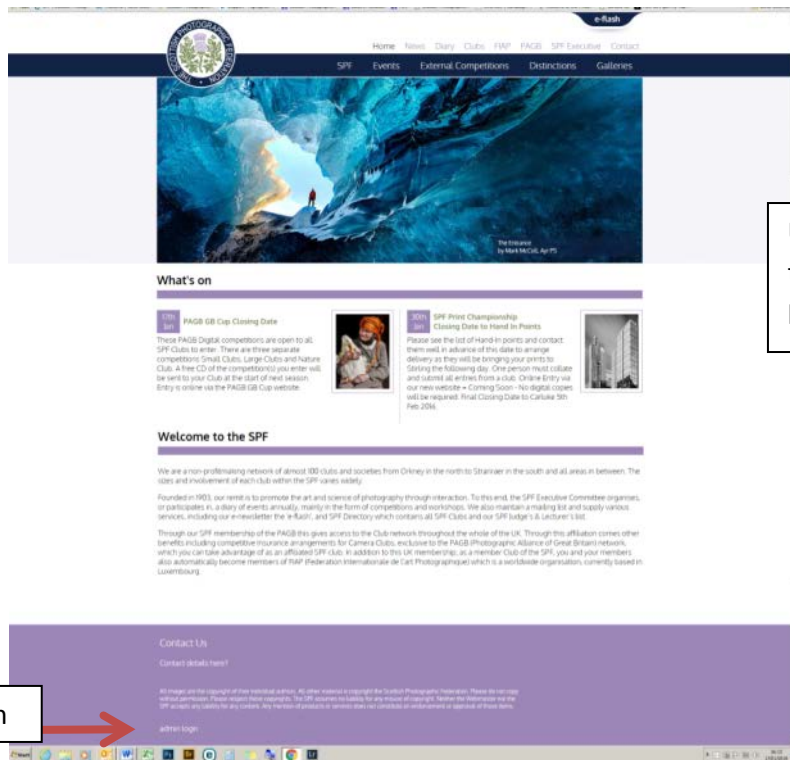
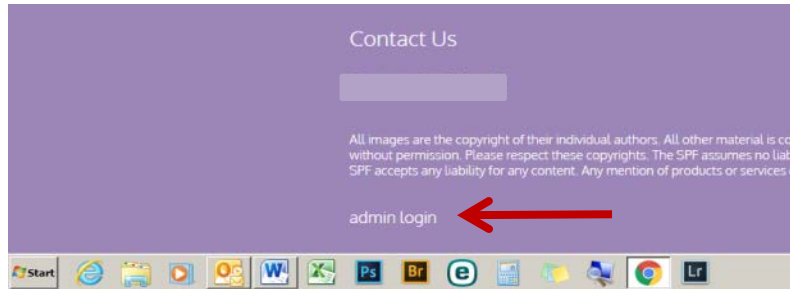


How to Log In and Enter SPF Competitions Online as a Club Competition Secretary

SPF PORTFOLIOS

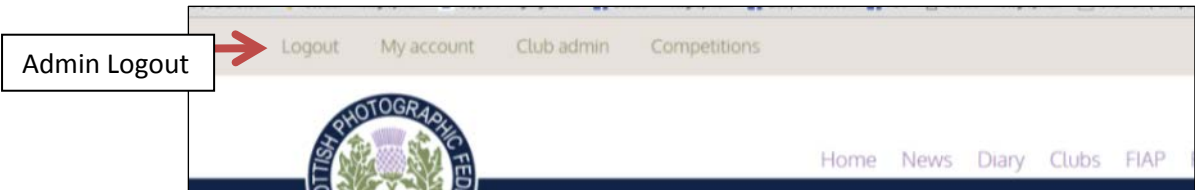
There is a **log-in area** at the bottom of the SPF website pages. If you don't see it use the scroll bar on the RHS of the screen, so scroll down until you see **admin login** on the purple area at the bottom of the webpages and **click on it once**. **Note – You must have already been REGISTERED with the SPF as Competition Secretary for this competition to gain access to this area, and before you can set your password Those who organised their Club Entries to the Print Championship can gain access using the same password as before. If you have forgotten it please just log in and change your password using the change password option. If you are now the Competition Secretary dealing with your Club's entry please contact Libby giving her details of your previous competition secretary, and your own details so she can register you..**



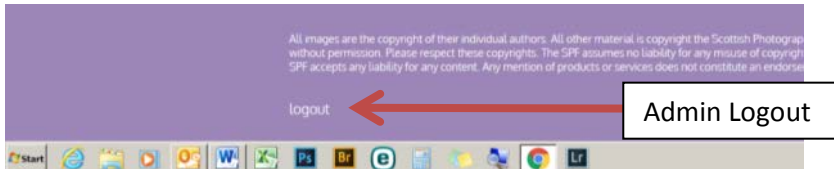
Use the scroll bar to get up to the top or down to the bottom of the website

