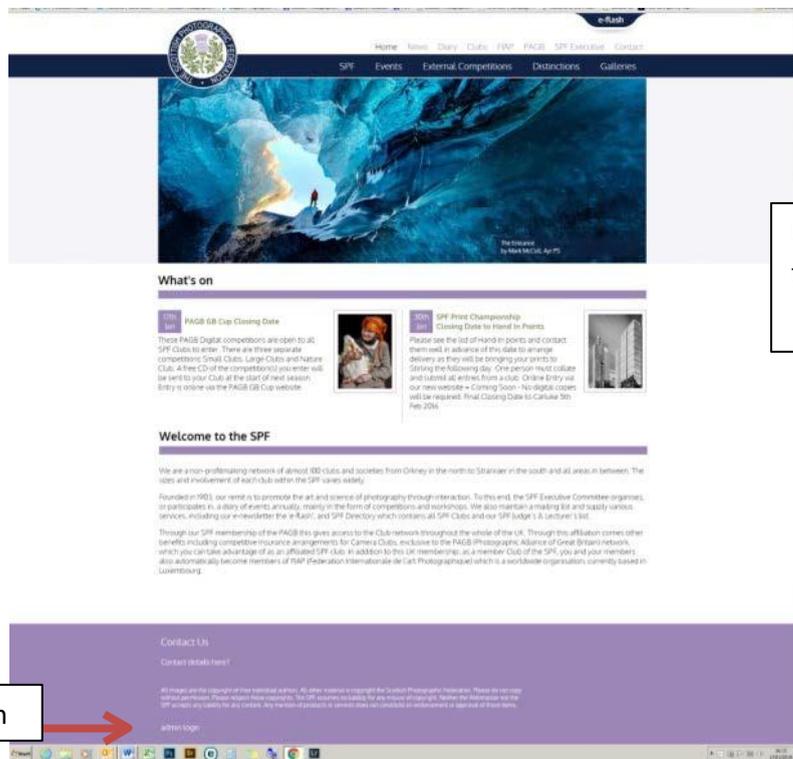


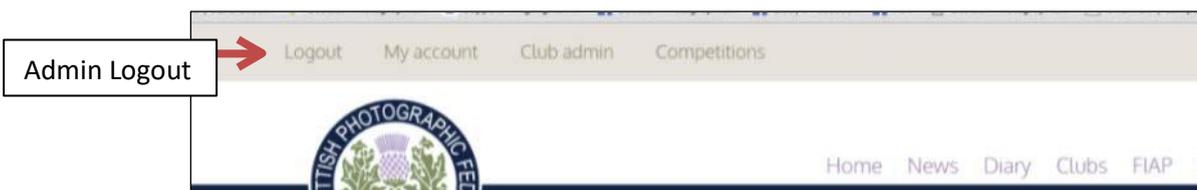
How to Log In and Enter SPF Competitions Online as a Club Competition Secretary

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..



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

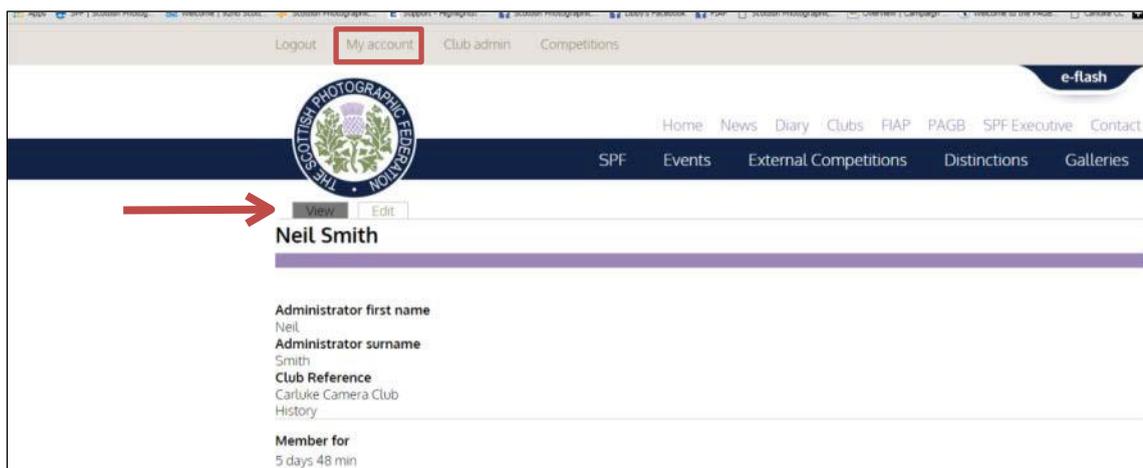
When you **login** using **your email address** and **password** you should see the following **at the very top of your screen** See the red arrow below (remember you may have to **scroll up** to get this)

