# Running a Photographic Exhibition with PhotEx

Version 6 based on Version 5.0

# Contents

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

|  | World | | |
|---|---|---|---|
|  | £ | $ |  |
| For each image | 1.50 | 2.50 | |
| exhibition entry fee | 2 | 3 | |
| Optional Minimum fee | 8.00 | 10.00 | |
| Maximum fee | | | |

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

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# Overview

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| The software | Installer |
| Create a new exhibition | |
|   - from scratch | PhotExCreator |
|   - from a previous exhibition | PhotExMakeNext |
| Send invitations to past members | PhotExCreator |
| Download entries daily | PhotExManager |
| Respond to queries | web application |
| Send reminders to past entrants that have not yet entered | PhotExCreator |
| Process prints and CD entries | PhotExPackage |
| Finalise the exhibition entries | PhotExManager |

    Reconcile PayPal payments

    Manage non-payment, under-payment and refunds

    Manage missing prints and images

| | |
|---|---|
| Judge the exhibition | PhotExPresenter |

  For each section

    Assign scores by round

    Accept entries by score

    Accept entries by splitting a score band (if needed)

    Assign awards

| | |
|---|---|
| Produce the results | PhotExResults |

  Finalise the results

  Send results emails and letters

  Prepare catalogue information

  Prepare slideshow

  Produce packing lists for returning prints

  Produce statistics

## Getting help

This document provides an outline of the steps needed for each phase of the exhibition. For detailed help, click the "About this page" link that you will find at the bottom of most pages of the PhotEx programs.

## Terminology

The "Exhibition folder" is the folder that contains all the information about the current exhibition. This includes

- a file with a .pcss extension, that holds the information about the exhibition structure, it's rules, fees and awards.
- a file called "entrants.xml", which contains details of each entrant and their entries.
- a folder containing the individual image files for PDI classes.

The "web application" is a program on the PhotEx web server. It is used for entrants to create their entry, upload image files and pay via PayPal. It can also be used by the exhibition organiser to look at an entrant's entry.

The "HTML" folder contains optional text for the web application. This text typically amplifies the rules for the exhibition, its media and classes. For example, one commonly used file sets out the PSA definition of "Wildlife".  You can write or amend the files in this folder with Notepad or an html editor such as Dreamweaver. You can keep the HTML folder anywhere – you specify its location when uploading – although it is convenient to keep in the parent folder of the exhibition folder.

The "Download/Backup folder" is a folder on your machine that is used when you download entries from the web or you create or amend entries with PhotExPackage. If you lose your Exhibition folder, you can recreate it from the data in the Download/Backup folder, so ideally the two folders should be on different physical disk drives.

The "Organisation code" and "FTP password" are provide by PhotoCompSoftware, and are used to manage web entries. The password stays the same from year to year unless you request a change.

## Running the programs

With the exception of PhotExCreator and PCS_BulkEmailer, you cannot start another PhotEx program if one is already running.

The main page of most of the PhotEx programs has a dropdown list at the top that shows the current exhibition.



If the wrong exhibition is shown, select "Browse for an exhibition file" from the list and find the correct one.

In most cases the information you enter or download is not saved until you click "Finish" on the main page. If you click the "dismiss box" (circled above) you will receive a warning, and then you can choose to exit without saving the data - useful if something has gone wrong - or continue.

# Equipment and supplies

## Gathering entries

- PC (laptop or desktop) with an external hard drive (about 25GB free disk space on each)
- A fast, reliable broadband connection
- If you accept Print entries ○ Dymo LabelWriter (with drivers installed on the host machine) ○ Labels (Dymo 99014 for preference) – Note non-Dymo labels may jam the machine and are very hard to remove.
    - ○ Optional: additional laptops for processing prints, connected to the main machine via a Local Area Network. These can share the LabelWriter via the LAN using normal Windows printer sharing facilities.
- Storage space for prints and packaging material.

## Judging

- Fast laser printer and several reams of A4 paper for calling sheets, if required.
- Judging kit ○ Keypad and USB extension cable per judge. ○ Powered USB hub.
    - ○ Long USB extension cable.
- Optional: sound system for announcing judges scores automatically.

## Results

- Printer and a ream of A4 paper for letters, reports etc.
- DL envelopes for results letters.
- Label printer labels (such as Avery L7165) for package return labels.
- Tape etc to re-package entries.

# Creating your first exhibition

## Setting up your computer

- You need a "PhotEx" folder and a "DownloadBackup". Ideally, these should be on separate hard drives for security. We recommend you put the "PhotEx" folder on an external hard drive so you can move it to another computer if necessary. (You can call these folders what you like)
- Create a folder in the "PhotEx" folder with a short version of your exhibition's name – for example, "Open 2013" : This is your "exhibition folder" for this exhibition
- Create a folder called "Images" in that folder
- Copy the logo you want on the web entry form into the "PhotEx" folder – this should be about 100 pixels high – this will normally be shown on a black background
- Copy the logo you want for the judging process into the "PhotEx" folder – this will be shown on a black background

- Install the software package (if you have not already done so) from

    http://www.photocompsoftware.com/pcs/photex_install.exe

- Start PhotExCreator if it has not started automatically

## Setting up your Organisation data

If you have not already done so, Click "Update your organisation data" and add

- o Organisation name
- o Organisation code (shown on your licence receipt)
- o Address
- o Country
- o Default currency
- o Time zone
- o Email address for Queries and optionally additional email addresses (see note)
- o Click "Browse" beside "Club logo" and locate a logo for use when projecting images (You can use a different one for the web)

The other information is optional – it is used for creating additional exhibitions

Click Apply

Click "Photex settings"

- o On the Web settings tab

    Enter your web password (shown on your licence receipt). Click Browse and choose a location for the download/backup folder. If possible this should be on a separate drive from the one you will use to store the exhibition entries.

When you invite people to enter your exhibtion, you shoud put a "Click here to enter" link on your website that links to the URL shown in blue on this screen.

## A note on email

The PhotEx programs send email messages on your behalf. These include invitations to enter, reminders, acknowledgements and results. The messages are actually sent from the PhotoCompEntries web server with a "From" address of *yourOrganisationCode*@PhotoCompEntries.net. Any replies will be redirected to the address or addresses you specify in Organisation Data. You can change these addresses at any time. You can't send emails from this address using another program (such as Outlook) – they can only be sent from within the PhotEx programs.

## Setting up your Exhibition

- Click "Update exhibition data" and add
    - ✦ The name of the exhibition as you would like to see it on the web entry form
    - ✦ The Exhibition date (the date of judging)
    - ✦ The Entries Close date and time
    - ✦ The maximum dimensions for projected images (usually, your projector resolution)
    - ✦ (Leave "Max Classes per entrant" and "Max entries per entrant" blank)
    - ✦ Select the payment options – if you will accept PayPal payments, include the PayPal account. If your PayPal "Receiving address" is different, click "more" and enter it.
    - ✦ Type the symbols for the currencies you will accept (you can have different fee structures for each currency). As you move to another box the relevant code should be filled in for you

    Click "Browse" beside "Image folder" and locate it in the Exhibition folder ○
    Click Set parameters for entries via the Web
    - ✦ Click "Browse" to select your logo for the web
    - ✦ Tick the boxes that apply (see Identifying members below)
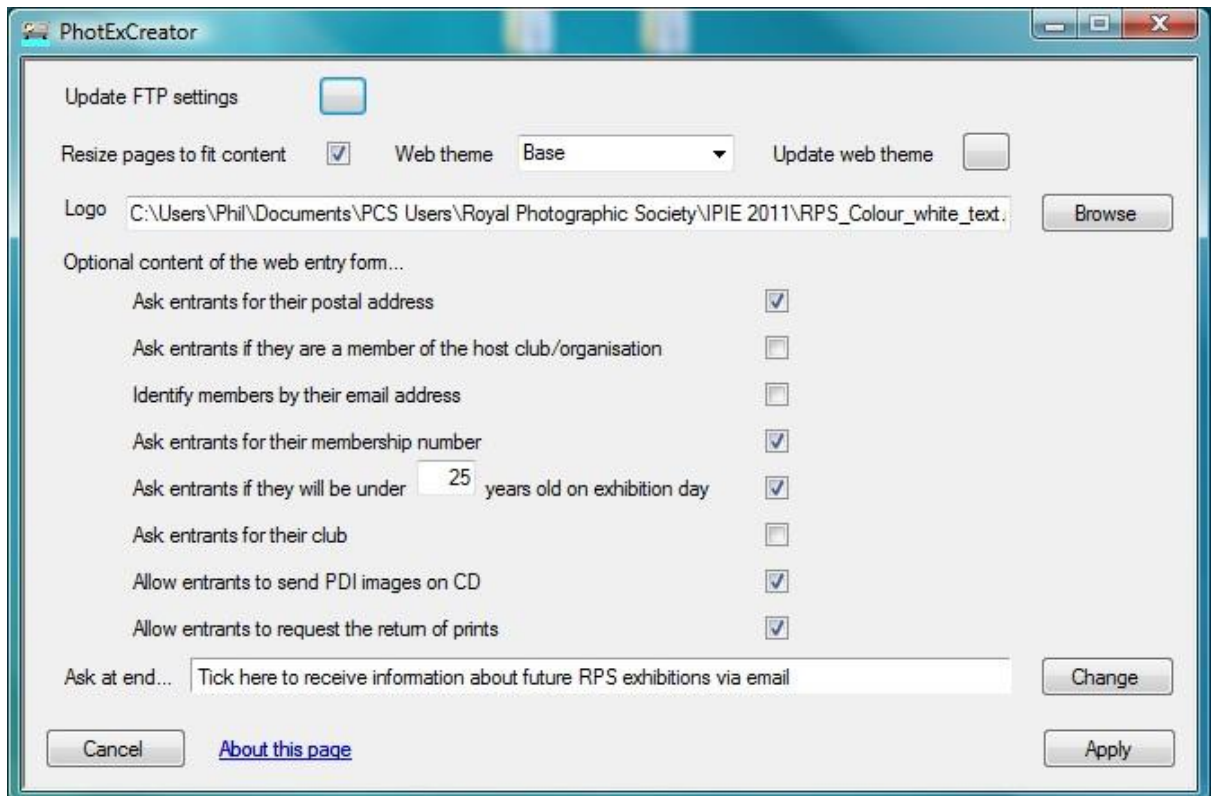
- ✦ Click "Apply" ○ Set up your media, classes and fees as described below
- • Click Apply

## Setting up your media and classes (sections)

- ✦ Click "Add" beside the table of media, enter a short name and click Apply
- ✦ If you want to show more information about the medium on the web, you can click "Change" to ○ Add a display name (in up to 4 languages) ○ Add a description, either as a single line or as a HTML file
- ✦ To add an html file,
    - • create it and put it in an folder you can identify when uploading... usually called "HTML" in the "PhotEx" folder
    - • Put file filename in the Description (for example, "Creative.html")
- ✦ To use standard definitions, Type "FIAP+PSA rules/Nature", or Mono or Travel
- ✦ Tick to show whether this is a medium for Prints or PDIs.
- ✦ (Leave "Max Classes per entrant" and "Max entries per entrant" blank)
- ✦ If you are going to allow entries to be forwarded to another exhibition, click the box and enter the name of the exhibition.
- ✦ Use the "Add" button to add classes to this medium ○ you can add a display name or description as described above. There are standard descriptions for Nature, Mono and Travel: type "FIAP+PSA rules/Nature.html" etc. in the description.
    - ○ set the maximum entries per entrant, which defines how many slots there are available on the entry form.
    - ○ select your option for titles (they are usually required) and tick "Give awards".