Admin Login

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



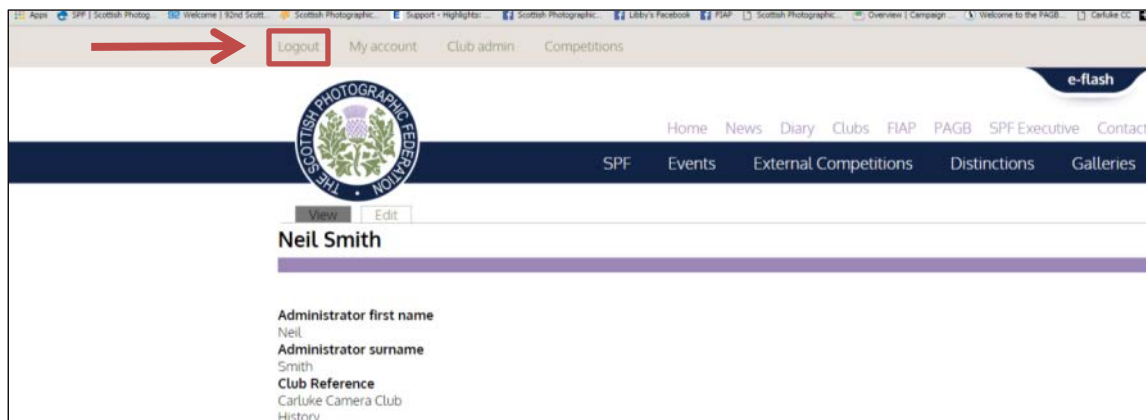
or down at the bottom of the page again.



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

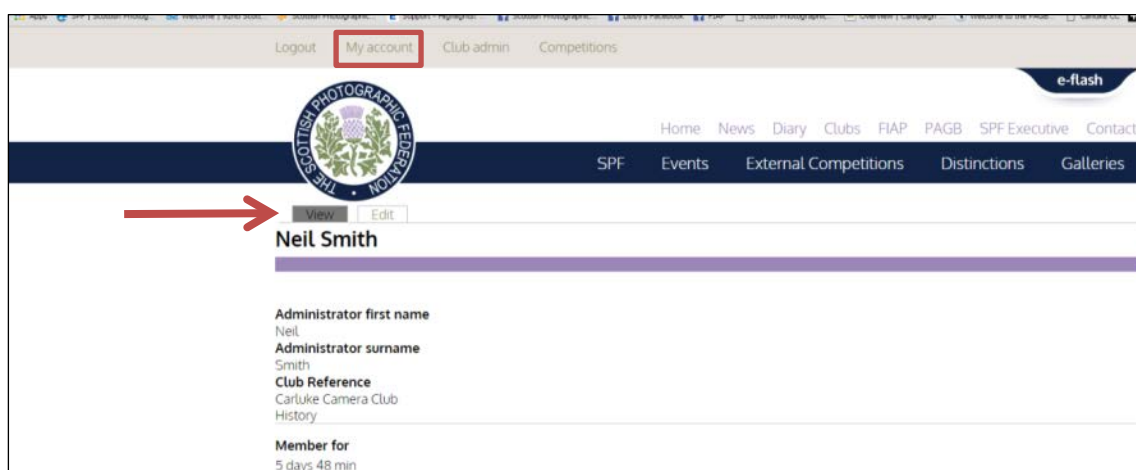
When you **login** using **your email address** and **password** you should see the following **at the very top of your screen** See the red arrow below (remember you may have to **scroll up** to get this)

