

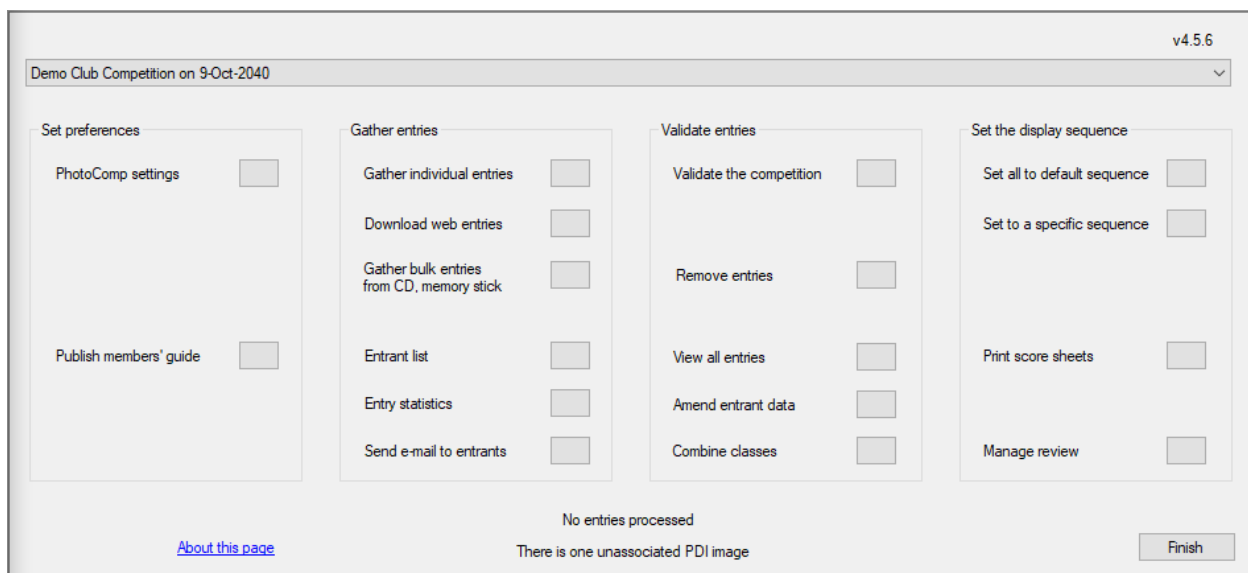
Gathering entries and judging with PhotoComp

PhotoComp has a large number of options to allow you to tailor the software to your style of working. Here we discuss a typical way of gathering web entries, amending them if necessary, preparing them for judging, handling the judging process and producing results

You might also accept individual entries by email or on removable media, or accept multiple entries for an interclub competition, but these options are not addressed here. Similarly the processing of Print entries is not discussed here. (The footnotes below outline some additional options that may be of interest).

PhotoCompEntries – Gathering entries

When you open PhotoCompEntries you are presented with this page...



Clicking “Download web entries” will cause any new entries and their images to be downloaded onto your machine. The images themselves will be deleted from the web¹, but the entry data will still be there in case the entrant wants to make changes.

To provide extra security, the entries and images are downloaded to a “Download/backup” folder and then processed into your competition folder. Ideally the “Download/backup” folder should be on a separate hard drive from your competition folder. There is one “Download/backup” folder for all your competitions². You will be asked to select a location for this folder when you download for the first time.

¹ Unless you will be judging via the web, when there is the option to leave images on the website or to upload them again before judging

² Unless you have a separate settings folder, when optionally you can have another Download/backup folder

You can download entries as often as you like. However, we recommend you do this fairly often as acknowledgement emails are sent to entrants when you download³.

Other buttons on the page allow you to see how entries are progressing. If an entrant makes a mistake before the date that web entries close, it is usually easiest to ask them to revisit their entry and make the changes themselves. After entries have closed, however, you can use the “Amend entrant data” button to correct spelling errors, or use “Gather individual entries” to make more comprehensive changes⁴.

As you type the entrant’s last name you will see a list of entrants. Select the correct one and you will see their details and the details of their entries.

The screenshot shows the PhotoComp software interface. At the top, there is a dropdown menu for 'Entrant (last name first)' with 'Stapleton Philip' selected, and a 'New entrant' button. Below this are input fields for 'Email' (philip@photoCompEntries.net), 'Honours', and 'Club'. There are also buttons for 'PDI', '[Print]', and '[Combined]'. The main area is titled 'Beginners' and contains a table of entries:

Entry	Image file	Title	Image
1	philip@jpstapleton[com~PDI~Beginners~1.jpg	Italian Courtyard	
2	philip@jpstapleton[com~PDI~Beginners~2.jpg	Model at NEC	
3	Nets.jpg	Nets	
4			

Each entry row has a 'Select' button and a 'Change class' button. At the bottom of the interface, there are buttons for 'About this page', 'Eject CD', 'Cancel', and 'Accept', along with the text 'There are no unassociated PDI images'.