Define the awards available for the class as described below.

- o set the file types you will allow and set a maximum file size. Entries over this size will be converted to your preferred file type to fit your maximum dimensions.
- o set the fees for the class as described below o you may need to select certain types of entry while judging. For example in a nature section you may want to identify authentic wildlife images. Type a question in the "Qualifier text" box to provide a tick box on the entry form. o Click apply

## Adding Awards

Awards can be specified for each class. You need to specify the type and number of awards before judging commences as changing them during award assignment is a lengthy process.
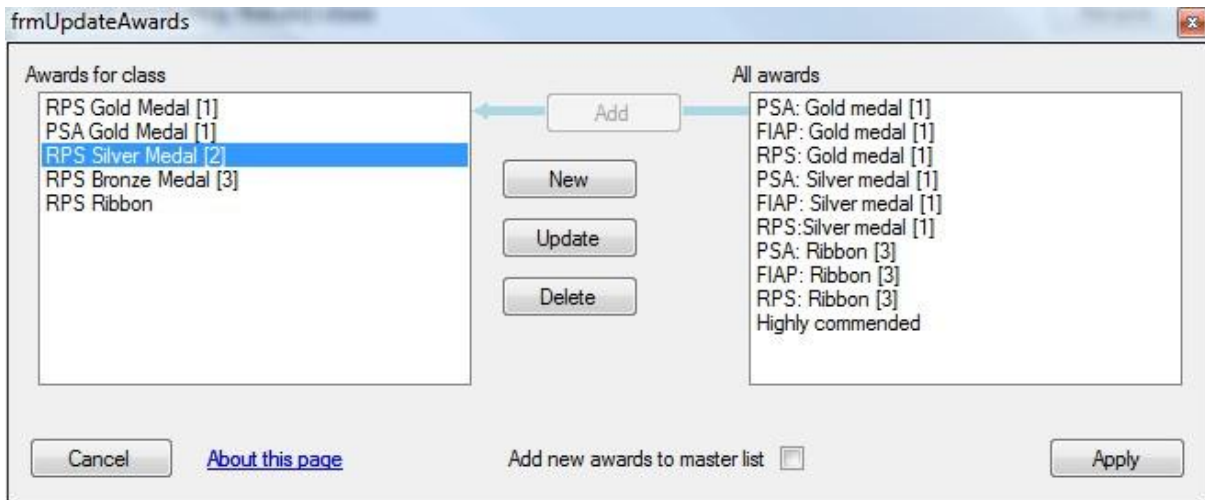


The number in square brackets shows how many of this type of award is available... no number means they are unlimited.

Clicking New or Update produces the following...
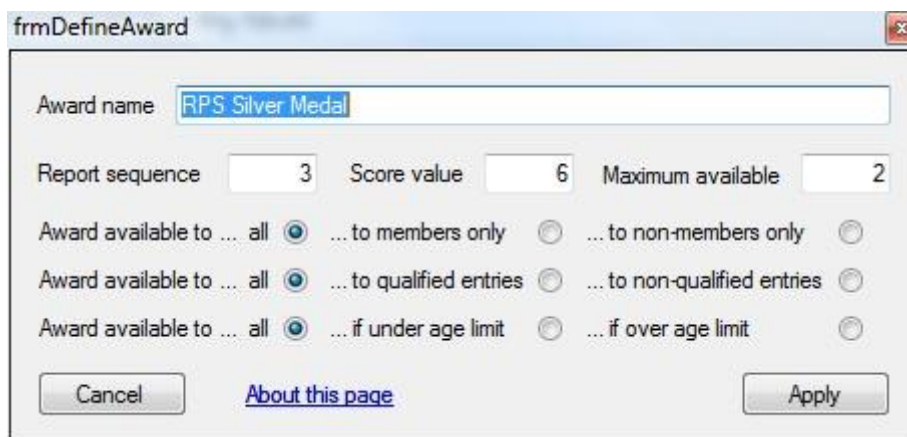


You can limit the award to certain types of entrant or entry. "Qualified entries" are those where the entrant has replied "Yes" to a question for that class on the entry form. For example, they may have replied "Yes" to "Is this an authentic Wildlife image" in a Nature section.

When you define the awards for a class, you can specify a "Points value" for each of them. For example, you might give a points value of 10 to Gold medals and 7 to Silver etc. You can also specify a points value for entries that were accepted but did not receive an award.

If you have judge's medals, you can use the placeholder %judge1, % judge2 and so on… as in *Selector's choice - %judge1* The "%judge1" will be replaced with the first judge's name when awards are shown or printed. This mean you will not have to remember to change them the next time the exhibition is run.

When you have judged the exhibition, you can then use PhotExResults/"Other reports and lists" and click on the option marked either "Export award points for countries" or, if you have asked entrants to enter their club, "Export award points for clubs and countries".
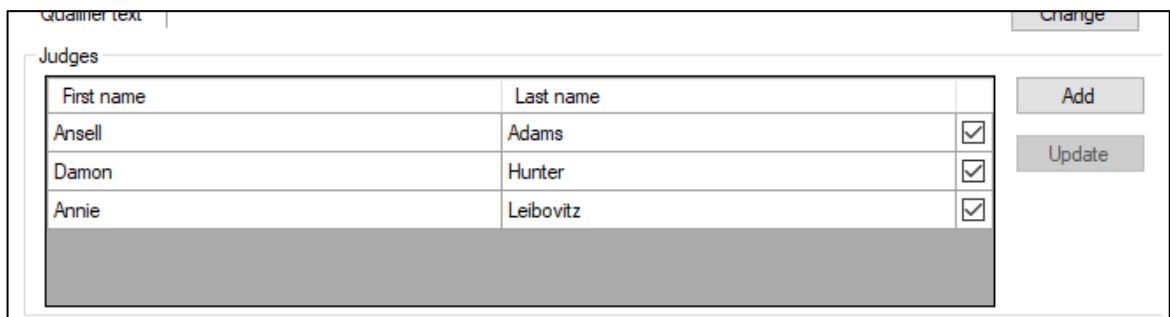
The result is an Excel workbook or .csv file containing the total award points gained entrants from each country.

If you have asked entrants to enter their club, you will be asked if you want to see all clubs or just those from your home country. You will then get a second worksheet in your workbook, or a separate .csv file, with the total award points gained by members of each club.

(Note that if you get to the Results stage but you have not set up points values for the classes, you can do so using PhotExCreator and updating the awards for each class in turn.)

## Adding Judge information
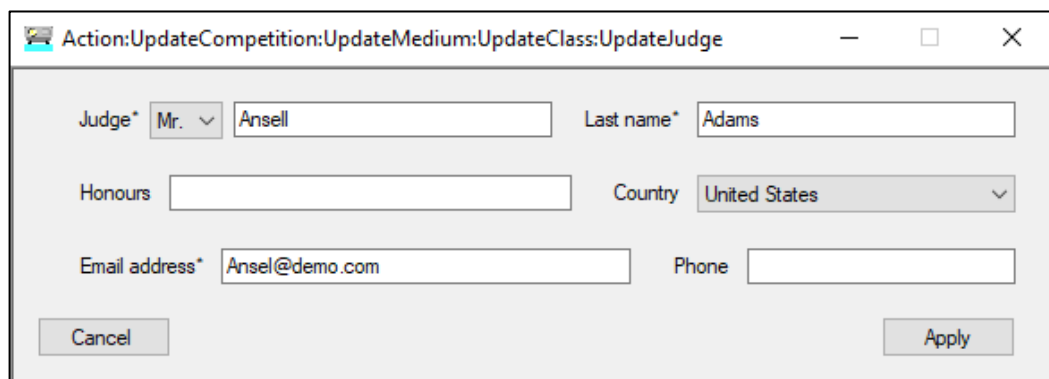
You can add information about your judges now or later.



Click "Add" to add a judge. You need to enter at least the judge's first and last names and their email address. Some patronage organisations (for example FIAP) will want the additional fields.
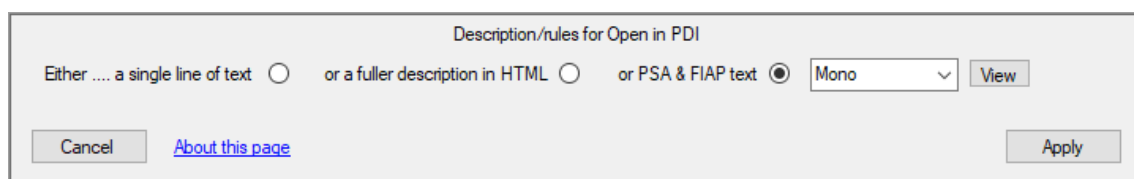
When you have added some judges, you will see the list when you come to add them for other classes. Use the tick box on the right to indicate the judges that are judging the class.

You need to have added the judges information (and ticked the appropriate judges for the class) before you judge the competition via the web (either synchronously or independently) or produce the patronage report forms. (You will have the opportunity to add or update the information during the set-up of these functions).

If you are using the "%judge1" option in the award names, it is best to add the judge information before you assign awards.

### Changing HTML

There is a description field at the exhibition, medium and class level of the exhibition specification. Use the Web tab and use the Change button.



PhotEx supplies text for the PSA and FIAP definitions of Nature, Travel and Monochrome. Select the appropriate text from the dropdown list.

Alternatively you can have a single line of text or a fuller description with markup using HTML. This can be provided in multiple languages (selected with the dropdown box at the top right of the page.)

If you opt for the description in HTML, you can copy/paste formatted text from MS Word. If you already have your text in HTML form, use the "Copy from file" button.

Upload the HTML folder with PhotExCreator/Publish to Web.

## Setting fees

- You can have fees in up to three currencies
- You can apply fees for
  - The exhibition
  - Each class
  - Each entry
- You can have different fees for your and other countries.
- You can have discounts for club members and group entries

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**

| | £ | $ | | £ | $ | |
|---|---|---|---|---|---|---|
| '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 .

