Fees

You set fees using PhotExCreator/Update exhibition data and the "Fees" tab.

PhotEx | **Fees** | Web | Web options | Status page

Accept payment by ... PayPal ☑   cash ☐   credit/debit card ☐   other ☑   [Update]

Symbols/codes for the currencies you will accept   £ / GBP $ / USD   ☐ / ☐

Optional offers to purchase (for example, a CD of accepted entries)

Offer 1   Additional A4 Printed Catalogue   [Change]

Offer 2   _____   [Change]

Offer 3   _____   [Change]

Fees are based on the classes entered ◯   or the number of images ⦿

Everywhere

	£	$	
For each image	1.50	2.50	
exhibition entry fee	2.00	3.00	
Optional Minimum fee	8.00	10.00	
Maximum fee			

Member's discount   50.00 % calc
Young person's discount   ___ % calc

United Kingdom / Everywhere else

	United Kingdom £	$		Everywhere else £	$	
'Catalogue' supplement				3.00	6.00	
For returning prints	2.00	0		4.00	8.00	
plus per print		0.25		0.50	1.00	
Offer 1 fee	2.50	5.00		5.00	9.00	
Offer 2 fee						
Offer 3 fee						

Group discount: 10+=10%   [Change]

Group code: &Group=222602

[Clear all fees]   [Check fees]

[Cancel]   About this page   [Apply]

Payment methods

You can accept payments in a number of ways. Accepting payments by PayPal has the advantage that the entrant is automatically transferred to PayPal and their record is updated when the transaction is completed. This makes it possible for PhotExManager to show entrants who have not yet paid.

With other methods of payment you will need to mark entrants as paid in PhotExManager yourself.

PayPal

You need to supply your PayPal account ID (an email address). If you have set up a different receiving address with PayPal, you need to provide that as well.

Credit/debit cards

PayPal allows people without a PayPal account to pay by credit or debit card. If your country does not allow PayPal payments, you can use the "credit/debit card" option and supply a link to your credit/debit card processor.

Cash

You can accept cash. PhotExManager can provide a daily or weekly cash reconciliation report.

Bank and wire transfers, cheques etc.

For other payments, such as bank or wire transfers or cheques you can select "Other". This allows you to provide your own instructions for payment in multiple languages if required.

You can limit this option to entrants who select a specific currency (for example, if you have a British bank account you can limit the option to people who select £ as their payment currency.)

You provide the text that will appear on the option button on the web page, as well as the text that will be shown when the option is selected. This text can include HTML markup, and can contain the placeholder "%ref" which will be replaced by a unique reference which you can ask to be included in a bank/wire transfer or written on the back of a cheque.

If you select options other that cash, you will see this page (only the section or sections relevant to your selection will be shown)

PayPal

PayPal account   `myOrganisation@abc.com`

If your PayPal receiving address is not the same as your PayPal account name, enter the receiving address here...

Credit/Debit card

Link to card processor   `https://www.myCardProcessor.com`   [Test]

Other payment method (for example, bank transfer)

Show this option to entrants who select [Any ▾] currency

Language [English ▾]

    Text for checkbox   `Bank Transfer`

    Text for instructions - you can include HTML markup, (for example <p <br <b <em <a)
       and the placeholder %ref which will be replaced by a unique reference number.

```
Pay by bank transfer to My Organisation
<br>Sort Code: 12-34-56
<br>Account: 12345678
<p />Please make sure you include the <b>reference</b> %ref
```

[Cancel]   [Apply]

Currency symbols/codes

You can accept up to three currencies. Each is specified with a symbol (which will be shown to the entrants) and the international currency code (as used by PayPal). You should provide both even if you are not using PayPal.

If you accept more than one currency that has the same symbol (typically "$"), you should make sure the symbol you show are unambiguous. For example if you are in Canada but also accept American dollars, you might use $ and US$ as your symbols.

Offers

You can have up to three "Offers". These might be a DVD of images, or an additional catalogue, or a charity donation.

Use the "Change" button to add the text that will be shown to entrants during the entry process. (you can provide this text in multiple languages).

For each offer you include, complete the corresponding fee line towards the bottom of the page.
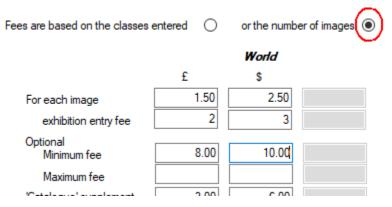
Basic fees

You can base fees on the number of classes an entrant enters, or the number of images (PDI and Print) they submit.

Fees per class

If you base fees on the number of classes, enter the fee for the first class and the fee for subsequent classes. You can also provide a maximum fee – for example you might want to make the last class free .

Fees per image (digital or print)

If you base fees on the number of images, select "the number of images" option. Then enter the fee for each image

If you want you can also add a fee for entering the exhibition, so in the example above an entrant entering five images would pay £9:50. You may well want to apply a minimum fee as well, so in the example, someone entering fewer than four images would pay £8.00.

You can also provide a maximum fee – for example you might want to make the last class free .

(Note if you prefer, you can specify fees based on the number of classes by leaving the "first class" fee blank, adding a fee for each class and then applying a minimum fee.)

'Catalogue' supplement

The optional 'Catalogue' supplement is added for entrants from countries other than your own, and can be used, for example, to reflect the additional cost of postage.

Member's and Young person's discounts

You can give a discount on the entry fee for members and young people. To give free entry, give a discount of 100%.

The discount is applied to the entry fee after applying the maximum and minimum limits but before the 'Catalogue' supplement, print return fees or offer fees are added.

You can use the "calc" link to enter the discounted fee and the discount percentage will be calculated for you.

Fees for returning prints

If your exhibition has print classes and you allow entrants to request the return of prints, you specify the fees for doing so in two parts - a fixed charge and a charge per print. You can charge different return fees for your own country (see below).

The "Your country" table.

If the fees for prints and offers are the same for entrants from your country as they are for entrants from the rest of the world (or if all the entrants will come from your country), you can leave this table blank.

Alternatively, you can charge a different (presumably lower) fee for entrants from your country. You may want to do this to reflect the different costs of postage, for example.

In the "World" table, any cells left blank are "no charge". In the "Your country" table, the "World" table value is used for blank cells. If you want to make a "Your country" fee "no charge", then type a zero.

Group discount

You can have up to three levels of discount for groups. A group entry is identified by a passcode in the URL used by the group owner to access the PhotoCompEntries web site. For example, a group entry URL might look like

www.photcompentries.net?org=myorg&group=220108

The URL is the same for all groups entering the exhibition. If you have specified a discount, the code is shown along with a summary of the discount levels at the bottom of the page.

To add or change the group discount, click "Change".

You can then specify the threshold at which the discount applies, the discount percentage and optionally where this level of discount ends and the next level begins. You can choose whether the threshold related to the number of entrants or the number of images (PDI and Print).

You can prevent members of your organisation being group owners, and so benefitting from the member's discount as well as group discount.