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

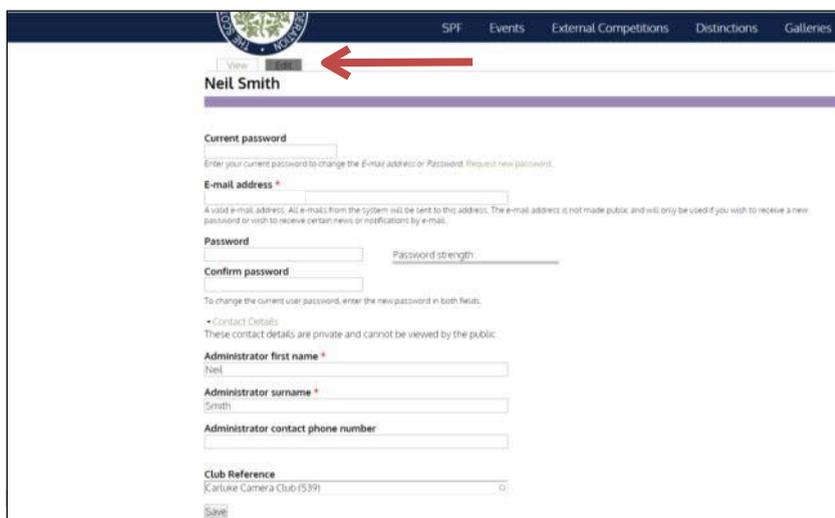


Each of these gives you a different option. See below for details

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

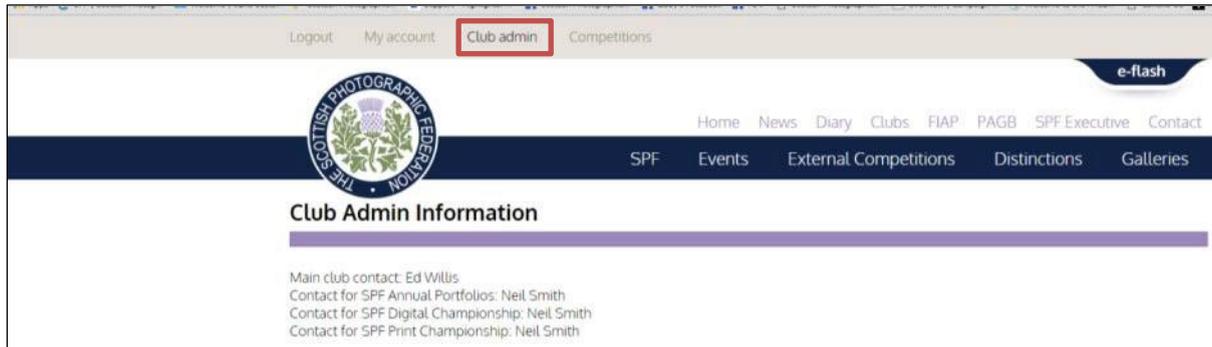


When you click on the **edit** tab you see the following



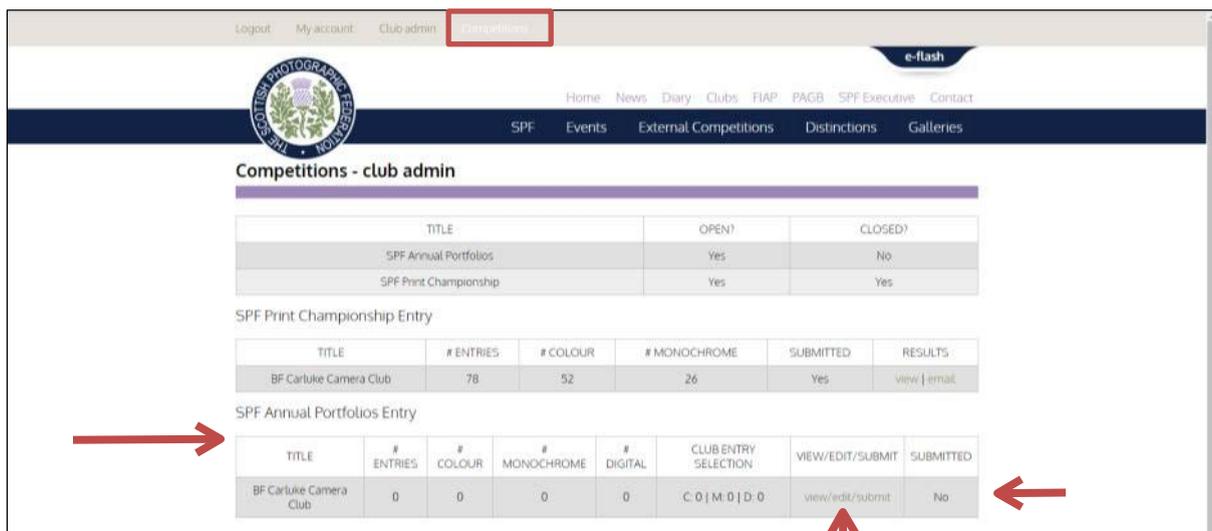
How to Log In and Enter SPF Competitions Online as a Club Competition Secretary

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 whichever SPF Competition that is currently open –
SPF Portfolios – SPF Print Championship or SPF Digital Championship



To enter click on the **view/edit/submit** option opposite the competition you wish to enter. You will then be presented with a new window and form to complete.

For full guidance on the online entry process for each of our competitions –

SPF Annual Portfolios

SPF Print Championship - SPF Digital Championship

see additional Guidance Notes all of which are fully illustrated and can be found here

www.scottish-photographic-federation.org/guidance
just scroll down to 'Admin Website and Admin Area'