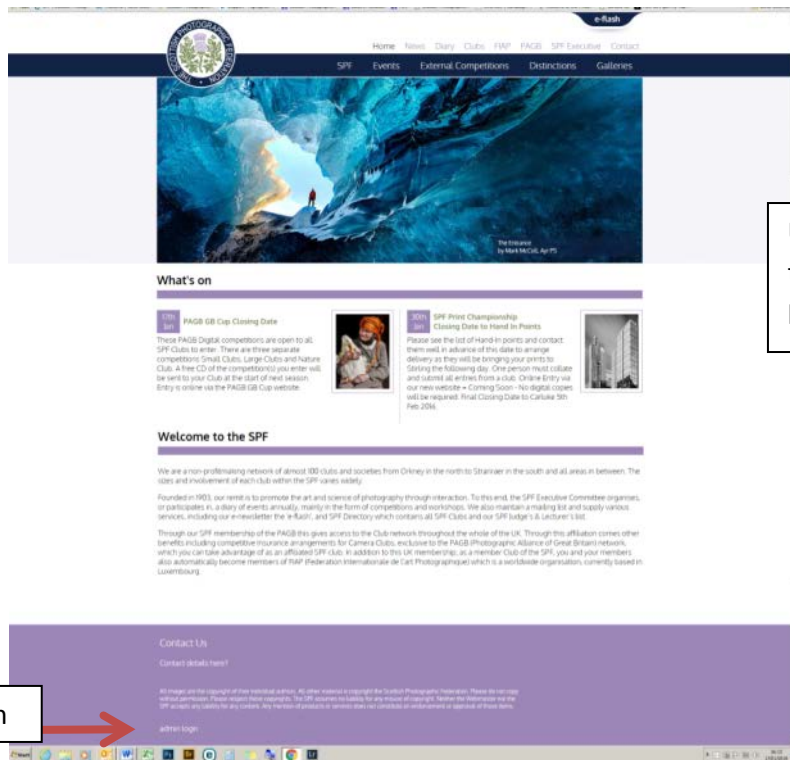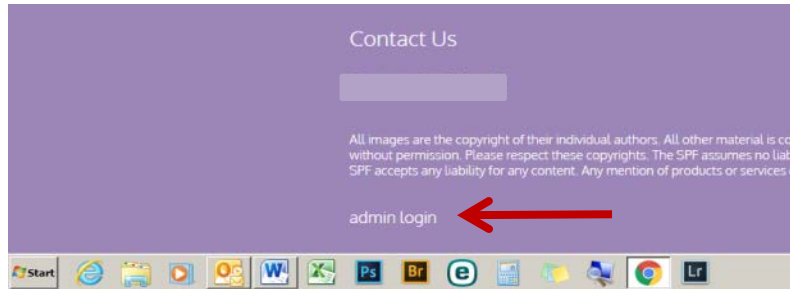# How to Log In and Enter SPF Competitions Online as a Club Competition Secretary
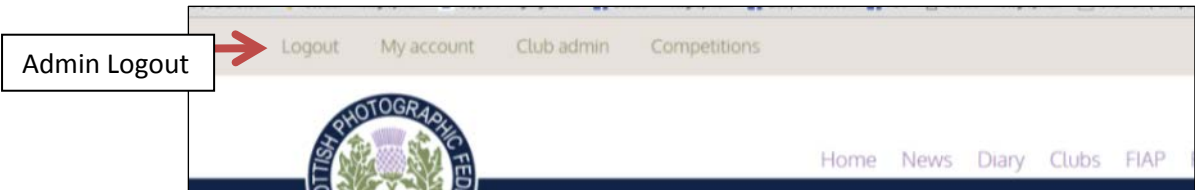## SPF PORTFOLIOS

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..*
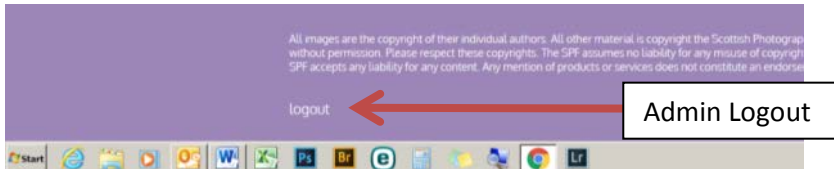

Use the scroll bar to get up to the top or down to the bottom of the website

Admin Login

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

Admin Logout

or down at the bottom of the page again.