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

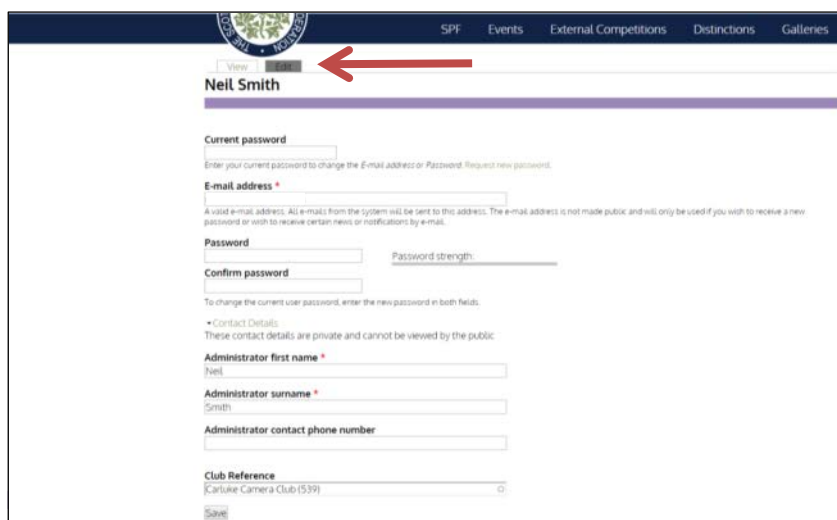


Each of these gives you a different option. See below for details

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



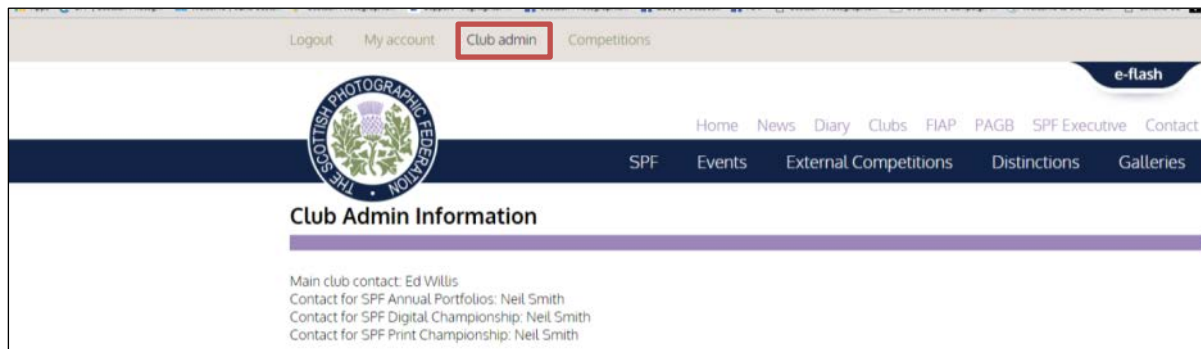
When you click on the **edit** tab you see the following



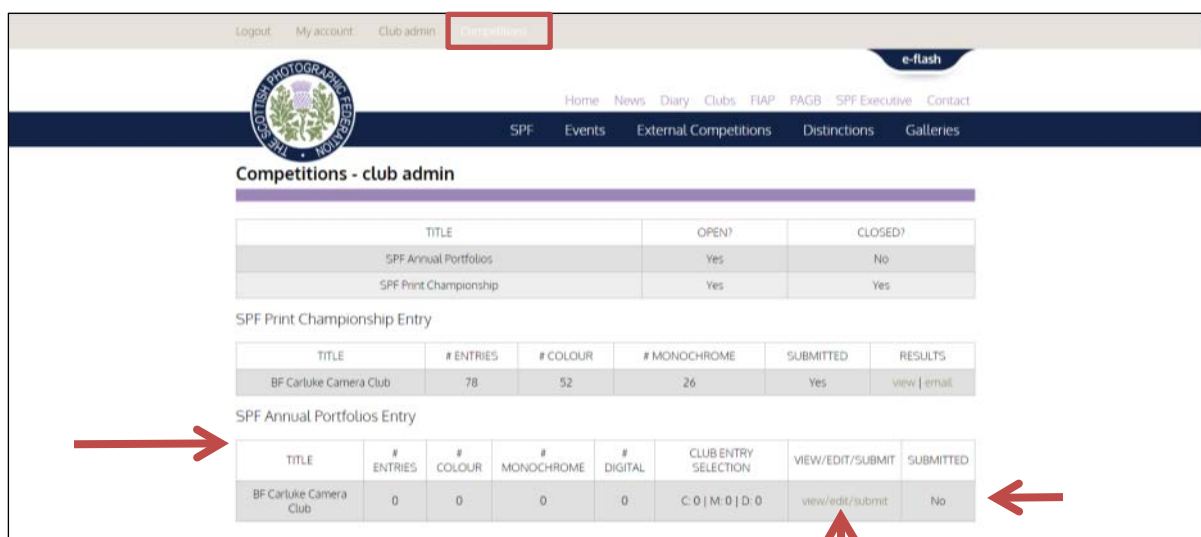
How to Log In and Enter SPF Competitions Online as a Club Competition Secretary

SPF PORTFOLIOS

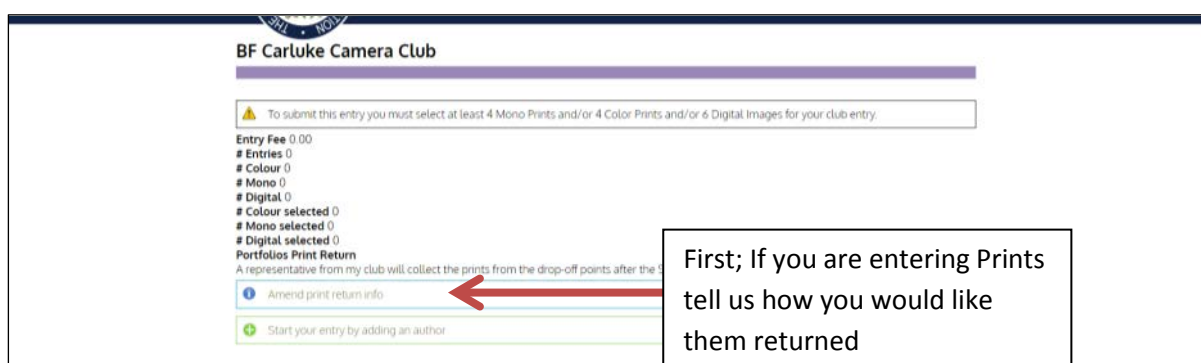
Club Admin - Shows the following information for your Club – Who is listed as your main Club contact, normally the Secretary, and the designated person(s) who organises the various SPF competition entries for your Club (given the last details the SPF have received).