## '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 "Everywhere else" table, any cells left blank are "no charge". In the "Your country" table, the "Everywhere else" 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

<div align="center">

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

</div>

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.

## Checking your fees

You can test your fees with the "Check fees" button in PhotExCreator...



As you change the various settings the fee will be shown at the bottom of the page.

If you offer a group discount, click "Check group fees"

The calculation assumes that each group entrant makes the number of entries shown on the main fee checking page.

## Receiving fees

You can choose to receive fees by PayPal, cash, cheque and/or credit card. Only PayPal receipts are recorded automatically – for other types of Payment you need to use PhotExManager or the web Admin function to record them.

If you are using PayPal you will see two boxes in which to enter PayPal details. The first, titled "PayPal account" is the account name ( an email address) that is to be used when entrants are transferred to PayPal. If you use a different account to actually receive payments from PayPal (the "receiver" account), type that email address in the second box. For more information on the PayPal interface see here.

If you accept fees via a credit card, and you are unable to use PayPal for this, you can add the URL of the website of the company you use to process payments.

## Setting up past entrants

If you have a list of past entrants, you might want to provide it to PhotEx so that the system can send invitation emails etc.

Contact support@photocompsoftware.com for details.

## Identifying members

You may have medals or discounted fees that are only available for members. There are a variety of methods for identifying members:

- ✦ you can have a simple tick box (although it is not recommended as it is open to abuse)
- ✦ you can provide a list of valid membership numbers, and asked the entrant to provide theirs
- ✦ you can provide a list of members email addresses, and members will be detected automatically (Contact support@photocompsoftware.com for details.)
- ✦ you can provide a list of clubs and ask entrants if they are a member of a club

You set these options when you set parameters for entries via the web. Some options are provided by the "Advanced" button.

## Personalising the Web Entry facility

You can change the appearance of the web pages using PhotExCreator

You can provide

- Logo
- Different colours and fonts
- Extra text and Patronage logos
- A different list of Honours

## Logo

Prepare a logo that is no more than 100 pixels high, either with a transparent background as a PNG or GIF file or with a background the same colour as your pages (default, black) as a JPEG file.

Use "PhotExCreator/Update exhibition data/Set parameters for entries via the Web "and click the Browse button beside "Logo" to locate the file; upload it as described below

## Colours and fonts

You can make some changes to the colour of the pages and text, and the family and size of the fonts with "PhotExCreator/Update exhibition data/Set parameters for entries via the Web/Update web theme".

Experiment until you have a workable set of colours. You can set the colours and fonts for the three areas of the pages – the head and foot, the main section in the middle, and the navigation section on the left.

You can see what the different types of page will look like by using the "Select a page" dropdown.

The page "theme", as it called, needs to be added to the PhotEx website. When you click "Apply" you will be given the option to send the relevant file to PhotoCompSoftware. We will then send you the name of your theme, which you type into the "Web theme" box on the "Set parameters for entries via the Web" page before uploading as described below.

## Extra text, patronage logos etc

You can display additional text when before the entrant adds their entries, when they enter a particular medium and when they enter a particular class.

Use the Change button beside the description on the "PhotExCreator/Update exhibition data" page, the "Update Medium" pages and the "Update Class" pages.

For a simple one-line message, just type the text. For the standard text for PSA, FIAP and RPS accredited exhibitions, click the "PSA & FIAP" button and select the appropriate text. (You can view it with the "View" button.

For a more complex layout, including images such as patronage logos, you need to write a simple HTML page. Click "HTML" to access a WISIWIG editor that allows you to add text and pictures to your page.

Alternatively, you can do this in Notepad, Dreamweaver or even Microsoft Word. Save the file as an .htm or .html file and put the name of this file in the description field.

The minimum HTML code is

```
!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN"
"http://www.w3.org/TR/xhtml1/DTD/xhtml1-transitional.dtd">
<html xmlns="http://www.w3.org/1999/xhtml">
<head>
</head>
<body>
<p/>Your description goes here
</body> </html>
```

Only the code between <body> and </body> will be used, so you cannot use your own style sheet- the theme selected for the web entry form will also be applied to these pages. You can use in-line styles if you wish.

We recommend that you keep all your HTML files in the same folder to make uploading easier. By convention this is called "HTML". Put any images in an "Images" folder in the same folder as the html.

Then upload your files as described below

## Honours

PhotEx provides a default list of honours:

| | | | | |
|---|---|---|---|---|
| LRPS | AFIAP | CPAGB | BPE1* | PPSA |
| ARPS | EFIAP | DPAGB | BPE2* | EPSA |
| FRPS | MFIAP | MPAGB | BPE3* | APSA |
| HonFRPS | EFIAP/b | APAGB | BPE4* | FPSA |
| | EFIAP/s | HonPAGB | BPE5* | |
| | EFIAP/g | | ABPE | |
| | EFIAP/p | | FBPE | |

You can override this list by creating a text file with each honour separated by a space, or on a new line (note that honours cannot contain spaces). You can give it any name, but "Honours.txt" is conventional.

Upload this as described below

## Publishing your exhibition to the web

- Click "Update FTP settings" ○ Enter the information provided by PhotoCompSoftware. If you click "Test" at this point, you should see "FTP OK" beside the "Test" button and a browser window that says your organisation code is unknown.

- Click "Publish to web" o Set the Exhibition Open date. If you are testing, you can tick the TESTING box – this will show a warning on the web pages in case an entrant finds the site before you are ready.

o Tick the elements that need uploading, and click "Upload".

- If you have changed the media or classes, the logo or the page theme then tick "Upload the exhibition specification"
- If you have added or changed HTML descriptions, tick "Upload HTML descriptions" and use the associated Browse button to locate the folder that they are in.
- If you have added or changed Honours, tick "Upload Honours" and use the associated Browse button to locate the folder that they are in.

## Changing email text

If you are not using the default text for emails and letters, you should update the text using PhotExCreator/"Update email/letter text".

You may want to provide different emails for people who have won awards, those who have some acceptances but no awards, and those with no acceptances. If you do not provide one of these, the "Results – all" email is used.

To change the text, click on the Edit button. (to revert to the default text, click the "Reset" button).

In the left hand panel there are a number of placeholders -  you can drag, copy or type these in your text and they will be replaced with the appropriate information as each email is sent. You can view the "Results – all" text for an example.

At the bottom of the page there is a "View" button – this shows what the email will look like using test data.

If you are comfortable with HTML, you can edit the email test directly using the "HTML" button

The "Test" button sends an email containing the test data to an address you select.

## Updating your own website

You will need to update your organisation's site to reflect the new dates etc. The link to the web entry form will not need to be changed.

# Creating a new exhibition from last year's exhibition

First, download the latest version of the PhotEx software from

www.photocompsoftware.com/pcs/photEx_install.exe

You need to know

- The name of the new exhibition
- The date entries open
- The date entries close
- The date of judging
- Any changes to fees
- Any changes to awards
- Judges' names (if you give specific "judges' ribbons" or "judges' medals")

Run PhotExMakeNext. This takes you through the process of

- creating a new folder containing an exhibition .pcss file with the new name, dates, fees and awards
- updating the list of past entrants
- uploading the necessary files to the web
- tidying up last year's data

You will be asked to save the .pcss file... at this point you should also create a new folder (with the "New folder" icon on the "Save file" dialog) and provide a short name for the .pcss file.
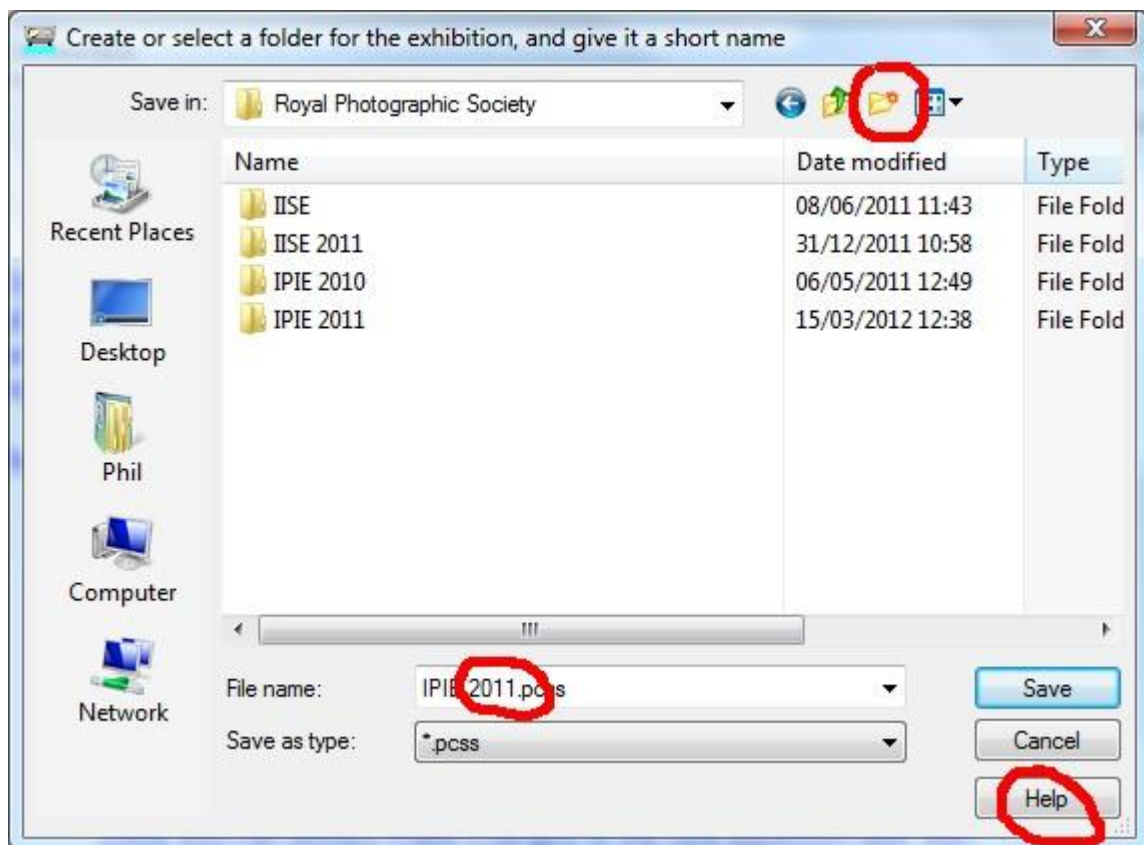
If possible, you should create the new folder on a different physical disk drive from the Download/Backup folder. You can see the location of the current Download/Backup folder by clicking Help

If you need to change fees, see "Changing fees"

If you need to change awards, see "Changing awards"

## Sending invitations to past entrants

Make sure the text is correct by viewing it at PhotExCreator/"Update email/letter text" and sending yourself a test email.