Admin Logout

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)

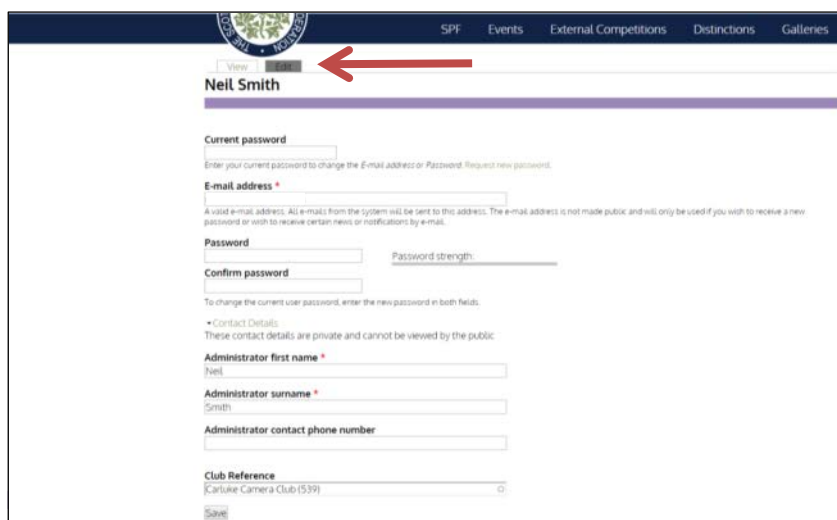**Logout**   **My Account**   **Club Admin**   **Competitions**
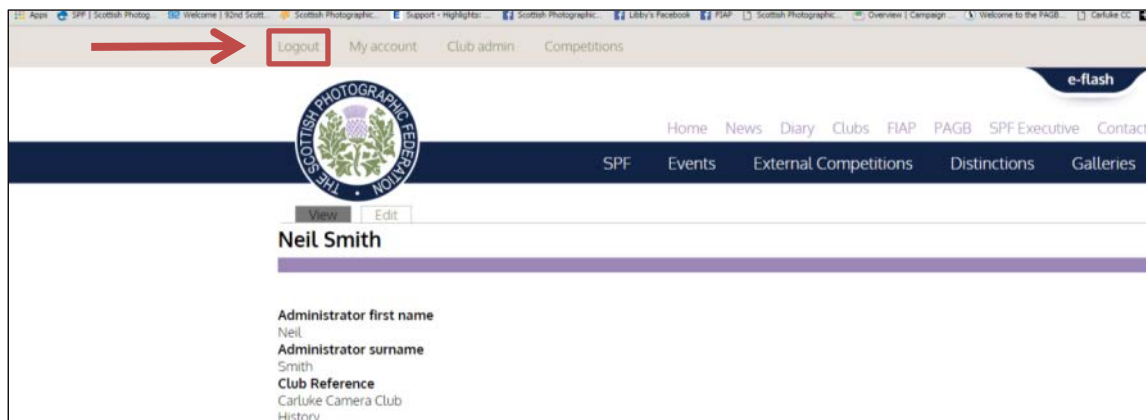
Each of these gives you a different option. See below for details