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*). **You will now see an option to enter the SPF Portfolios** (as well as the previous Print Championship details if your Club entered this)



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



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

SPF PORTFOLIOS

Tell us if you will collect your entry, or if you require your entry posted back by clicking on **Amend print return info** you will have the following choices



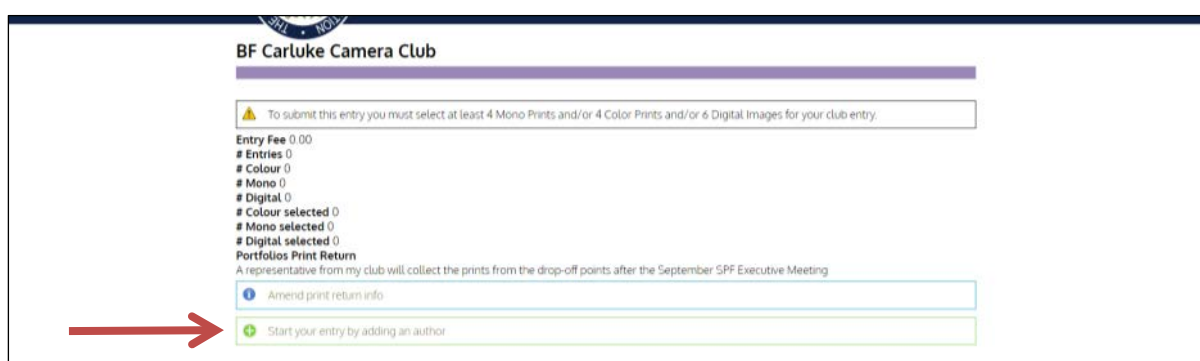
Edit SPF Annual Portfolios Entry Form BF Carluke Camera Club

Portfolios Print Return *

- A representative from my club will collect the prints from the drop-off points after the September SPF Executive Meeting
- I am including sufficient postage and suitable packaging to allow the return of our entry

All Prints will be returned to the drop-off points for collection after the September SPF Executive Meeting. It is up to Clubs to arrange collection from these drop off points. If you require your prints returned by post, please ensure that you have included sufficient postage and suitable packaging to allow the return of your entry.

Then go on to enter details of each of your author's photographs by clicking on **Start your entry by adding an author**.



BF Carluke Camera Club

To submit this entry you must select at least 4 Mono Prints and/or 4 Color Prints and/or 6 Digital Images for your club entry.

Entry Fee 0.00

- # Entries 0
- # Colour 0
- # Mono 0
- # Digital 0
- # Colour selected 0
- # Mono selected 0
- # Digital selected 0

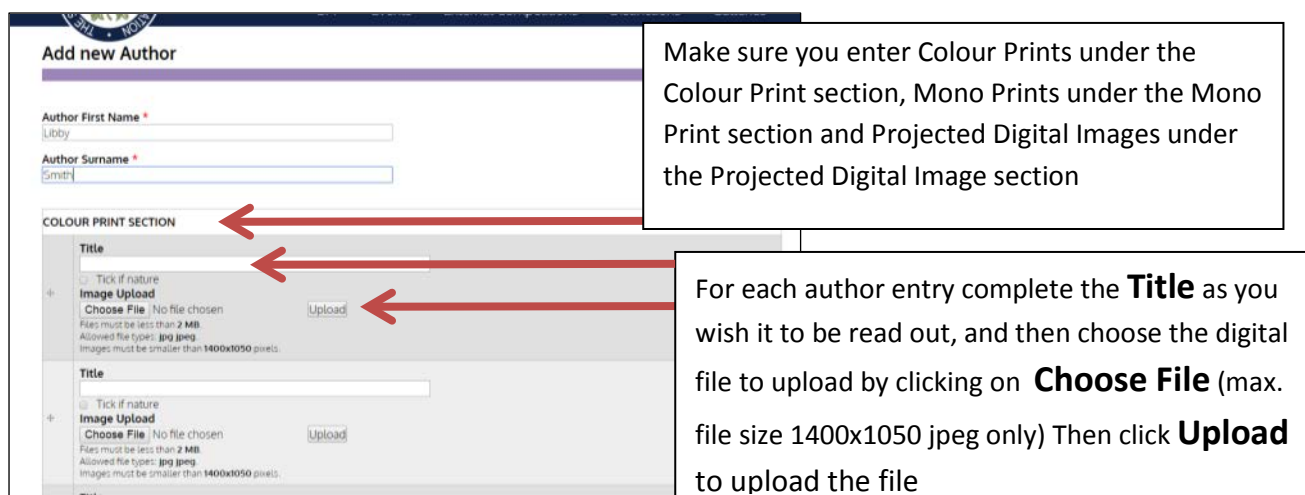
Portfolios Print Return

A representative from my club will collect the prints from the drop-off points after the September SPF Executive Meeting

Complete the first **Author Name** in the boxes provided

Then go on to **enter all of the Prints and Projected Digital Images** for that author. Make sure you enter in the correct section **Colour Print** or **Mono Print** or **Projected Digital Image**.