Click PhotExCreator/"Update past entrants". If the date is up to two weeks after the entries open, you will see button called "Send an invitation email" and "Send a reminder email". Click to send the invitation to all past entrants with email addresses, or to send a reminder to those who have not yet entered.

## Making an entry

Provide a link on your website of the form "Click here to enter", where the link takes the entrant to

www.photocompentries.net?org=XXXX

where XXXX is your PhotEx organisation code.  (The link will be included automatically in invitation and reminder emails)

### Group entries

If you want to allow someone to make a series of entries on behalf of a group, you can provide them with a link that takes them to

www.photocompentries.net?org=XXXX&group=YYYY

where XXXX is your PhotEx organisation code and YYYY is the competition date in the form YYDDMM

See the user notes on Group entries at

http://www.photocompsoftware.com/How to make a Group entry.pdf

# Downloading entries

You download entries with PhotExManager.
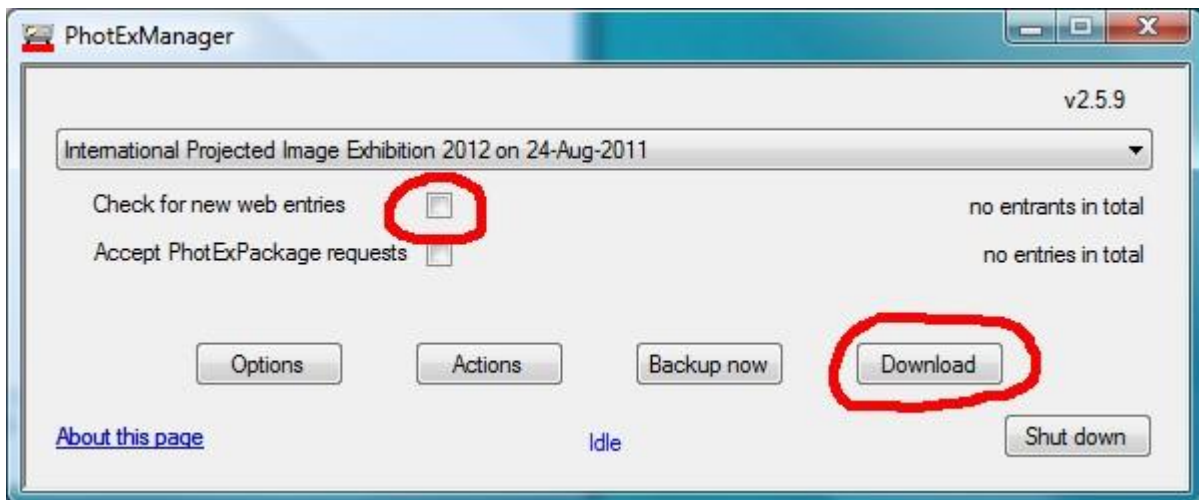


You should download daily

You can

- Click "Download"
- Set the download time with Options, tick "Check for new web entries", and leave the machine running. This is especially useful if you want to download overnight, but the machine must not be allowed to go into "sleep" mode.
- Use the Windows Scheduled Task facility to wake the machine and do the download *.
- Use the Windows Start menu to run the download when the machine is started *. (* To start the download automatically, provide a command-line parameter "auto")

## Entry Ids

Entrants are assigned a sequential ID number when their entry is downloaded for the first time. PDI entries are also assigned an ID number on download. Print entries are assigned a temporary ID number on download and a permanent one when the entry is processed using PhotExPackage (see below). This ensures that all the print numbers for an entrant are in sequence.

Note that entrants can revisit the site to add to or change their entry at any time up to the close of the exhibition, so an entrant's data can be downloaded several times. This may result in image files with similar names being stored in the exhibition image folder. However, files with similar names can also occur if two entrants enter images with the same filename, so you cannot assume that, for example img001.jpg is the same as img001_1.jpg. PhotExManager keeps track of these conflicting file names with the Entrants.xml file.

## Answering Queries

You can check that an entrant's entry has been uploaded to the web successfully and see the details of image files, payments etc. using a web browser.

Go to [www.photocompentries.net/admin.aspx?org=xxx](www.photocompentries.net/admin.aspx?org=xxx) where xxx is your Organisation code. Enter your name and the organisation's FTP password.

On the next page, type some of the entrant's last name or their email address (at least up to and including the "@") and click Search. If several entrants match your criterion, you can select the relevant one from a list.

If there is an outstanding PayPal request, but you know the payment has been received (for example, the entrant abandoned their PayPal transaction when making their entry but made payment later), you can mark the entry fee as paid. You can also delete an entry if it was made in error, or you have an entry from a banned entrant. (You can also do handle payments and exclusions when entries have been downloaded and processed)

If you click "Transfer to entry" you can review and change the entries as if you were the entrant.

# Handling print entries, and PDI entries on CD

You use PhotExManager and PhotExPackage to manage Print entries, and PDI entries on CD, email, memory stick etc. PhotExPackage can be run on the same machine as PhotExManager and/or on one or more other machines connected to the PhotExManager machine via a local area network (LAN). This allows you to have several teams of people handling entries at the same time.

If you have time, it is safest to wait until web entries have closed before processing prints and entries on CD, in case the entrant makes a web entry after you have processed their package. Whilst this would not cause an error, it could cause confusion.

You do not need to process entrants who have only entered PDIs via the web. You need to process all Print entries as you unpack them. The process produces adhesive labels to attach to the packaging material and to each print. You also use PhotExPackage to view an entrant's details and to add images from CD, email, memory stick etc.

A sequential Entrant ID is allocated as each web entry is downloaded. For manually entered entries, the ID is allocated when you process them. Package IDs are allocated when you process a package (note that *all* entrants who have Prints are associated with a Package, so each Package can contain records for one or more entrants.)

A PDI ID number is allocated when the entry is downloaded. Print numbers are not allocated until you process the prints and mark them as received. This ensures that all the print numbers for an entrant are sequential, and, providing you process all the entrants for a package at the same time, are also sequential within the package.

You can choose how Print ID numbers are allocated: each image in the competition can have an unique ID, or the images in each class can have sequential IDs. Make this selection in PhotExCreator before processing any prints.

IMPORTANT: If you use PhotExPackage to view a web entrant before you have their prints, *and update it*, you will allocate print numbers and create a Package for them. If when you unpack their prints you find they are in a package with other people's entries, you can assign them to the new package, but their print numbers will be unchanged. In this case, print numbers within the package will not be sequential. This does not present any problems to PhotEx, but may affect your manual process.

## Using PhotExPackage/PhotExManager

Click "Accept PhotExPackage requests" on the PhotExManager main page.
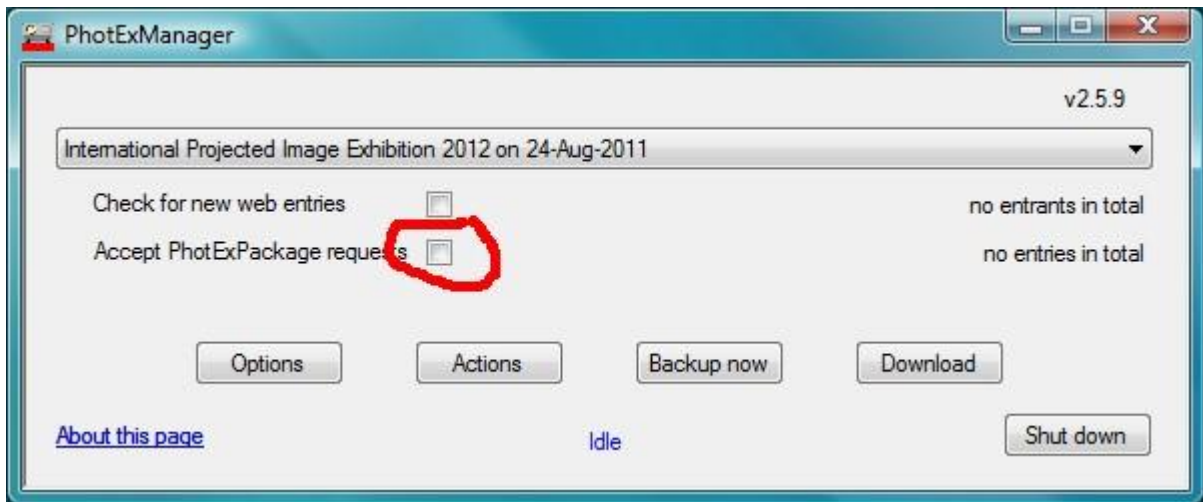
Then start PhotExPackage. You should see the first screen:
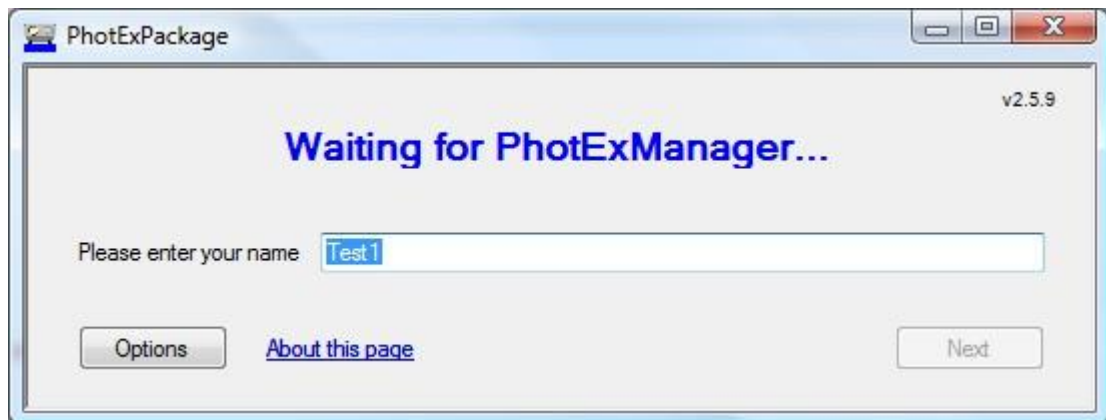


It can take some considerable time for the two machines to communicate, but if this screen remains visible for more than a minute, check that

- "Accept PhotExPackage requests" is ticked in PhotExManager
- your machine is connected to the local area network
- LAN communications between the machine running PhotExManager and this machine are not being blocked by your firewall

When the connection has been established you will see this screen...