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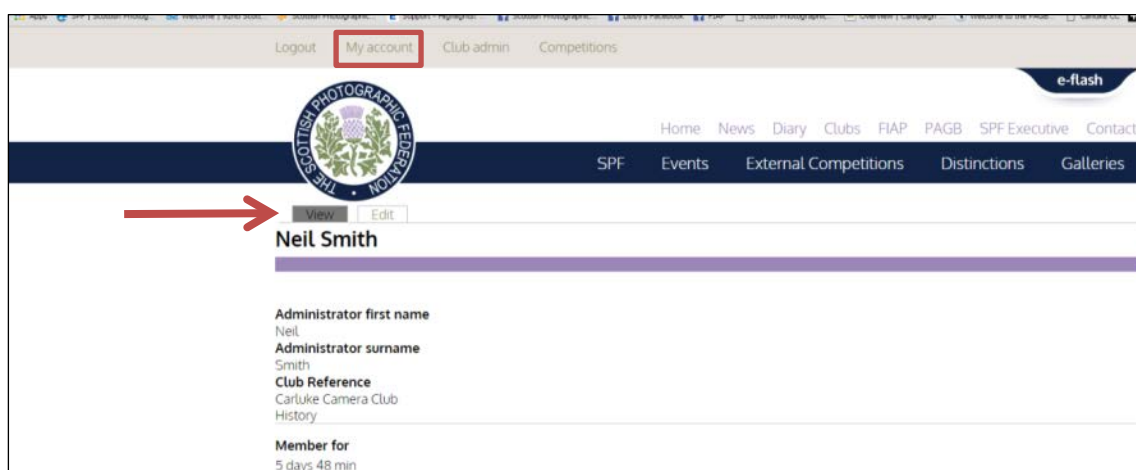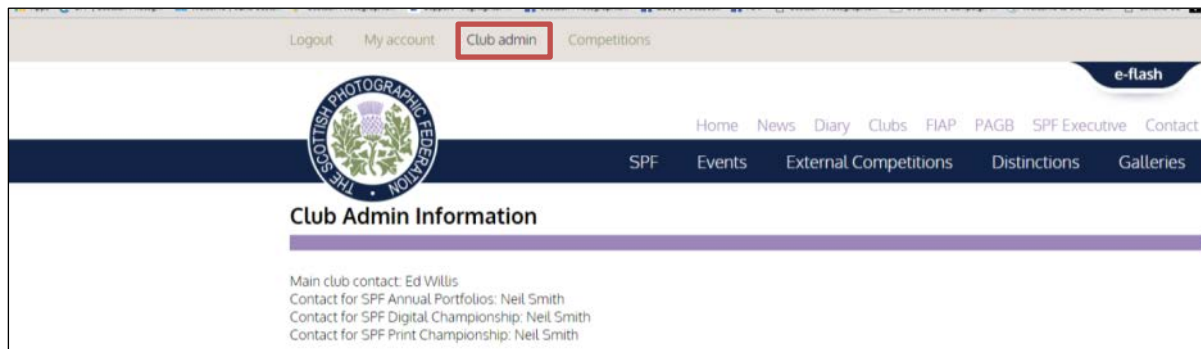

When you click on the **edit** tab you see the following

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)
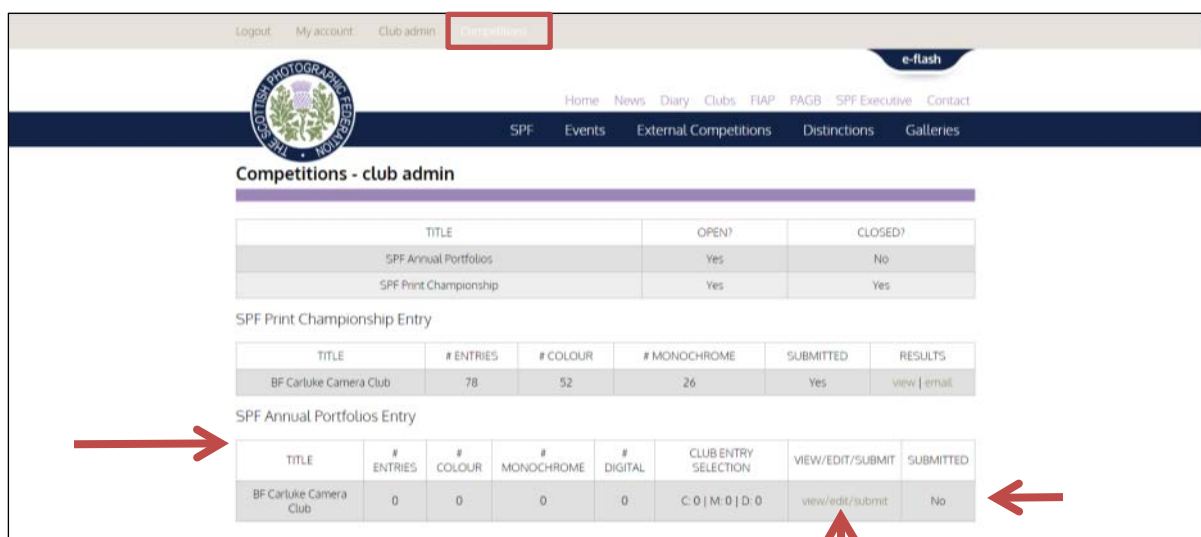
To enter click on the **view/edit/submit** option. You will then be presented with the following form to complete.
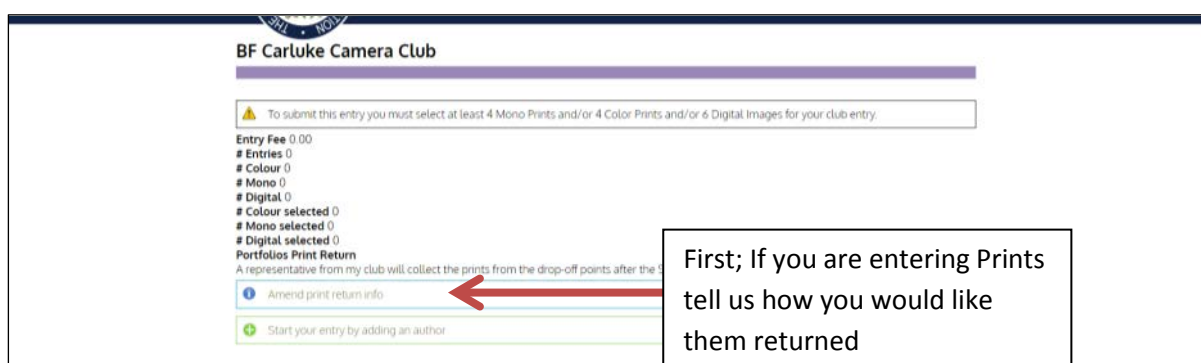
First; If you are entering Prints tell us how you would like them returned