Please Note – Digital File copies are required for each of the prints you are entering (max 1400x1050 jpegs)



Add new Author

Author First Name *
Libby

Author Surname *
Smith

COLOUR PRINT SECTION

Title

Tick if nature

Image Upload

No file chosen

Files must be less than 2 MB
Allowed file types: jpg jpeg
Images must be smaller than 1400x1050 pixels

Title

Tick if nature

Image Upload

No file chosen

Files must be less than 2 MB
Allowed file types: jpg jpeg
Images must be smaller than 1400x1050 pixels

Make sure you enter Colour Prints under the Colour Print section, Mono Prints under the Mono Print section and Projected Digital Images under the Projected Digital Image section

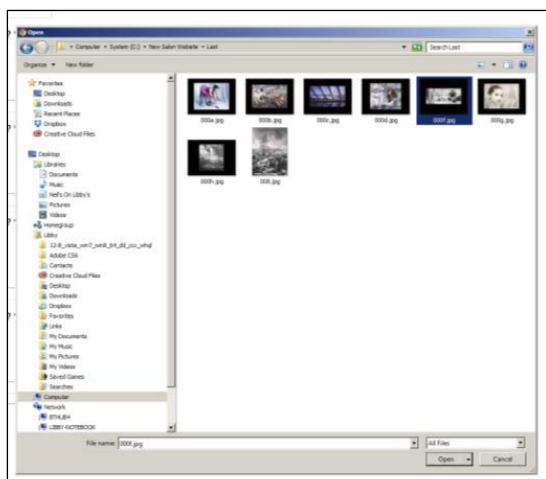
For each author entry complete the **Title** as you wish it to be read out, and then choose the digital file to upload by clicking on **Choose File** (max. file size 1400x1050 jpeg only) Then click **Upload** to upload the file

Please start by entering your first **Title** as you wish it to be read out in the Section you wish to enter, **Mono print** or **Colour Print** or **PDI**. You then need to upload the digital file (either to match the print, or the actual PDI) - Do this by clicking on **Choose File**

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

SPF PORTFOLIOS

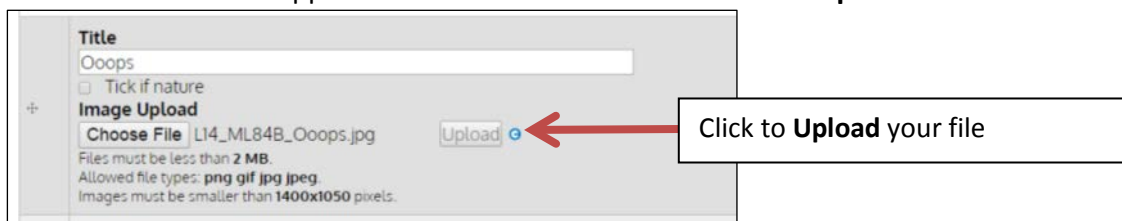
As soon as you click **Choose File** your 'Explorer' window will open for you to choose your file as below.



Note – before you try and upload your image you must ensure it is the correct size and format.

It does not matter how your file is named – the system will automatically name it correctly for you but it must be a jpeg and max size of 1400x1050 (max 1400 wide and max 1050 high) and no bigger than 2MB (sRGB colour space)

Select the **File** that matches the **Title** you have entered and click **Open**. You will see an abbreviated filename appear next to the **Choose File** – Now click **Upload**



Once **Uploaded** you will see a **thumbnail** of the file appear, you can then go on to enter your next title and upload the next file. Click **save** to save what you have done as you go along if you prefer. Be aware that your details and files have not been saved until you do so



Carry on entering all of the first author's and titles in the appropriate sections until that author's entry is complete, then Click **save** (at the bottom of the page) to save that author's entry and go on to the next. **Don't worry, you will be given the opportunity to Edit your entry after this if required.**

Please do not press submit at this stage



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

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

SPF PORTFOLIOS

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.

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

When you click **save** you will see the following -

The changes have been saved.

To submit this entry you must select at least 4 Mono Prints and/or 4 Color Prints and/or 6 Digital Images for your club entry.

Entry Fee 5.80
 # Entries 3
 # Colour 2
 # Mono 0
 # Digital 1
 # Colour selected 0
 # Mono selected 0
 # Digital selected 0

Portfolios Print Return
 A representative from my club will collect the prints from the drop-off points after the September SPF Executive Meeting

Amend print return info

* Club Entry Selection: a Club entry consists of 4 Colour Prints (max 2 per author), 4 Mono Prints (max 2 per author), 6 Digital Images (PDI) (max 2 per author)

FIRST	SURNAME	REF	TITLE	IMAGE	N	CLUB ENTRY SELECTION *
Libby	Smith	C1	The Last Farewell		1	<input checked="" type="checkbox"/>
Libby	Smith	C2	...		1	<input checked="" type="checkbox"/>
Libby	Smith	DI	Ooops		1	<input type="checkbox"/>

edit Libby Smith | remove Libby Smith

add another author

* Club Entry Selection: a Club entry consists of 4 Colour Prints (max 2 per author), 4 Mono Prints (max 2 per author), 6 Digital Images (PDI) (max 2 per author)

Green Confirmation of this having been saved

You should see the thumbnails of the uploaded images in the sections you have entered for your first author - where **C** is Colour Print, **M** is Mono Print and **D** is Projected Digital Image

You can edit this entry by clicking on this **edit** link

The changes have been saved.

To submit this entry you must select at least 4 Mono Prints and/or 4 Color Prints and/or 6 Digital Images for your club entry.

