

ESCC IMAGE UPLOAD INSTRUCTIONS

Printed step-by-step instruction can be daunting.

If you have trouble working through this, or with any aspect of the image upload process, please don't hesitate to approach a committee member. As they say,

"We are always here to help"!

PREPARATION OF IMAGES

Eastern Suburbs Camera Club uses an online software application called PhotoComp to manage competitions. Members use it to upload images for Competitions. PhotoComp manages every aspect of a competition from uploads to displaying images for judging, to recording and reporting results.

Before uploading your images, it is strongly recommended that you size competition images in accordance with the instructions on this [website page](#). If an image is not correctly sized the system will resize it down but will not resize it up. Resizing may produce artefacts.

It's also recommended that you choose a folder on your computer to store images that you have upload for competitions. Use the folder consistently. We suggest you don't delete the image files, they can be useful in checking for images you have used in the past.

Note that the image file name is of no relevance to the upload system. There is no need to re-name images.

HOW TO UPLOAD YOUR IMAGES

There are a number of locations on the website with a link to the upload site, but the most convenient link will be found in the [CALENDAR](#) with a text string that looks something like this:

images must be uploaded [here](#).

Click the blue link and you will be taken to the PhotoComp upload site.

The first time you do this you will be presented with the screen below. In the field provided, enter the email address you gave to the club, then click the "Next" button.

The next time you go to PhotoComp it will recognise you. You won't have to enter your email address again.

ESCC

PDI set subject Cityscape

Please select your language

Email address:

Data Protection: Your information will be stored in a computer system and used solely for the administration of exhibitions and competitions organised by the Eastern Suburbs Camera Club

Next

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After clicking “Next”, you will then be presented with this screen, (but with your name).

ESCC

PDI set subject Cityscape

Start

Are you Robert Dettman?

Click "Yes" if you are Robert Dettman and are submitting your own entry

Click "No" if you are not Robert Dettman but use the email address dettman@Internode.on.net, or you are submitting someone else's entry using your email address. You will be asked to re-enter this email address for security, and then you will be asked for the details of the entry.

No Yes

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The screen has three options.

- 1). If you are [your name] and you want to upload your images, click the “Next” button.
- 2). If you want to submit images on behalf of someone else, click the “No” button.
- 3). If another person shares your email address and wants to submit images, they should click the “No” button.

After clicking the “No” button you will be presented with the screen below where you can sort out who's who by selecting the relevant name.

ESCC

PDI set subject Cityscape

Start Name

Select your name in the table.

If your name is not shown, either go back to the previous page and re-enter your email address, or if you also use brooksd3@bigpond.com click [here](#)