Note that images downloaded from the web have unique file names that incorporate the entrant’s email address to ensure that all file names are unique. If you need to change an image, you can copy it into your images folder (renaming only if necessary) and then click the appropriate “Select” button. Your image will be selected and will replace the original, but the original will be retained in the image folder.

To remove an image from the competition, clear the appropriate “Image file” field. To change a title, just over-type.

³ You can turn off the sending of acknowledgement emails on the “Email” tab of PhotoComp Settings. The text of the emails can be changed in PhotoCompCreator.

⁴ You can also add a new entrant and their entries from email or removable media using “Gather individual entries”. Just type in the details and add images as described above.

When you have finished, click “Accept”.

When you have gathered all the entries, click “Validate the competition”. You may see some issues listed – to resolve an issue, click on its text.

“View entries” shows you the entries for a class. If you need to disqualify and delete any entries, click “Delete” beside the relevant entries. You will then be given the opportunity to send each entrant an individual email explaining your decision.

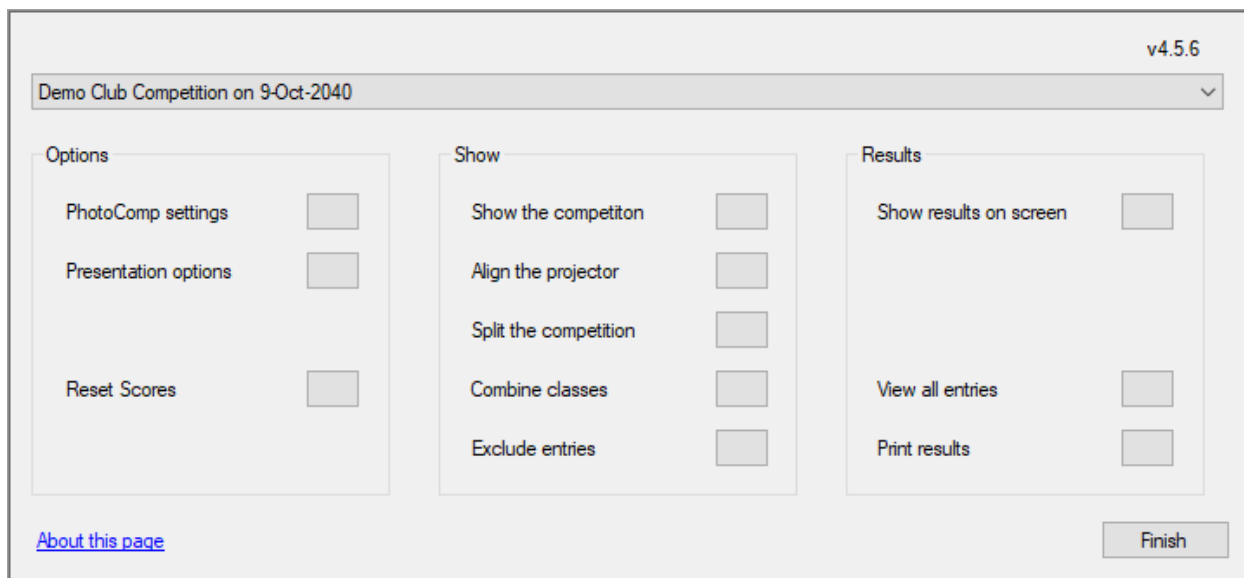
When you are satisfied that you have all the entries and they are correct, click “Set to default sequence”⁵. This puts the entries into a random order within each class.

You are now ready to judge the competition.

PhotoCompPresenter – Judging

The following discussion relates to judging with an audience – either “in the room”, or using Zoom or a similar web conferencing system. See [“Reviewing and judging competitions over the Web”](#)⁶ if your judge or judges are to review or judge the competition in their own time.

When you open PhotoCompPresenter you are presented with this page...



Again there are many options to allow you to tailor PhotoCompPresenter to your requirements. We recommend you use the standard settings until you are used to the process. However, you may wish to explore the tabs in “Presentation options” to see what is available⁷.