Entry Fee 5.80
 # Entries 3
 # Colour 2
 # Mono 0
 # Digital 1
 # Colour selected 0
 # Mono selected 0
 # Digital selected 0

Portfolios Print Return
 A representative from my club will collect the prints from the drop-off points after the September SPF Executive Meeting

Amend print return info

Note also that the website will keep a running total of how many entries you have completed, in what sections and the Entry Fee total

Then you can **add another author** by clicking on the **add another author** button

Libby	Smith	DI	Ooops		1	<input type="checkbox"/>
-------	-------	----	-------	--	---	--------------------------

edit Libby Smith | remove Libby Smith

add another author

* Club Entry Selection: a Club entry consists of 4 Colour Prints (max 2 per author), 4 Mono Prints (max 2 per author), 6 Digital Images (PDI) (max 2 per author)

You **add another author** by clicking on this text

After clicking on the **add another author** button and you will see the following appear.

Add new Author

Author First Name *

Author Surname *

COLOUR PRINT SECTION

Title

Image Upload

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

Continue to enter and save all of your entries remembering to scroll down to the right section to enter your Mono Print and PDI entries until you are happy that the entry is correct.

An example with authors, titles and thumbnails completed is given below.

Note all the **edit** links are still available to you. **You are not yet ready to submit your entry**

BF Carluke Camera Club

The changes have been saved.

To submit this entry you must select at least 4 Mono Prints and/or 4 Color Prints and/or 6 Digital Images for your club entry.

Entry Fee 15.00

- # Entries 15
- # Colour 4
- # Mono 4
- # Digital 7
- # Colour selected 0
- # Mono selected 0
- # Digital selected 0

Portfolios Print Return
A representative from my club will collect the prints from the drop-off points after the September SPF Executive Meeting

Amend print return info

* Club Entry Selection: a Club entry consists of 4 Colour Prints (max 2 per author), 4 Mono Prints (max 2 per author), 6 Digital Images (PDI) (max 2 per author)

FIRST	SURNAME	REF	TITLE	IMAGE	N	CLUB ENTRY SELECTION *
Libby	Smith	C1	The Last Farewell			<input type="checkbox"/>
Libby	Smith	C2	Dreaming of Home			<input type="checkbox"/>
Libby	Smith	D1	Ooops			<input type="checkbox"/>
edit Libby Smith remove Libby Smith						
Hunter	Kennedy	C1	First Light			<input type="checkbox"/>
Hunter	Kennedy	M1	Fresh Fall			<input type="checkbox"/>
Gavin	Forrest	C1	Camargue Horse and Egret			<input type="checkbox"/>
Gavin	Forrest	M1	Time to Go			<input type="checkbox"/>
Gavin	Forrest	M2	The Young Princess			<input type="checkbox"/>
Gavin	Forrest	D1	The Light of Dawn			<input type="checkbox"/>
edit Gavin Forrest remove Gavin Forrest						
Carney	Scott	D1	Balancing Act			<input type="checkbox"/>
edit Carney Scott remove Carney Scott						
Robert	Hendry	M1	True Grit			<input type="checkbox"/>
Robert	Hendry	D1	Rider Down			<input type="checkbox"/>
edit Robert Hendry remove Robert Hendry						
Eddie	Cocozza	D1	Pickpocket			<input type="checkbox"/>
Eddie	Cocozza	D2	Searching for her Cat			<input type="checkbox"/>
edit Eddie Cocozza remove Eddie Cocozza						
Janet	Russell	D1	Clothing Around			<input type="checkbox"/>
edit Janet Russell remove Janet Russell						

add another author

* Club Entry Selection: a Club entry consists of 4 Colour Prints (max 2 per author), 4 Mono Prints (max 2 per author), 6 Digital Images (PDI) (max 2 per author)

After you have entered all of the entries from your Club for all of your authors, you require to select the **4 Colour Prints**, **4 Mono Prints** and **6 Projected Digital Images** that will count as your Club's entries in each section you are entering in.

You do this by **clicking in the colour coded squares** adjacent to the titles/thumbnails for each section. **See example on next page.** You need to do this even if you are only entering 4 Colour Prints, 4 Mono Prints and/or 6 Projected Digital Images – This registers you as having a Club entry

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

SPF PORTFOLIOS

Portfolios Print Return
A representative from my club will collect the prints from the drop-off points after the September SPF Executive Meeting

Amend print return info

* Club Entry Selection: a Club entry consists of 4 Colour Prints (max 2 per author), 4 Mono Prints (max 2 per author), 6 Digital Images (PDI) (max 2 per author)

FIRST	SURNAME	REF	TITLE	IMAGE	N	CLUB ENTRY SELECTION *
Libby	Smith	C1	The Last Farewell			<input checked="" type="checkbox"/>
Libby	Smith	C2	Dreaming of Home			<input checked="" type="checkbox"/>
Libby	Smith	D1				<input type="checkbox"/>
edit Libby Smith remove Libby Smith						
Hunter	Kennedy	C1	First Light			<input checked="" type="checkbox"/>
Hunter	Kennedy	M1	Fresh Fall			<input type="checkbox"/>
edit Hunter Kennedy remove Hunter Kennedy						
Gavin	Forrest	C1	Camargue Horse and Egret			<input checked="" type="checkbox"/>

Click in the square to select each of the photos that make up your Club entry (max 2 per author per section)
Green = Colour Print e.g. C1, C2...
Red = Mono Print e.g. M1, M2...
Blue = Projected Digital Image e.g. D1, D2...