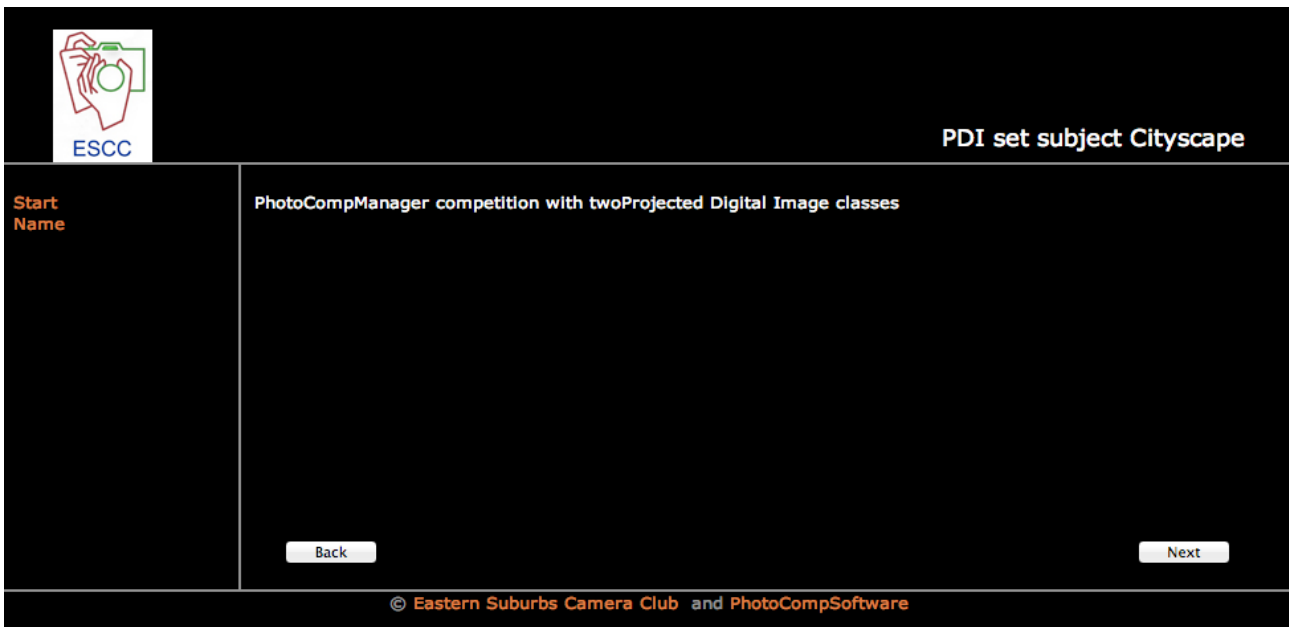
Select Andrea Brooks

Select Don Brooks

Back

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After selecting the relevant name, you will see the screen below. It is a brief description of the competition. Click the “Next” button.

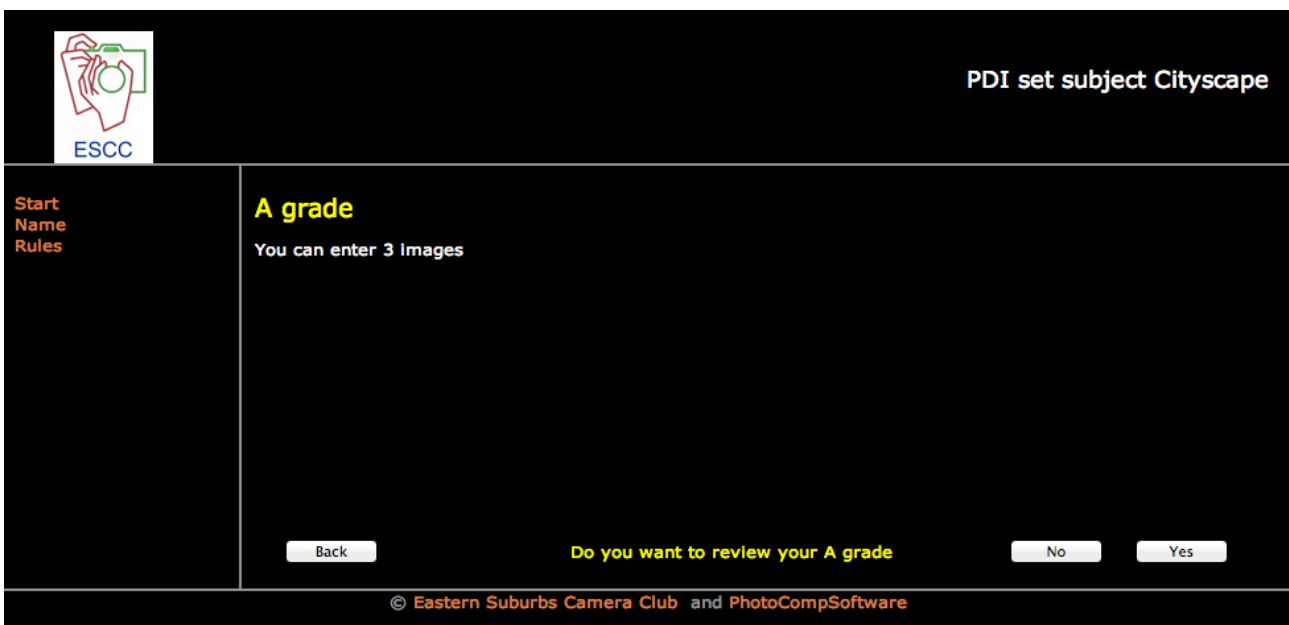


You will see the screen below where you must choose your grade.

If you are A grade, click the “Yes” button.

If you are B grade, clicking “No” will take you to the B grade screen where you should click the “Yes” button.

You will then be shown the image entry screen as shown on the next page.



This is the image entry screen. Here you upload your correctly sized images and enter their titles. Remember, once you have assigned a title to an image it must not be changed or used on a different image. Refer to “Record Keeping” at the end of this document.