If you are processing prints, then you need to locate the label printer. Click "Options" and select the Dymo LabelWriter (or other printer) from the list and click "Apply"

If you are using a printer which is attached to another machine, first mark it as shared using the Windows "Printers" control panel. If the printer is attached to this machine, you may find more than one copy (Windows may add another printer entry if you re-attach your printer using a different USB connection). Use Test print to get the correct entry. Note the printer is managed by Windows in the usual way, so you can view its print queue, cancel documents etc. as normal.



## Starting to process

When PhotExPackage is connected to PhotExManager, the exhibition name is shown. Type your name (used to provide an audit trail of changes to entries) and click "Next".

If you are working over a LAN, there will a short delay each time you move to a new screen while PhotExPackage on your machine communicates with PhotExManager on the other machine. If someone else is also processing packages, the delay may be bit longer.

The main screen of PhotExPackage looks like this...
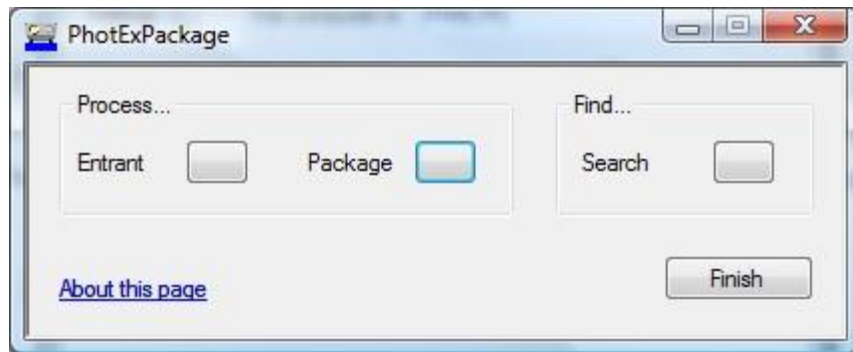
The "Entrant" button lets you find an entrant's details, or create a new entrant record.

The "Package" button lets you find details of package and its entrants, or create a new package record.

The "Search" button lets you find entrants, entries or packages based on a wide variety of criteria. For example, you could find all entries from China whose entrant name contains "Li" – see below.

## Handling Print entries

All print entries need to be processed using PhotExPackage, including those where the entrant has made their entry via the web. Hopefully such entrants will have included a printed entry form or a copy of their confirmation email with their prints, but this cannot be relied on. Several people can send prints in the same packaging material, so PhotEx keeps track of packages as well as prints.

As you process a set of prints, a series of interactions take place between PhotExPackage and PhotExManager.

1. You enter the entrant's name or email address. If the package contains entries from several entrants, you enter the package owner's name or email address.
2. PhotExManager checks if this entrant is known (because they have entered via the web or you or someone else have already made an entry for them). If there are several candidate entrants, PhotExPackage asks you to identify the correct one or to confirm that this is a new entrant.
3. If the entrant is known, PhotExManager sends the details of their package and of their entry to PhotExPackage and prevents anyone else from changing them until you have finished.
4. PhotExPackage shows you the entry (if there is one already) or gives you a bank form to complete.
5. You compete the entry and confirm that the actual prints have been received (as discussed below) and PhotExPackage returns the details to PhotExManager
6. PhotExManager assigns IDs and returns the details to PhotExPackage. You can then print labels to go on the back of the prints.
7. If there are more entrants in this package, you go round the same cycle for each of them... you enter their name; PhotExManager again checks if this entrant is known; you process the entry and the PhotEx programs interact so you can print the labels for their set of prints.

8. When you have finished processing the one or more entries in the package, you print package labels to attach to the packaging material. PhotExManager then releases the entrant's details so others can access them.

## Processing a single entrant (with prints or a CD etc.)_

Type all or some of the entrant's email address or last name.  Note that the form can also be used to find entrants that have already been entered if you know the any of the other information shown below, but to process an entrant' prints you need to use the entrant's email or name. For more complex searches use the "Search" button.)



If there are any entrants whose emails or names start with the characters you have typed, you will see a list.



If the entrant's entry was downloaded from the web or has already been processed, the ID column will contain the entrant's ID. If it is blank, the information comes from the members list and the past entrants list (to save you typing addresses again).

Choose the correct entrant, or click "New entrant" if they are not shown. Here we have selected an entrant whose information comes from the Members list.

At the top there are three tabs… the entrant details are shown and there is a tab for each medium in the exhibition. The square brackets around these show that there are no entries at present.



Make any corrections needed, or if you clicked "New entrant", fill in the name, honours, address and email address (if any) and select the entrant's country. Complete the other information from the entrant's form.

## Processing Prints

Click on the Print medium tab. One or more Class tabs appear. If the entrant entered via the web this will probably be completed already. Otherwise type the titles. Tick the "We have the print" box to confirm that the print has been received.

(If you are processing a web entry and you are absolutely sure you have all the prints for the package, you can click the "Show all prints have been received" button on the Entrant page instead of ticking each box individually.)

When you have entered or confirmed all the print entries, click "Update Entrant".

The program then creates a package record for your entrant. The box at the bottom shows the entrants in the package and a summary of their entries. In this example, our entrant has been assigned ID 23;, the "1/4" in the Prints column indicates we have shown we have received 1 of the 4 prints he has entered, the 3 in the PDI column shows he has entered 3 PDIs.
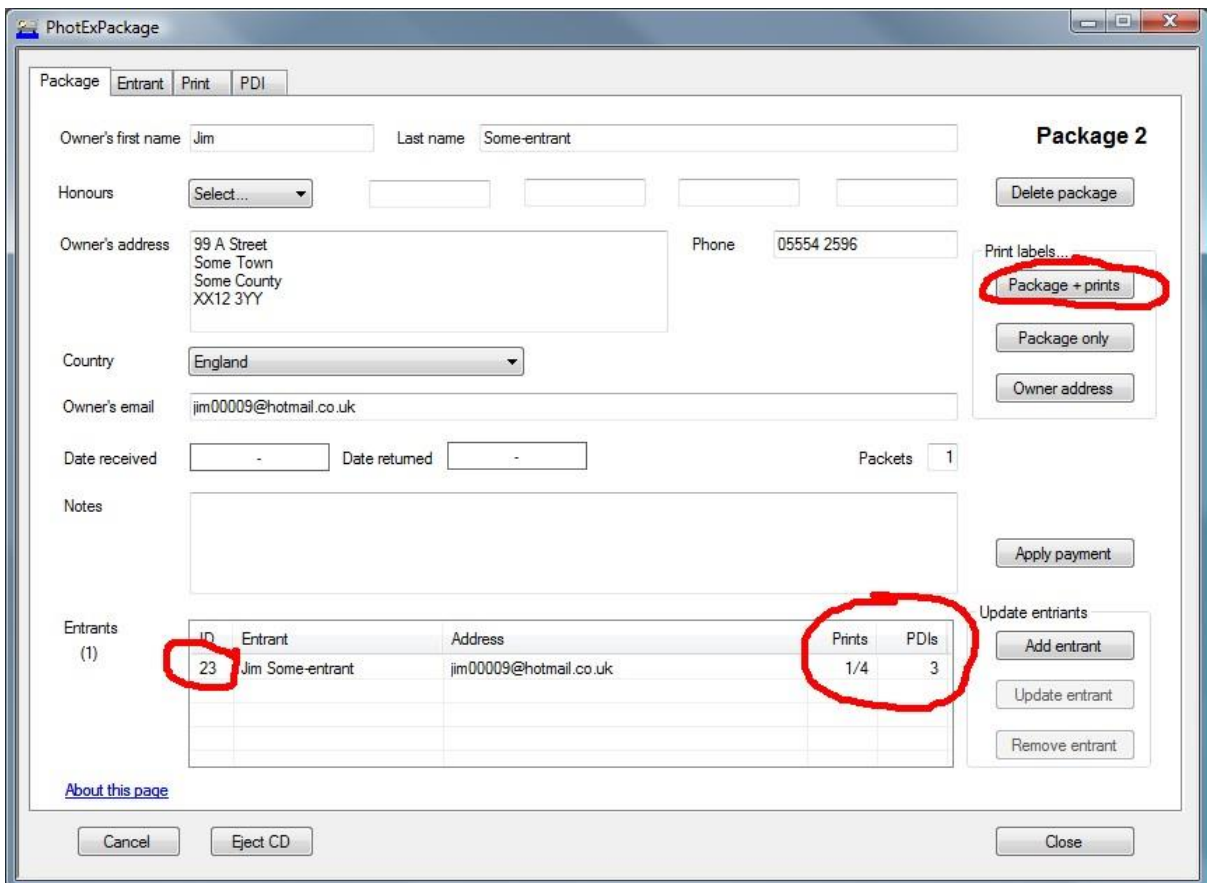


You can now print labels for the package and the prints with the "Package + Prints" button (although in this case you would want to investigate the missing prints first).

**Default Print labels**

> Line 1: Exhibition name
> Line 2: Class name
> Line 3: Entry number, Round number, Disposition, box for writing score etc
> > Disposition        P= Pack and Post
> >                          H=Hold
> >                          D=Destroy
> >                          F=Forward
> Line 4: Entrant ID

Line 5: Image title

Line 6 : Entrant's name and honours

You can design your own labels for Entrants and Packages with PhotoCompCreator/Labels specification. See Appendix for the data you can show on each type of label.

You can return to the Entrant tab and the class tabs to make changes – if the entrant tab is not visible, double-click on the entrant in the table at the bottom of the Package page. Any changes to these tabs, or the Package tab, will make the "Close" buttons become "Update" buttons. If you want to abandon the changes you made, click "Cancel" instead.

To delete a Print entry, clear the "Title" box.

## Processing PDIs

Find or create the entrant record as described for Prints.

You can view the PDI entries by selecting a PDI class tab.



To add images, first select the correct class.

To add images from an email, you may be able to drag them one at a time from the email attachment list and drop it onto an empty slot, depending on your email program. If you can't, then save them (on the desktop, for example). Then copy/paste, drag/drop or use the "Select" button to copy the image file to an empty slot. You can also copy/paste or drag/drop title information from the email.

To add images from memory stick or CD, drag them one at a time from Windows Explorer onto an empty slot. You can open the CD drawer or eject the CD with the "Eject CD" button at the bottom of the page.

PhotExPackage will attempt to make a title out of the file name, but you should check and type any corrections.

You can enlarge an image by double-clicking it, but the quality will be poor unless you have just added it, as you will be viewing an enlarged thumbnail.

To delete a PDI entry, clear the "Image file" box.

If your PDI entrant does not have prints as well, no Package record is needed, so "Close" takes you back to the main page.

## Processing a package with several entrants.

Click "Package" on the main page, and type part of the email address or last name of the Package owner.  If there are any packages whose owner's email or name starts with the characters you have typed, you will see a list. Select the relevant package owner or click "New Package".