Please Note – You need to do this even if you are only entering 4 Colour Prints, 4 Mono Prints and/or 6 Digital Images

BF Carluke Camera Club

Submit entry

Click 'submit this entry' only when you are sure everything's correct.

Entry Fee 15.00
 # Entries 15
 # Colour 4
 # Mono 4
 # Digital 7
 # Colour selected 4
 # Mono selected 0
 # Digital selected 6

Portfolios Print Return
A representative from my club will collect the prints from the drop-off points after the September SPF Executive Meeting

Note that the website will keep a running total of how many entries you have selected, in what sections as you do this

Carry on making your Club selections until all three sections are complete.

BF Carluke Camera Club

Submit entry

Click 'submit this entry' only when you are sure everything's correct.

Entry Fee 15.00
 # Entries 15
 # Colour 4
 # Mono 4
 # Digital 7
 # Colour selected 4
 # Mono selected 4
 # Digital selected 6

Portfolios Print Return
A representative from my club will collect the prints from the drop-off points after the September SPF Executive Meeting

Amend print return info

All three Club selections are now complete

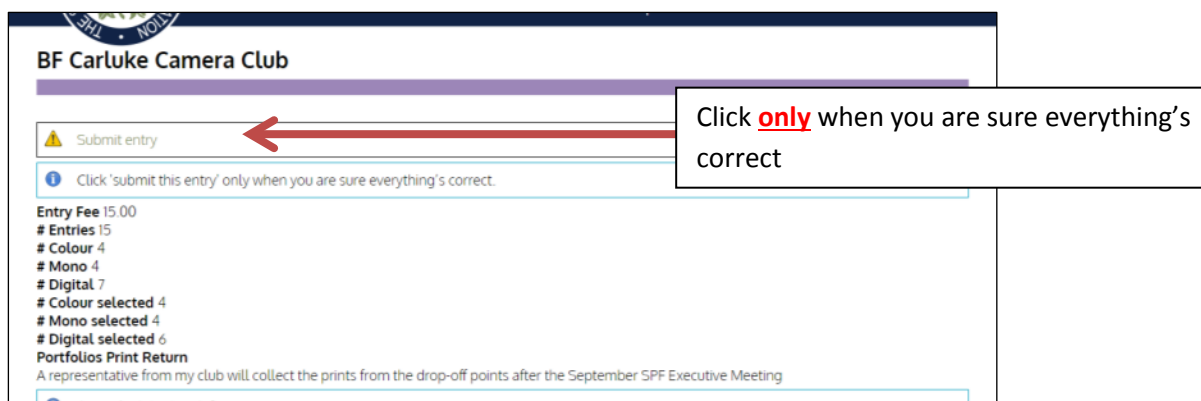
Please go through and check your entry is correct - you cannot change anything after you have pressed **submit**.

If you see something wrong simply click on the **edit** tab and correct as required and then click save to save the changes.

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

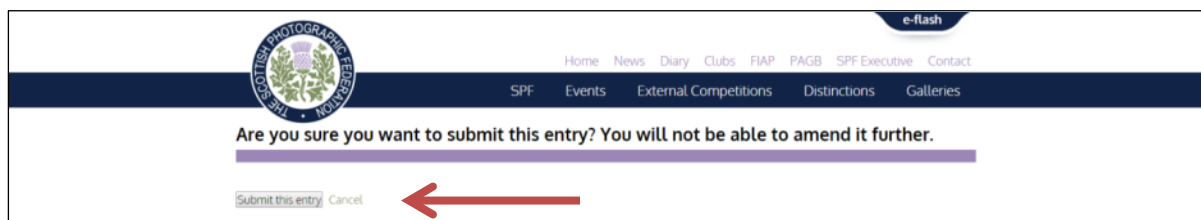
How to Log In and Enter SPF Competitions Online as a Club Competition Secretary

SPF PORTFOLIOS



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. **We do not have your entries until you do this.**

If you notice a mistake after this please contact Libby as soon as possible. She will be able to make some corrections prior to your entry being fully processed by the website.



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

TITLE	OPEN?	CLOSED?
SPF Annual Portfolios	Yes	No
SPF Print Championship	Yes	Yes

SPF Print Championship Entry					
TITLE	# ENTRIES	# COLOUR	# MONOCHROME	SUBMITTED	RESULTS
BF Carluke Camera Club	78	52	26	Yes	view email

SPF Annual Portfolios Entry							
TITLE	# ENTRIES	# COLOUR	# MONO	# DIGITAL	CLUB ENTRY SELECTION	PRINT	SUBMITTED
BF Carluke Camera Club	15	4	4	7	C: 4 M: 4 D: 6	print	Yes

At any time up until the Portfolio 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 after this 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 for PC (*please note you do not need to do a screendump if you follow these instructions*)

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

SPF PORTFOLIOS

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**.