The screenshot shows the 'PDI set subject Cityscape' form. On the left is the ESCC logo and a sidebar with links: Start, Name, Rules, A grade, and B grade. The main area contains instructions: 'A grade PDI - Locate the image files using the Browse button. Your image file format must be .jpg. You may provide titles for your Images'. Below this are three identical empty entry fields, each with an 'Image file:' field containing a 'Choose File' button and 'no file selected' text, and a 'Title:' text input field. At the bottom are 'Back' and 'Next' buttons. A footer contains the copyright notice: '© Eastern Suburbs Camera Club and PhotoCompSoftware'.

Click the “Choose File” button and you will be taken to your computers’ Explorer or Finder where you can navigate to the images you have previously re-sized and saved. Choose an image you want to upload. A green progress bar will appear. When the upload is complete the image file name will be displayed in the “Image File:” field.

Type the image title into the “Title:” field.

Repeat for a maximum of three images The completed form will look like the screen below.

Click the “Next” button.

The screenshot shows the 'PDI set subject Cityscape' form with three completed entries. The sidebar now includes 'Print entry form'. The instructions are updated: 'A grade PDI - Locate the Image files using the Browse button. Your Image file format must be .jpg. To remove an image, click Remove. You may provide titles for your Images'. Each entry field now shows the 'Image file:' field with a file name (e.g., 'Robert Dettman#Title#-2.jpg') and a 'Remove' button, and the 'Title:' field with a title (e.g., 'Sunday on the Torrens'). The 'Back' and 'Next' buttons are at the bottom. The footer contains the copyright notice: '© Eastern Suburbs Camera Club and PhotoCompSoftware'.

The screen below confirms the upload of your images.

You can print this record of your entries if you wish

PDI set subject Cityscape




360 Payenham Road, Payenham

Robert Dettman
 109 Osmond Terrace
 Norwood
 5067

 0413 800 627

dettman@internode.on.net

A grade PDI


1	Image file:	Robert Dettman#Title#-2.jpg	
	Title:	Sunday on the Torrens	
2	Image file:	Robert Dettman#Title#-3.jpg	
	Title:	Singapore Fling	
3	Image file:	Robert Dettman#Title#.jpg	
	Title:	Sydney Sunrise	

There are three buttons at the top.

Should you decide that you made a mistake or a wrong image choice, click the “Back” button. You will be taken back to the Entry Form where you can make changes to one or more items.

Click the “Print” button to send the record of your entry to the printer. A hard copy is a convenient record of your competition entry. It’s a good idea to file these reports for future reference. You can also write the scores on them.

This final screen advises that you can always return and make changes up until the date and time of closing.

 ESCC	PDI set subject Cityscape
Start Name Rules A grade Print entry form	<p>Thank you for your entry. We will send you a confirmation email when it has been processed. If you have any questions, please email us at easternsuburbssc@gmail.com</p> <p>You can return to this entry form and make changes at any time until 23:59 Cen. Australia Standard Time on 13-Apr-2013</p>
<small>© Eastern Suburbs Camera Club and PhotoCompSoftware</small>	

When the competition organiser downloads the images after the close of the upload period, the system will send an automated email confirming the successful upload. Below is a sample email confirmation.

After the competition has been judged another email will advise you of the scores awarded.

From: easternsuburbssc@gmail.com Subject: PDI set subject Cityscape Date: 15 April 2013 9:28:14 PM ACST To: Robert Dettman	Hide 2
<hr/> <p>This message confirms that we have received your entry form for the PDI set subject Cityscape</p>	
<p>A grade PDI</p>	
<p>Sunday on the Torrens (Robert Dettman#Title#-2.jpg)</p>	
<p>Singapore Fling (Robert Dettman#Title#-3.jpg)</p>	
<p>Sydney Sunrise (Robert Dettman#Title#.jpg)</p>	
<p>(This is an automated response - if you have any queries about the competition, please email us at easternsuburbssc@gmail.com)</p>	

Next, record keeping ...

RECORD KEEPING

Rules about exclusive image titles, scores achieved, and how many times you can enter an image in a competition make record keeping pretty much mandatory. As time passes you might enter state, national or international competitions. Then diligent record keeping is absolutely essential.

The best way to record your results is on a spread sheet. A pro forma spread sheet for this purpose is available on the [\[Members\]](#) page of the website for Windows Excel or Mac Numbers. It has separate tabs for Monthly Competitions, the Annual Exhibition and Honours. (Honours being shorthand for national and international exhibitions).

The pro forma has some sample data to help explain how to fill it in. Delete the examples and enter your own data.

As the years pass these records will be an invaluable resource.