If no packages were found or you clicked "New Package", you may be shown a list of entrants matching the email or name you entered -  these are entrants that are not yet associated with a package. Select one of these or click "New entrant"

Type in or correct the package owner's details.

Click "Add entrant".

You will be asked if you would like to add an entry for the package owner - click "Yes". If there are any entrants with the same name as the package owner, you will be shown a list and can select the appropriate one (if the package owner made an entry on the web, their name should be on the list). If there is no existing entry, a new one will be created with the package owners details.

Complete the entry details for the package owner, click "Update entrant" on the entrant tab and then click "Add entrant" to add the next one. If you want entry IDs and/or entrant IDs to be sequential for members of the package, don't click "Update Package" until you have processed all the entrants in the package. Note that entrant IDs for entries that were not downloaded are allocated when you update the package, so they are shown with ID's in brackets in the entrant list below. The total number of entrants is shown to the left of the list.

When you have entered all the entrants for the package, click "Update package". You can then print labels for the prints and for the packaging material with the "Package + prints" button. If you need more than one label for packaging material, type the number needed in the "Packets" box.

Note the "Remove entrant" on the Package page only removes the entrant from the package. To remove an entrant from the exhibition, click "Delete entrant" on the Entrant page.

## Package payments

You need to record payments by cheque or cash as you process entrants. For single entrants, select the payment method and currency and type the amount paid in the "Fee paid" box on the entrant tab.

For group entries, click the "Apply Payments" button on the package tab.



Type in the total amount paid and click "Distribute". (Entrants who said they would pay by PayPal are not included in the distribution.)

Click "Apply" to apply the payment to the Entrants. Tick "Inform the exhibition organiser to advice them by email, and tick Mark all entrants as paid if there is a shortfall and this is your organisation's policy. Click "Apply" to apply the payment to the entrants.

If you have set up a group scheme in PhotExCreator/Fees for the exhibition and the package meets your criteria for group fees, you will see



To apply the group fee , tick the box, enter the amount sent and click Distribute. To remove the group fee, tick "Reset existing payments" and leave "Apply Group fee" unticked before clicking "Distribute".

## Searching

When you click the "Search" button in PhotExPackage, you see a form like this...
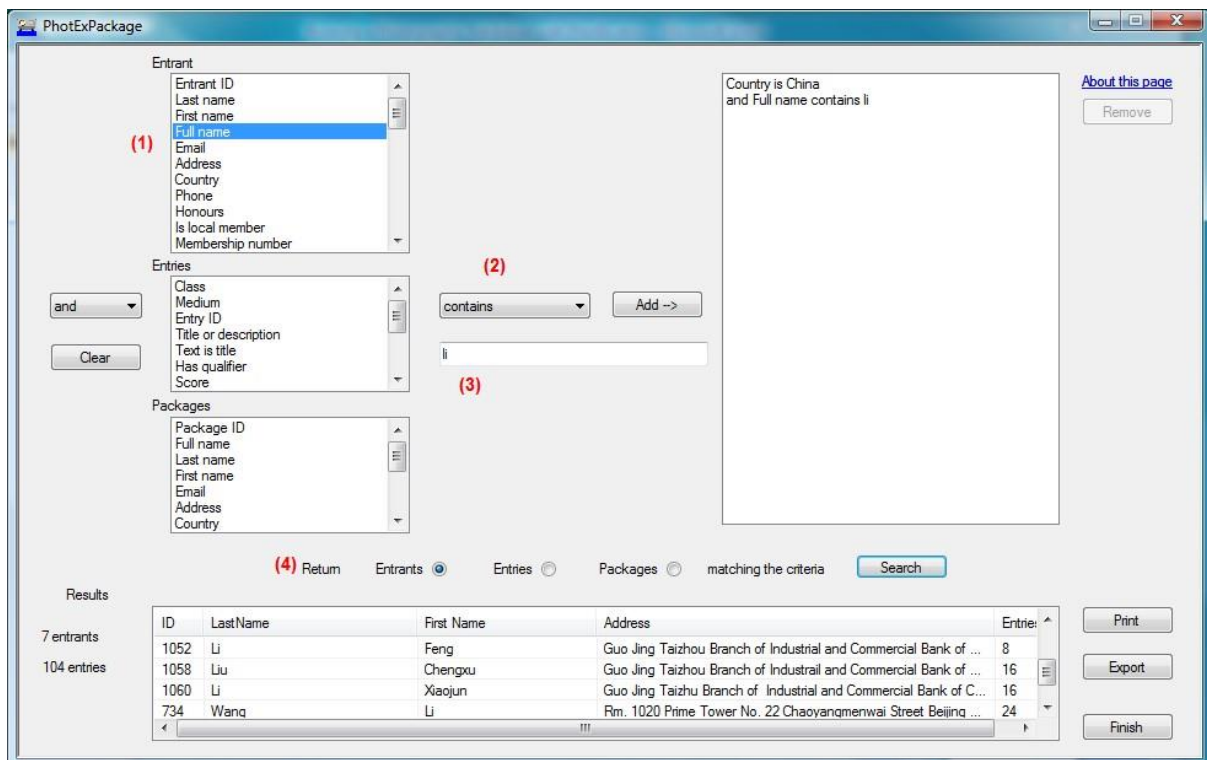
Build up your query by selecting an item in the dropdown lists (1), choose a criterion from the list (2) and type a value (3). Then click "Add". Repeat the process if you want more selection criteria. When you have built your query, select what kind of result you want (4) and then click "Search". You can see statistics on the results of your search at the bottom left of the page, and you can click on an entry in the results list to see the detail.

## Finalising Entries

Before you can judge the exhibition you must finalise the entries. This process removes entries that are missing their prints, whose PDI's are unreadable or for which no payment has been received, and produces reports to help you plan the judging.

Open PhotExManager and click "Actions":
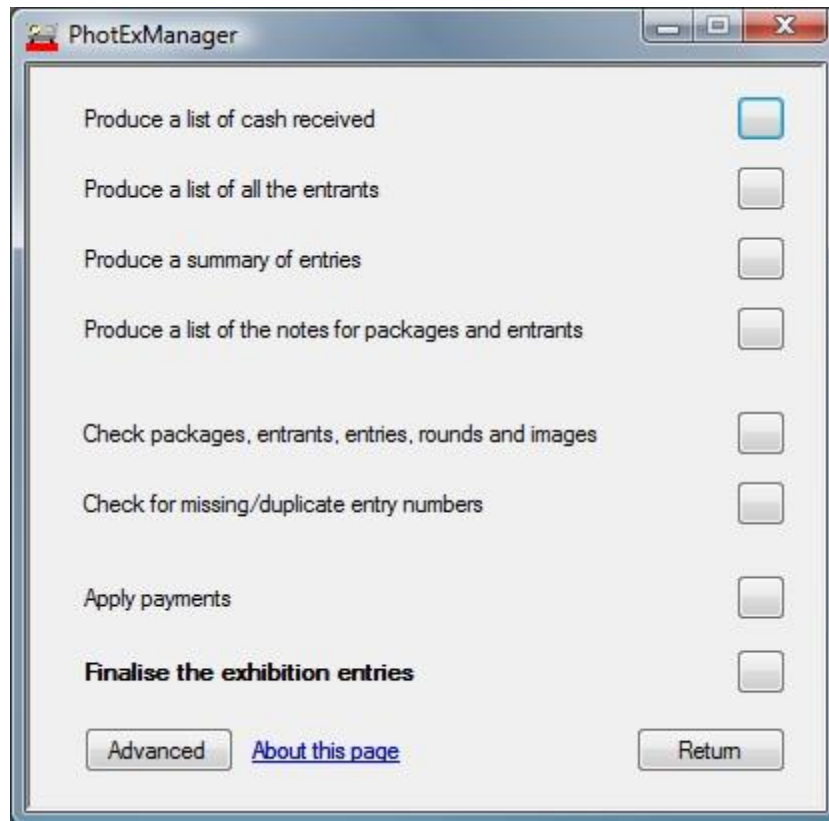
(You can run these reports at any time)

Click "Check packages, entrants, entries, rounds and images"

- Untick "Ignore missing prints"
- Tick "Check for unreadable image files"
- Tick "Ignore unacknowledged entries"

Then click "Re-validate" The process will take several minutes. Deal with any issues by sending emails to people with missing prints, invalid PDIs or underpayment, or by amending entries with PhotExPackage (see below for an alternative, faster way of dealing with missing payments).

Click "Check for missing/duplicate entry numbers". This too will take several minutes. Any issues reported here will reflect problems encountered when processing prints, and you must to use PhotExPackage to renumber any entries whose ID numbers are duplicated.

"Apply Payments" produces a list of entrants who have not paid or have underpaid. You can use a History file from your PayPal account to allocate payments to entrants who either did not complete their PayPal transaction on-line, or used a different email address to make the payment. Click the "Apply payment from PayPal download" button at the top of the page and follow the on-screen instructions.

You can mark other entrants as Paid by clicking the relevant box. Note that the *Finalise* process allows you to accept payments that are nearly correct – for example 95% of the required fee – or to accept everyone by accepting entrants who have paid 0% of their fees.

### Finalising

When you have applied payments and made corrections where necessary, click "Finalise the exhibition". This makes final checks and then deletes entries that are invalid.