BF Carluke Camera Club

This entry form has been submitted.
Entry Fee 15.00
Entries 15
Colour 4
Mono 4
Digital 7
Colour selected 4
Mono selected 4
Digital selected 6
Portfolios Print Return

A representative from my club will collect the prints from the drop-off points after the September SPF Executive Meeting
 * Club Entry Selection: a Club entry consists of 4 Colour Prints (max 2 per author); 4 Mono Prints (max 2 per author); 6 Digital Images (PDI) (max 2 per author)

First	Surname	Ref	Title	Club Entry Selection *
Libby	Smith	C1	The Last Farewell	Yes
Libby	Smith	C2	Dreaming of Home	Yes
Libby	Smith	D1	Ooops	Yes
Hunter	Kennedy	C1	First Light	Yes
Hunter	Kennedy	M1	Fresh Fall	Yes
Gavin	Forrest	C1	Camargue Horse and Egret	Yes
Gavin	Forrest	M1	Time to Go	Yes
Gavin	Forrest	M2	The Young Princess	Yes
Gavin	Forrest	D1	The Light of Dawn	Yes
Cammy	Scott	D1	Balancing Act	Yes
Robert	Hendry	M1	True Grit	Yes
Robert	Hendry	D1	Rider Down	Yes
Eddie	Cocozza	D1	Pickpocket	Yes
Eddie	Cocozza	D2	Searching for her Cat	Yes
Janet	Russell	D1	Clowning Around	Yes

* Club Entry Selection: a Club entry consists of 4 Colour Prints (max 2 per author); 4 Mono Prints (max 2 per author); 6 Digital Images (PDI) (max 2 per author)
 Source URL (modified on 2016-03-19 10:48): <http://www.scottish-photographic-federation.org/bf-carluke-camera-club>

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

Print

Total: 1 sheet of paper

Destination: HP Universal Printing PC

Pages: All

Copies: 1

Layout: Portrait

Options: Simplify page

Print using system dialog... (Ctrl+Shift+P)

BF Carluke Camera Club

This entry form has been submitted.
Entry Fee 15.00
Entries 15
Colour 4
Mono 4
Digital 7
Colour selected 4
Mono selected 4
Digital selected 6
Portfolios Print Return

A representative from my club will collect the prints from the drop-off points after the September SPF Executive Meeting
 * Club Entry Selection: a Club entry consists of 4 Colour Prints (max 2 per author); 4 Mono Prints (max 2 per author); 6 Digital Images (PDI) (max 2 per author)

First	Surname	Ref	Title	Club Entry Selection *
Libby	Smith	C1	The Last Farewell	Yes
Libby	Smith	C2	Dreaming of Home	Yes
Libby	Smith	D1	Ooops	Yes
Hunter	Kennedy	C1	First Light	Yes
Hunter	Kennedy	M1	Fresh Fall	Yes
Gavin	Forrest	C1	Camargue Horse and Egret	Yes
Gavin	Forrest	M1	Time to Go	Yes
Gavin	Forrest	M2	The Young Princess	Yes
Gavin	Forrest	D1	The Light of Dawn	Yes
Cammy	Scott	D1	Balancing Act	Yes
Robert	Hendry	M1	True Grit	Yes
Robert	Hendry	D1	Rider Down	Yes
Eddie	Cocozza	D1	Pickpocket	Yes
Eddie	Cocozza	D2	Searching for her Cat	Yes
Janet	Russell	D1	Clowning Around	Yes

* Club Entry Selection: a Club entry consists of 4 Colour Prints (max 2 per author); 4 Mono Prints (max 2 per author); 6 Digital Images (PDI) (max 2 per author)
 Source URL (modified on 2016-03-19 10:48): <http://www.scottish-photographic-federation.org/bf-carluke-camera-club>

Print off a copy of the Entry Form and enclose in your box of prints and/or your cheque for your Entry Fee and/or Postage (Cheques to be made payable to 'SPF')

Your Entry should now be complete.

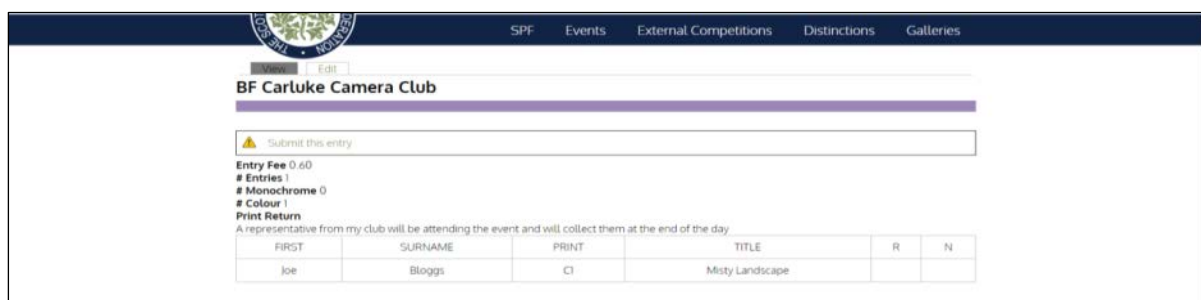
If you notice any errors please let us know as soon as possible and we can correct them for you if you catch us before the website processes your entry – we cannot correct it after this.

Other Messages you may get - explained below. *Remember to SAVE what you have done by clicking the SAVE button before logging out to correct an issue.*

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

SPF PORTFOLIOS

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 entered titles for every entry. You will not be allowed to complete your entry until this has been corrected.



You will see the following if you have not entered the correct file type – jpg or jpeg



You will see the following if you have not entered the correct size of file - max 1400x1050 and 2MB

