Gathering entries without using the PhotoComp Web facility

There are three ways to gather entries for a PDI competition. These are (in decreasing order of difficulty for the organiser)..
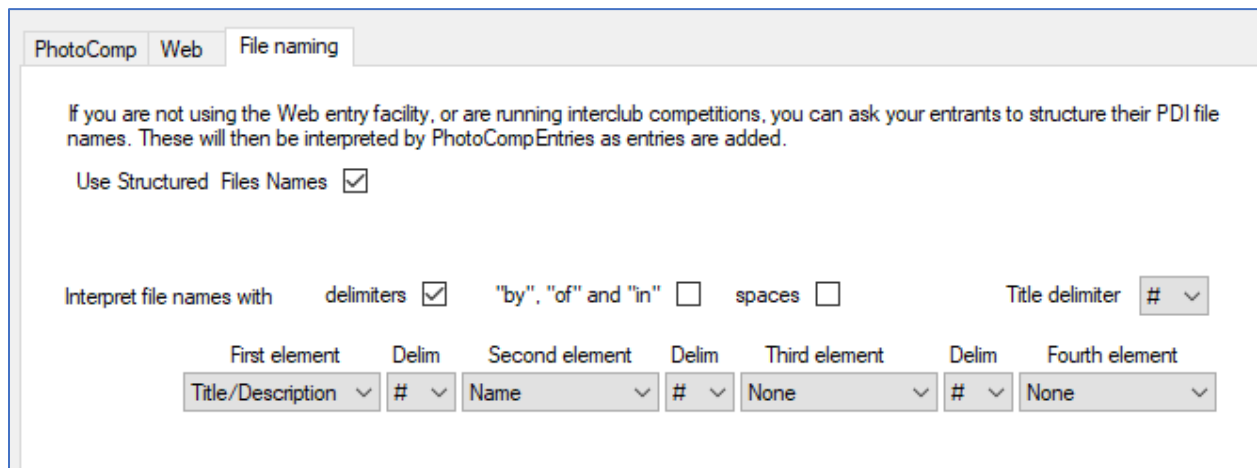
- Via the web entry facility
- By email or removable media using Structured file names
- By email or removable media with image files and a list of titles

Using Structured File Names

Ask each entrant to name their PDI images in a special format that contains the entrant's name and the image title, together with the class name if there is more than one class in the competition (a form called a "Structured file name"). You can then ask them to send you their entries by email or removable storage (for example a memory stick or thumb drive). You can then add them to your competition very simply.

One problem with structured file names is the misspelling of the entrant's name, or the use of an "alias". For example, and entrant might enter sometimes as Phil Stapleton, sometimes as Philip Stapleton and sometimes as P Stapleton. You can manage this to some extent in your Members file. Entrants also have to rename their files and again this is error prone.

You specify the structured file name format on the PhotoCompCreator "Medium page" using the "File naming tab" -

A typical structured name could then be

Ben Nevis in the Snow#Phil Stapleton.jpg

You can have up to 4 elements, including *class* and *club*[1] if needed to make sure that all file names in the competition are unique.

Gathering entries with Structured file names

Use PhotoCompEntries/Gather individual entries. Have the entrant's files available in their email or in Windows Explorer.

Drag an image file onto the "New Entrant" button. The file name will be decoded, the entry will be added to the entrant's record and the image file will be copied to your images folder for the competition. If the entrant has an entry in your Members list, their email address etc will be added.

You can repeat this process of dragging the image files onto "New entrant" for other entries for this entrant, or you can drag files onto an empty image box. If the images are in an email, save them into your Images folder, then click "Select" in an empty entry slot. You will be shown the image files you haven't yet processed. Click one to add its entry to the competition.

In all cases the structured name will ensure they are added to the correct class.

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[1] See also Running an Interclub competition with PhotoComp.pdf

Press "Accept" when you have finished.

Gathering entries without Structured File Names

Use PhotoCompEntries/Gather individual entries. Have the entrant's files available in their email or in Windows Explorer.

Select the entrant in the dropdown list – this will contain names from your Members list. You can either select from the list, or start typing the last name, and any matches will be shown. If the entrant is not on the list, continue typing their last name followed by their first name. Add their email etc as necessary.

If the images are on removable media,

> locate them in Windows Explorer. For each image, select the appropriate class tab[2] and drag the image file onto an empty image box. Copy/paste or type in the image title from the accompanying list (or possibly from the file name). Note that PhotoComp will change the file name by adding a suffix if there is a naming conflict with a file already in the Images folder.

If the images are in an email,

> save them into your Images folder (you may have to resolve duplicated file names). You will see "There are x unassociated PDI images" at the bottom of the page. Then for each image, select the class and click "Select" in an empty entry slot. You will see a list of the images you added that have not yet been associated with an entry. Select the appropriate one and copy/paste or type in the image title.

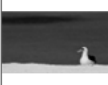[2] You can correct a mis-assigned entry with the "Change class" button

When you have processed the entries for one entrant, click "Apply" before processing the next entrant's entries.