Type a percentage into the Fees box. This lets you accept everyone (including those who have made no payment), by typing "0", or those who have made an incorrect payment by typing a percentage less than "100"
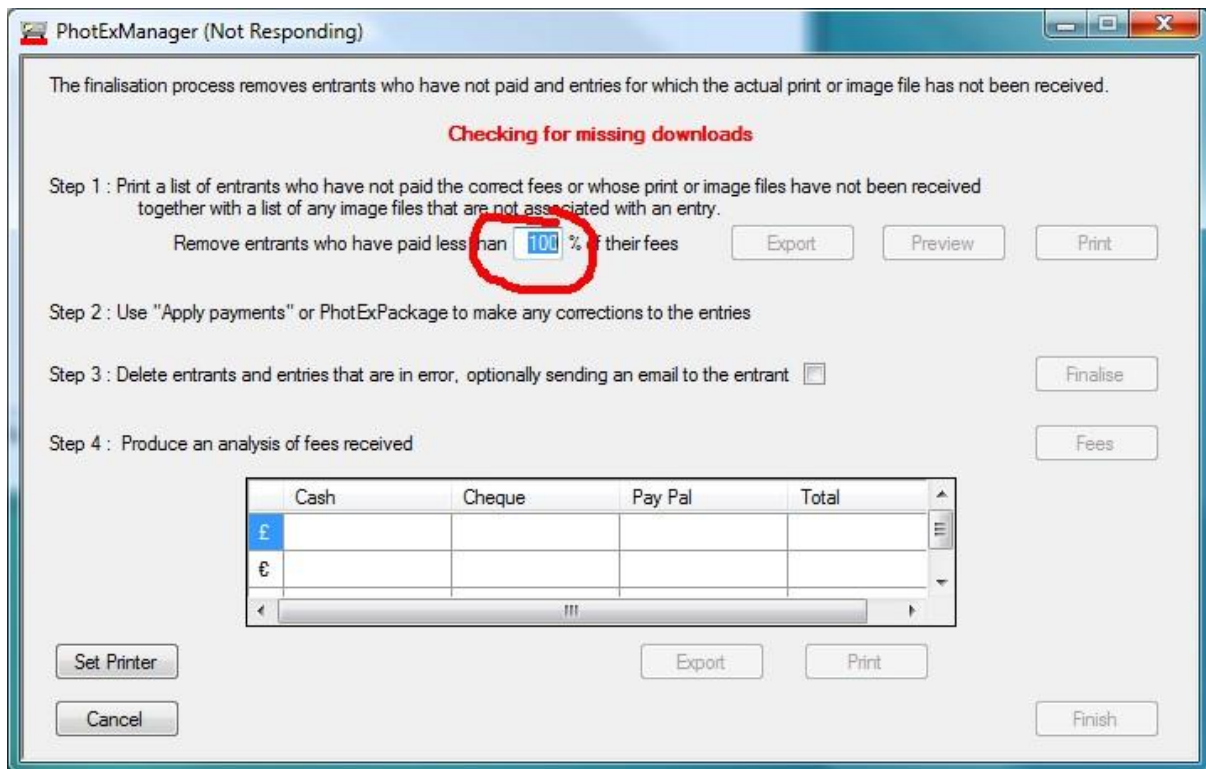


You can then print the report or export it to Excel.

When you click "Finalise", the erroneous entrants any entries are removed from the exhibition.

At this point you can also produce a report of total payments received, or export it to Excel.

When you click "Finish", if you have Print media that are marked as "view as PDI", you will be asked if you want to randomise the entries. If you do, you can print lists showing the new sequence (see below) and re-sequence the physical prints accordingly.

## Printing score sheets

We recommend you do not print score sheets if you are using electronic scoring, as they take a lot of paper and the computer stores scores and awards in two places in case of equipment failure. However if you do wish to print them, use PhotExPresenter "Produce entry lists" and select "Score sheets". If you want a box or boxes in which to write the score, select the number of boxes you want in the "Reporting" section in the middle.

# Judging the Exhibition

Judging is managed with PhotExPresenter

This section assumes you have three judges who initially assign each image a score between 2 and 5.

You can also use PhotExPresenter to manage other judging processes.

## Overview

1. Set up the machine to manage the judging process
2. Set or check the parameters that control the judging
3. For each class (section) in the exhibition
   a. If you are judging Prints and using a pre-selection process such as the Edinburgh System, make the selection and record the outcome
   b. View and score each round (separately or together)
   c. Determine the acceptance threshold and accept entries whose score is above the threshold.
   d. If necessary, review entries with a specific score. Accept (or reject) some of them to achieve your target for acceptances.
   e. Select award candidates by score or, optionally, by reviewing the top
   f. View the award candidates on a "lightbox" and assign awards.
4. If you need a "best in show" or other cross-class award, create a "virtual class" containing the award winners from the relevant classes, and judge it.

The fastest possible judging process for PDIs is achieved when PhotExPresenter runs automatically using Keypads. In this mode, PhotExPresenter announces the score and moves to the next image as soon as the last judge enters their score on their keypad. This requires that you have some sort of sound system attached to the computer.

## Preparation

In PhotoExCreator
- Make sure you have defined the type and number of awards that are available for each class (Note you are able to change these when assigning awards with the PhotExPresenter "lightbox", but this takes time and can disrupt the flow of judging.)
- Set the 'Score out of' setting for each class. This value = Number of judges * max score per judge. It this value is different from what is set in PhotExPresenter, it will updated during judging to match 'Number of judges X max score per judge' as described below.

   Note: Leaving 'Score out of' bland disables scoring for a class. You would do this if you are only giving awards (mainly for club comps or some non-FIAP/PSA exhibitions)



## In PhotExPresenter set the following
- Number of Judges
- Max score per judge
  - This can be done in the All/General/Judges panel and also in the Keypad set up panel.

o *The last window that has that has the Apply button click sets this value.*

- Your judging method

Use the following screens to do these.
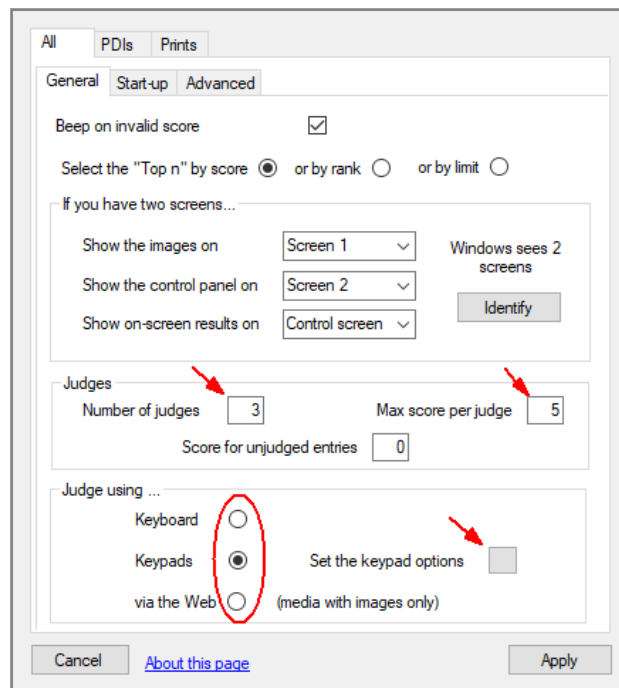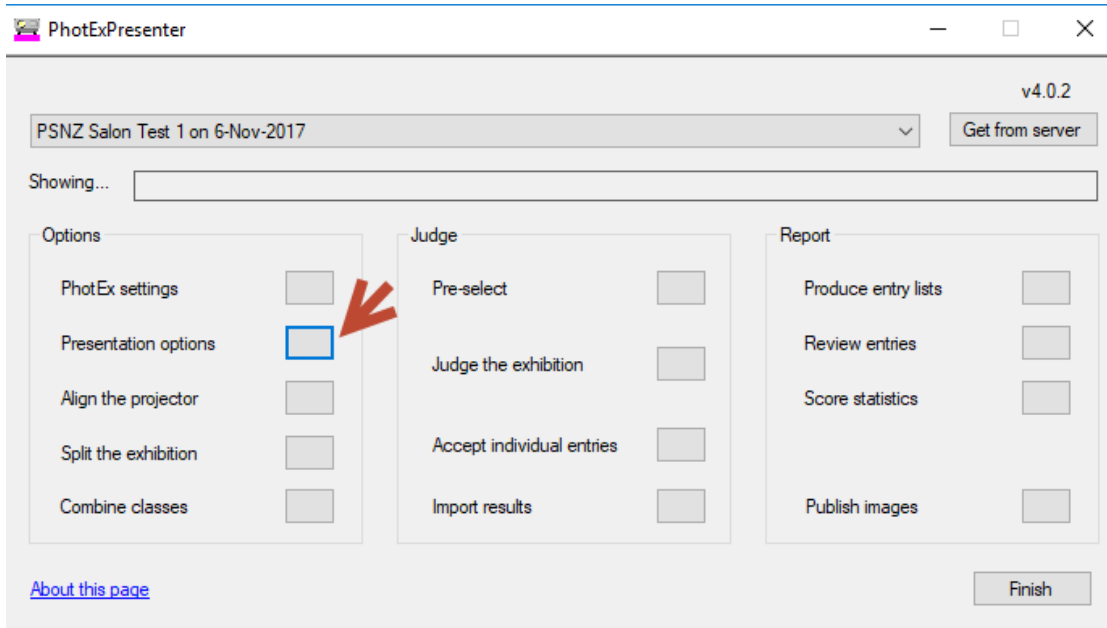




Note:

Max score per judge can be set in the All/General/Judges panel as above. Click Apply to set the value. This will update the 'Maximum score per judge' value in the keypad setup window as below.
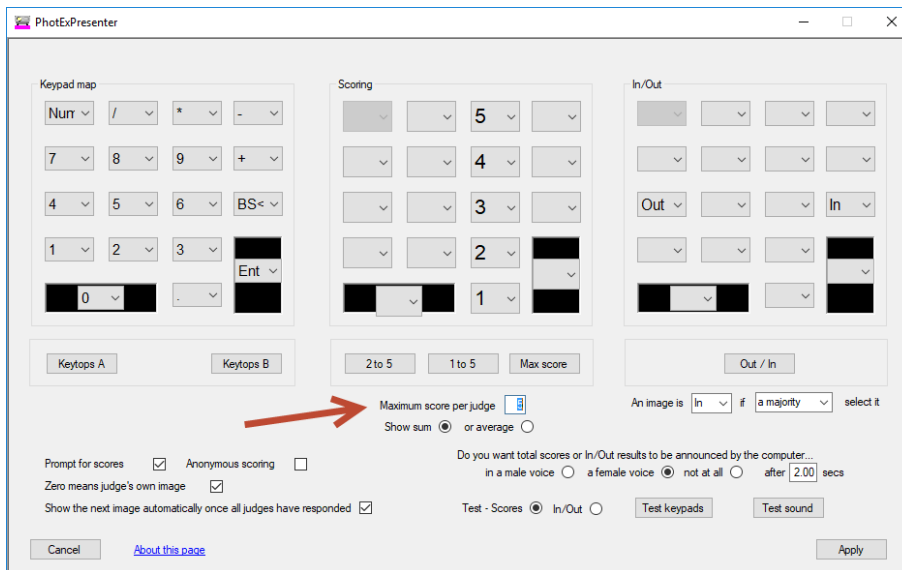
## Judging via the web

Full details are available at Judging via the web (Organisers) and Judging via the web (Judges).

The default option is to record the total score given by the judges (for example, if two judges score 5 and one 3, then 13 is recorded). If you want to record the average score (in this example, 4) select "Kepads", set the option and then select "via the Web"

## Keypads

### Description

Judges enter their scores using USB keypads attached to the computer via a hub.

You can use a simple "In/Out" system or you can assign scores.

You can choose how the keys on the keypad are to be used. If you are scoring 2-5 for example, you might just want to use the middle row of keys; if you are scoring 1-5, you might use the third column. You can assign a score from 0 to 15 to each key. (You may want to attach stickers to the keys to show their assigned score value.)

If your maximum score per judge is 15 or less, each judge presses a single key to record their score. If your maximum score per judge is between 16 and 99, each judge must press two keys to record their score – so to record a score of nine, a judge must press the 0 key followed by the 9 key.