⁵ You can set the entries to other sequences with “Set to a specific sequence”

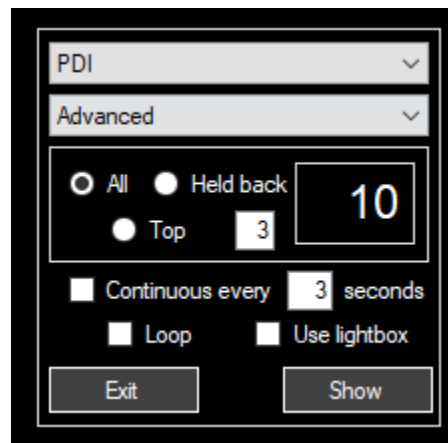
⁶ Available from <http://www.photocompsoftware.com/articles.htm>

⁷ You will see options for multiple judges, judging with keypads and judging via the web. These are not relevant for most PhotoComp competitions,

While it is possible to run PhotoCompPresenter with a single screen, it is designed to use two screen in Windows “Extended desktop” mode⁸. Normally your second display will be a projector, but if you are judging via Zoom or similar, you can attach a second monitor and share that with your judge (and audience).

We will term the screen you are projecting or sharing the “display” screen and the screen you will work with the “control” screen.

Click “Show the competition” - a title page will be shown on the display screen and you will see a small control panel at the bottom of the control screen....



The top drop-down list selects the medium you are about to judge and the second selects the class.

The radio buttons select the entries to be shown. These will differ slightly depending on whether or not your judge will give scores (that is, whether or not you have specified a maximum score when specifying the class parameters in PhotoCompCreator).

The large box shows the number of images selected.

If you want a “run-through” or to use PhotoCompPresenter to just show the images, you can use the settings at the bottom of the panel (the lightbox is discussed later).

When you are ready, click “Show”.

The Display screen shows the image, with a title line that contains the information specified in the presentation options. The control screen provides full information about the image.

Enter a score⁹ by pressing a number key on your keyboard (or more than one if your maximum score is over 9). The “=” key records the maximum score¹⁰.

⁸ To set extended desktop mode you can right-click an empty part of your desktop and select “Display settings” : scroll to “Multiple displays” and select “Extend these displays”

⁹ If you have not specified a maximum score you will see a “Hold” button and if you have specified awards you will see a dropdown to select an award

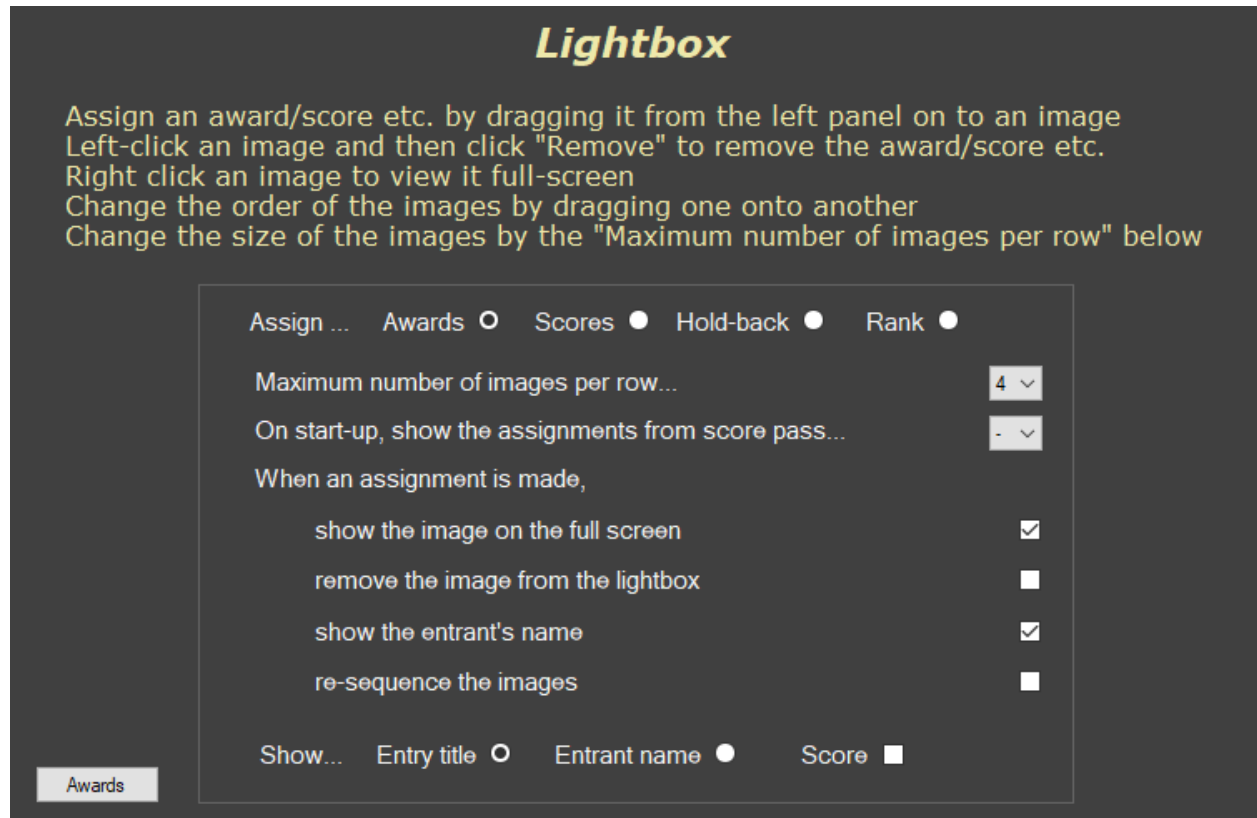
¹⁰ You can use “smart scoring” presentation option if your maximum score is between 10 and 20 – then the 1 key records a score of 11 and so on.