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
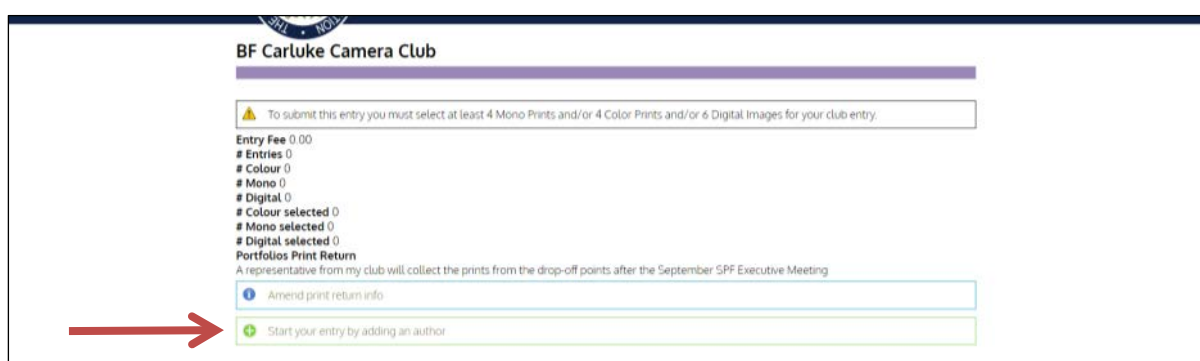

Then go on to enter details of each of your author's photographs by clicking on **Start your entry by adding an author**.

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**

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**

As soon as you click **Choose File** your **'Explorer' window** will open for you to choose your file as below.
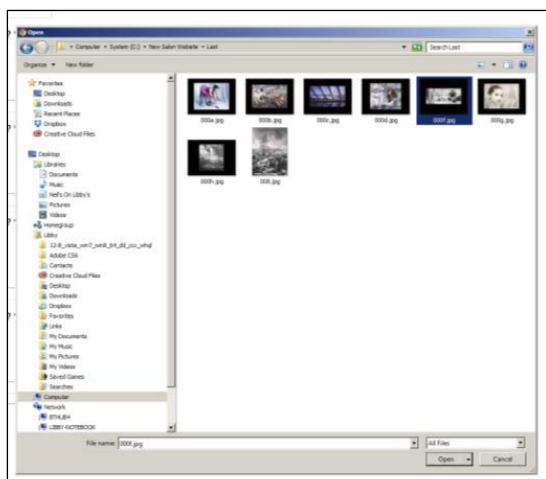
> **Note – before you try and upload your image you must ensure it is the correct size and format.**
> **It does not matter how your file is named – the system will automatically name it correctly for you but it <u>must</u> be a jpeg and max size of 1400x1050 (max 1400 wide and max 1050 high) and no 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**

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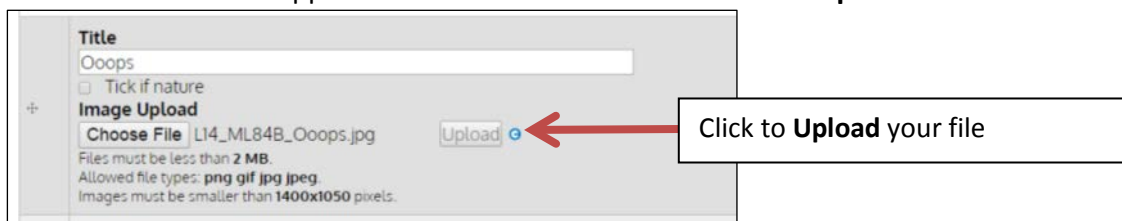
Once **Upload**ed you will see a **thumbnail** of the file appear, you can then go on to enter your next title and upload the next file. Click **save** to save what you have done as you go along if you prefer. Be aware that your details and files have not been saved until you do so

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 <u>do not</u> press **submit** at this stage

Click to save what you have done

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.

