SAPF ANNUAL EXHIBITION 2018 UPLOADING INSTRUCTIONS

1. Go to http://www.photocompentries.net/?org=sapf to enter the online entry system.
   All images entered must comply with the rules in 'Conditions of Entry' found in the '2018 - Annual Exhibition Entry Information' pdf.

2. Follow the instructions. You will need to enter:Email address
   First name Last Name
   Honours (if applicable)
   Postal Address
   Phone Number

3. Club – select your club from the drop down box

4. You will be asked if you wish to enter each section in order. For each image uploaded ensure you enter the title accurately in the 'Title' box ie. correctly spelt and with capital letters for key words eg. Steamer in a Tunnel. Labels and titles in the catalogue will appear as entered. Titles must be no more than 25 characters long, including spaces.

5. You must upload a .jpg image for **both Projected Images and Prints**. Regardless of Landscape or Portrait, images **must** have a height of **exactly** 1080 pixels with a maximum width of 1920 pixels. The exception is Panoramas which must be a width of 1920 pixels. A Panorama is defined as an image that has a width of at least twice its height. The MAXIMUM file size regardless of dimensions is 2MB. The file name of the uploaded image is irrelevant as the image will be given the Title that you enter and attributed to the entrant. Continue adding images and proceeding using "Next".

6. At the end of the entry a Summary Page will appear similar to this example

2/2/2017   Entry form

SAPF Annual 2017

College Park House 67 Payneham Road, College Park SA 5069

Daisy Duke   daisy@hazzard.com.au
1313 Mockingbird Lane
Hazzard County
South Australia
5123

0412 345 678

Open Prints

1	Image file:	DSC02065ccPrint-FlatIron.jpg	
	Title:	Flat-Iron	
2	Image file:	DSC00108ccPrint-VillageCook.jpg	
	Title:	Village Cook	

....etc

www.sapf.org.au

7. Please go back over your whole entry and ensure that all details are accurate and images are uploaded correctly.

8. When you have completed your entry an email will be sent confirming your entry after the information has been processed. Please note that this will not be until after entries close on 18th March 2018 and may be as late as March 25th. You are able to re-visit your entry and make changes at any time up until 3pm on March 18th, but avoid a last-minute entry so the programme isn't overloaded.

9. When you have completed your entry you will see the message *'You can print this record of your entries if you wish'.* Please Save your entry so that you have a record in your own files, and if you have entered Prints you must print a copy of your entry and include it in the package with your prints.

10. You will receive an email confirmation of your entry by March 25th 2018.

11. You will receive your results by email by May 7th.

12. All entrants will receive a Catalogue (and, where applicable, Acceptance, Merit or Honour Certificates) after the exhibition, either with the return of your prints or, if you only entered Projected images, via your club with their print returns or post. You will be informed if any of your prints have been retained for the extended exhibitions or the AIPC. These will be returned to you after they are finished with.

<div style="background-color:#8B0000;color:white;text-align:center;font-weight:bold;">CLUB SETS UPLOADING INSTRUCTIONS</div>

1. All images entered must comply with the rules in 'Conditions of Entry' found in the '2018 - Annual Exhibition Entry Information' pdf.

2. One Club Member is to upload the Club Set. Go to http://www.photocompentries.net/?org=sapf

Select SAPF Annual Exhibition 2018 – CLUBSETS

No-one else from the club is to access this competition site.

3. If at least one of the images is by THAT club member, he/she is to enter his/her details ie. Email, Name, Address, Phone, Club Name. The confirmation of entry and results will be sent to that email address and any correspondence or inquiry will be directed to that person. If the person who is submitting the Club Set is NOT one of the photographers whose images will be entered then he/she must enter the NAME OF THE FIRST PHOTOGRAPHER in place of his/her own name on the first page, but still use his/her own email, address etc.

4. The first 'photographer' will be the person whose name was entered in the "Name" field and you will be asked to upload at least one image from that person. A second image from that person might be allowed. See 2018 Rules for Club Sets.

5. The programme will ask for the name of another photographer and allow one or two images to be entered in that entrant's name.

6. You will then be asked to add another photographer and upload their images.

7. Continue adding photographers. You will have between 5 and 10 entrants depending on whether they have one or two of their images included in the set.

8. When you reach 10 images the list of entrants and titles will appear on your screen. If all is correct, Print that screen for your own record (landscape orientation) then proceed to the end.
If you go back you may be taken to the Address page for other entrants. Do not add address or email details for any other entrant. Clicking on the first Name entered will return you to the start of your entry.

9. You are able to return to the entry and make changes at any time until 3pm on March 18th 2018, however to avoid possible glitches it is best to do it once correctly.