Press “Next” to view the next image. If you press “Next” without recording a score¹¹ the image is “held back”, and when you have viewed all images you can select only those held back to view again (to give a score or assign an award)

When you have viewed all images, you can also select the “top n” images¹².

The lightbox option is particularly useful when assigning awards. Again there is a control screen and a display screen. The display screen shows a grid with thumbnails of the selected images. You can right-click an image to show it full-screen. The screen also shows the awards¹³ that have not yet been assigned.

The control screen lets you manage the images on the lightbox...



You can control the number of images shown per row. 6 images per row shows a total of 36 images on most projectors and monitors, but you may want to show 8 or 9 per row initially while the judges review the candidates. You can also control what information is shown about each image on the display screen.

You can determine whether an image gets removed from the lightbox when an award has been assigned to it. This is useful as it tidies up the screen.

¹¹ Or click “Hold”

¹² The default is by place – so “3” will select all the images placed first, second and third. Alternatively you can select by score, where “3” would select the images having the top 3 scores

¹³ You should have defined the awards available to the class with PhotExCreator. If you need to add an award or modify the number of awards available as you assign them, click “Awards” on the lightbox control screen

On the display screen, the left hand section shows the awards available for this set of images. The number in brackets shows the number available to award. When there are no more awards of a particular type available, the award is removed from the list. To assign an award, drag it from the left hand panel onto an image. (To get the mouse onto the display screen, click “Z” on the keyboard or just move the mouse out of the edge of the control screen – Windows sees the laptop and projector as one big screen)

Select an image by clicking on it¹⁴. Selected images have a white frame around them.

Right click an image to show it full screen. Right click again or click Esc to return to the lightbox.

You can change the sequence of the images by dragging and dropping them or using the “Move to top” button, and you can remove entries by clicking on them and clicking “Remove”.

You can remove an award from an image by clicking on it and then clicking “Remove award”.

A workable strategy is to get the judge to identify the images they particularly like, and move them to the top of the screen. You can also get them to identify images that will definitely not receive awards, and remove the ones that they do not want. Then ask them to assign the awards, starting with the most prestigious.

You can use these keyboard shortcuts once you have selected one or more element ...

T – to move the entry or entries to the top of the lightbox

B – to move the entry or entries to the bottom of the lightbox

Depending on the options for the class,

H - to Hold the entry or entries

R – to remove the entry or entries from the lightbox, or reverse Held or Accepted status, or remove any Award