You can also change any of the saved authors and titles. Enter the correct details where you put the names and titles in orginally 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 -

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

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

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

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

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**

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**

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

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.

**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.

Click **only** when you are sure everything's correct
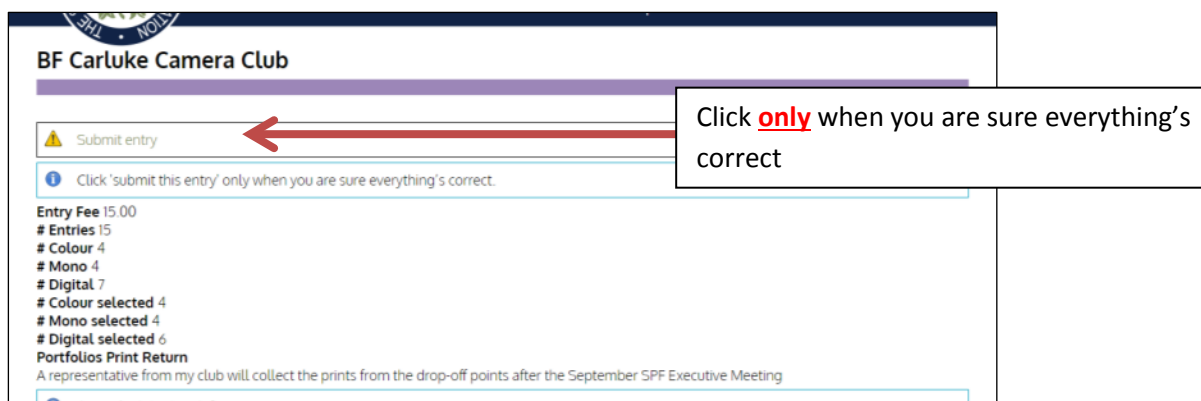
You will be asked to confirm by clicking **Submit this Entry** again, this is because <u>you</u> cannot go back and edit your entry after this point. **We do not have your entries until you do this.**

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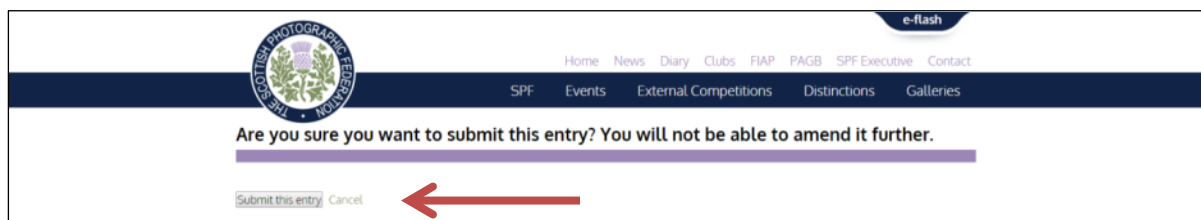
The website will then take you to the view below, where now you have completely 'submitted' your entry. You will see a **print button**

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 <u>before</u> 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)*

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**.

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 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 <u>before</u> 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.*

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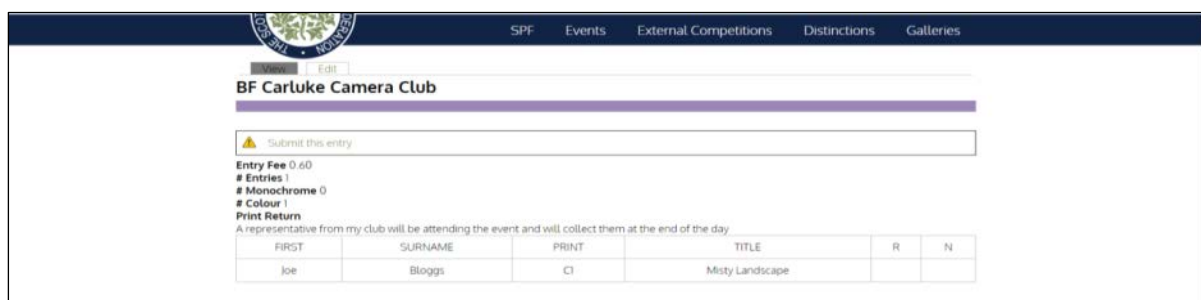
Do not click on the **Submit this entry** until you have entered everything correctly. You will not be able to edit anything after this. Email Libby for help if you do click this before you have corrected everything.

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