L or U – to restore the last entry that was removed from the lightbox

Z – to place the cursor on the Control Screen

To leave the lightbox, click “Finish” on the display screen

Practice and experimentation

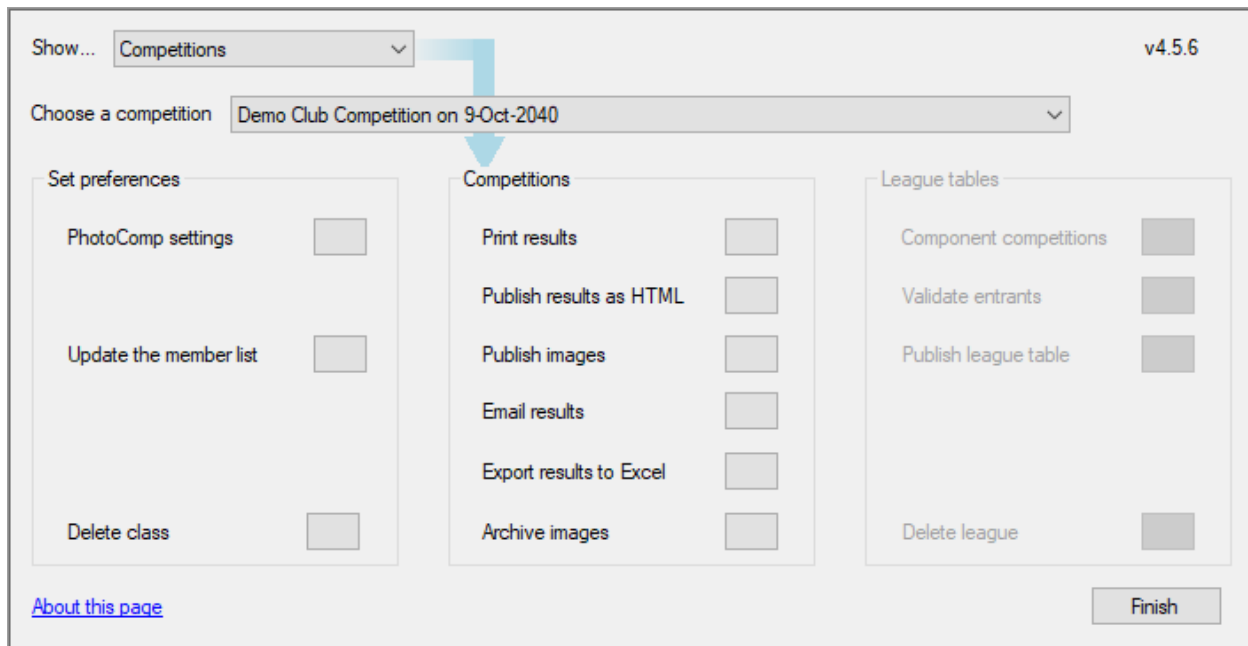
We strongly recommend that you make some trial entries on the web, download them and run through the judging process before judging the “live” competition entries.

You can clear these test entries by clicking “Reset the competition to the “unused” state in the “Folders” tab of “PhotoComp settings” (available from any of the programs)

¹⁴ To select several elements, hold the ctrl key or shift key while clicking with the mouse

Publishing results

You can view results in PhotoCompPresenter, but more extensive facilities are available in PhotoCompResults.



The screenshot shows the PhotoCompResults interface. At the top left, there is a 'Show...' dropdown menu set to 'Competitions'. Below it is a 'Choose a competition' dropdown menu set to 'Demo Club Competition on 9-Oct-2040'. The interface is divided into three main sections: 'Set preferences', 'Competitions', and 'League tables'. Each section contains several options with checkboxes. The 'Competitions' section is highlighted with a blue arrow pointing to it from the 'Show...' dropdown. The 'Set preferences' section includes 'PhotoComp settings', 'Update the member list', and 'Delete class'. The 'Competitions' section includes 'Print results', 'Publish results as HTML', 'Publish images', 'Email results', 'Export results to Excel', and 'Archive images'. The 'League tables' section includes 'Component competitions', 'Validate entrants', 'Publish league table', and 'Delete league'. At the bottom left, there is a link 'About this page' and at the bottom right, there is a 'Finish' button. The version number 'v4.5.6' is displayed in the top right corner.

If you have assigned scores, you can send an email¹⁵ to each entrant with their results.

You can print the results, export them to Excel¹⁶ or a .csv file, and produce a set of HTML pages for your website. If you have assigned scores you can send an email to each entrant with their results.

You can also export the winning images (or images selected by score) with new names¹⁷ and at a new size, or in a format suitable for Pictures-to-exe or similar.

¹⁵ The text of the email can be edited in PhotoCompCreator

¹⁶ You need a copy of Microsoft Excel with a valid licence

¹⁷ Images in your image folder that were downloaded from the web have file names constructed from their entrant's email address. This facility allows you to create more meaningful file names.

Select medium Select class

Rename images Copy and rename images Copy images without renaming Export list

Copy to

Resize if larger than by pixels Resize if file size is greater than Mbytes Save as

Create file names with... delimiters "by", "of" and "in" spaces Title delimiter

First element	Delim	Second element	Delim	Third element	Delim	Fourth element
<input type="text" value="Title/Description"/>	<input type="text" value="#"/>	<input type="text" value="Name"/>	<input type="text" value="#"/>	<input type="text" value="None"/>	<input type="text" value="#"/>	<input type="text" value="None"/>

[About this page](#)