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For the fastest possible judging, tick "Show the next image automatically once all judges have responded". Then, when the third judge enters their score, the total score is announced and the next image is shown.

You can choose whether or not each judge's score is shown on the screen as it is entered, and whether the total is announced by the computer. You can also choose how ties will be broken in "In/Out scoring".

Not all the keys on your main keyboard will work when keypad scoring is active, and although you can use a single screen, you will find the exhibition easier to run if you have a control screen as well as the projected image screen.

### Keypad Connection

Windows can be temperamental with USB devices, so it is best to attach the keypads in this order

1. Connect the keypads to the 1m cables if needed
2. Connect 5m cable to the computer
3. Connect the power supply to the Hub
4. Connect the hub's USB connector to the 5m cable and wait for Windows to go "bing"
5. Connect each keypad to the hub in turn, waiting for the "bing" that says Windows has recognised it (the green light should show on the keypad)

## Setting Keypad Options

Run *PhotExPresenter* click the *Presentation options* button on the main. In the *All/General* Tab, click the box marked *Score using keypads*.
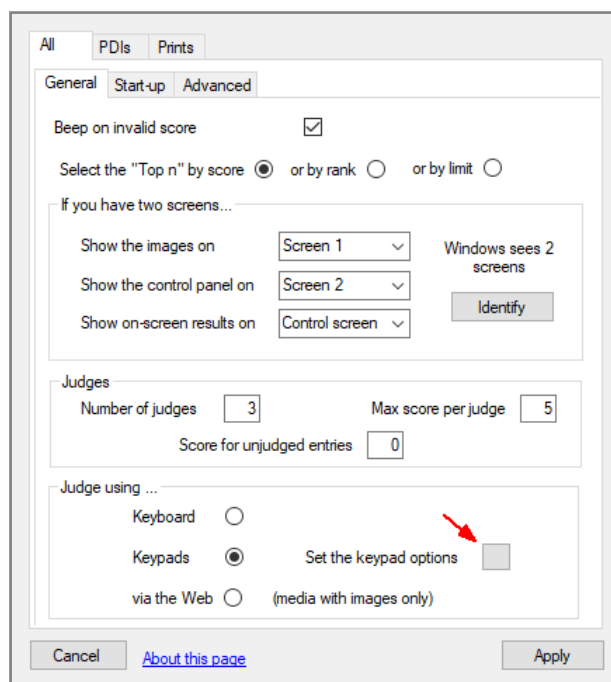


This will give the following screen.
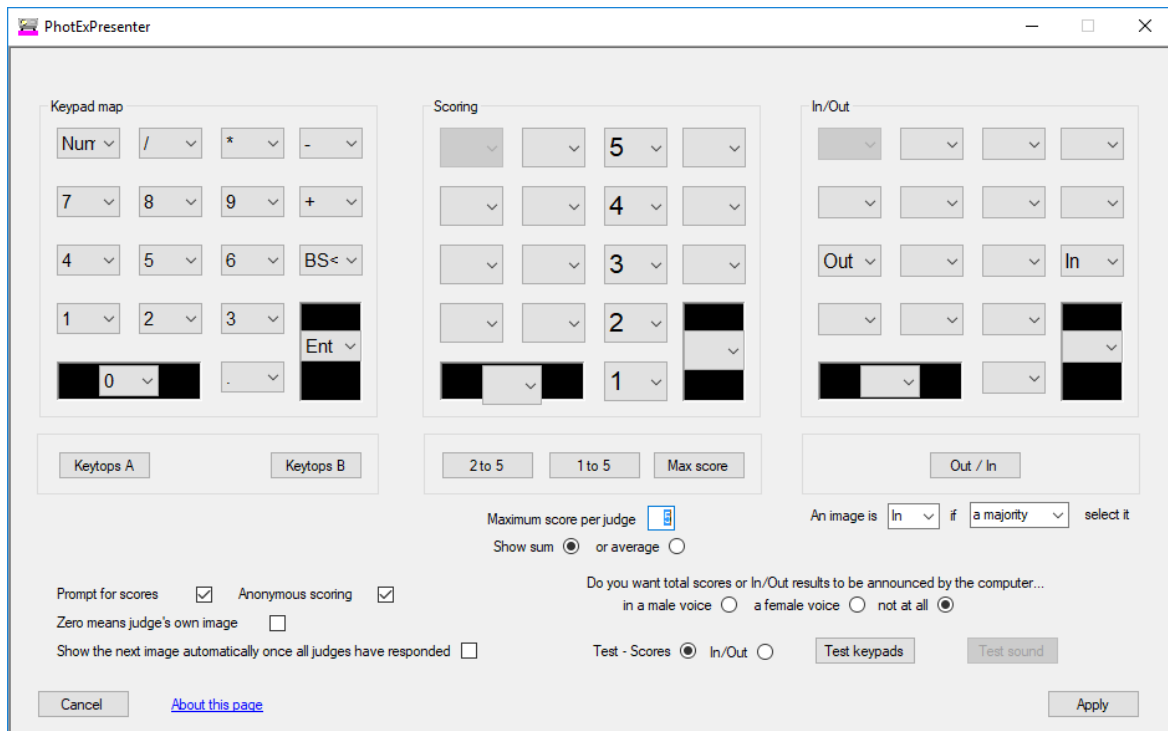
## Set Keypad Type – Left Panel

- You can see three panels representing the keypads. Adjust the left-hand panel so that it matches your keypad's key tops
  - The first time, the panel will be set up with key assignments for a keypad with a "Num Lock" key at the top left.
  - You can click the Keytops B button to set the panel to represent a keypad with a "Tab" key at the top left.
  - If your keypad has neither of these arrangements, you can use the dropdown lists to change the keytop associated with each key on the pad.

## Set Scoring – Middle Panel

- For scoring, use the middle panel
  - The first time, the keypad will be set up with key assignments to match your maximum score.
  - You can click the 2-5 button to set the exhibition standard keypad values of 2 to 5.
  - You can click the 1-5 button to set the third row of the keypad to 1 to 5
  - You can use the dropdown lists in the panel to change the score value associated with each key on the keypad.
  - You can click the Reset button to reset the keypad assignments

## Set In/Out Judging – Right Panel

- If you want to use "In/Out" judging
  - In the right hand panel, choose the key for "In" and the key for "Out"
  - Select how ties are to be broken by completing the sentence "An image is ... if .... select it".
- Select if you want to record the sum of the judge's scores or the average. Note, the average is rounded up to the nearest full mark. Thus a 4, 4 and a 5 will be recorded as a 5.

*Set the maximum score, if it has not been set from the current class maximum value (any change you make is reflected in the current class).*

- Select whether or not you want the individual judge's score to be shown on the projector screen by setting the Anonymous scoring box. Note that each individual judge's score is always shown on the control screen when you are using two screens. The total or average score will be shown on the display screen when all the judges have entered their scores (depending on whether or not you have asked for scores to be shown for this class.)
- If judges have their own images in the exhibition, you may not want them to score those images. Add a "0 "key to the keypad and tick the Zero means judge's own image box. Then when a judge enters a zero score, his score will be entered as the average of the other judges' scores (to the nearest half mark).
- If you tick Show the next image automatically once all judges have responded PhotExPresenter automatically advances to the next image once scores have been recorded. If this box is unticked, PhotExPresenter waits until you have acknowledged the total score.
- Select if you want the total score to be announced by the computer in a male voice, a female voice or not at all (the Test button announces a random score).This can be particularly useful when an audience is present at the judging or when used in conjunction with the automatic advance option.

You can test the keypad assignments and the announcement with the "Test" buttons - first select whether you want to test scoring or In/Out assignments.

## Keypads in action

When you select keypad scoring:

- During the exhibition
  - You can ask PhotExPresenter to prompt for scores: a ? is shown at the top left of the image for each judge. When a judge presses a key this changes to either an * or the score, depending whether or not you have selected Anonymous scoring.
  - If a second key is pressed on any keypad, its value will overwrite the previous value.
  - When each judge has entered their score, press the tab key on the main keyboard to accept the score.
  - Press Shift tab to delete **all** the scores for the current image.
- Using "In/Out" scoring
  - Images that are "In" have a score of zero and are *held back* while those that are "Out" have a score of one and are not. You can then view or accept the entries that are held back.

### Setting up the judging computer.
The computer used for presentation and scoring needs to have the folder containing the exhibition .pcss file, the Entrants.xml file and, for PDIs, the image files for the class or classes being judged.

If the computer is the same machine that was used to gather entries and finalise the exhibition with PhotExManager, then no further action is needed. Otherwise

- If the exhibition data was on an external hard drive on the PhotExManager machine, connect this to the PhotExPresenter machine
- If the machines are on a LAN, you can either

- copy all the data from the PhotExManager machine to the PhotExPresenter machine. Note, this can take an hour or more for large PDI exhibitions.
- copy only the data needed for the class being judged (see "Parallel judging sessions" below)
- access the data on the PhotExManager machine via the LAN (This is feasible when judging Prints but you should test this to make sure that the access speed is acceptable when judging PDIs. See also the important note below)

- copy the data using a memory stick (again, a large PDI exhibition can require 20GB of storage)

**IMPORTANT**: The scores and award assignments are stored in the Entrants.xml file. If you have more than one copy of this file, make sure you designate one copy as the master copy. You can import results from other copies into this one, but you cannot share it between multiple PhotEx programs running at the same time. This is because each time a score or award is recorded, or a PhotEx program is closed, the entire file is rewritten, thus overwriting any changes made by the other program.

To judge PDI classes, the computer needs to be set to "Extended Desktop" mode. This means that different images are shown on computer screen and the projector. PhotExPresenter uses the computer screen to control the judging process and the projector to display the images and titles to the judges.

It is usually best to start the projector, connect it to the computer and then start the computer. This ensures that the correct colour profile is loaded for the projector. To set "Extended Desktop" mode, right click on the desktop

- select "Display Settings"
- click on the projector's screen icon
- tick "Extend the desktop onto this monitor"
- (for a laptop, you may also need to use a function key to enable the external monitor connection)

You can use PhotExPresenter "Align the projector" to show a grid on the projector screen. Click Esc to clear the grid.

If your main desktop appears on the projector and the grid appears on the computer screen, you can reverse these with "Presentation options" (see below)

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The default settings should be suitable for most exhibitions. For detailed information about each setting, click the "About this Page" link on the options page.

## Judging by Rounds

By default, PhotExPresenter judges by rounds... that is, you judge the first entry of all the entrants, then you judge the second entry of all the entrants, and so on. If you prefer you can judge all the entries of the first entrant and then all the entries of the next entrant and so on – select the "*Advanced tab*" in "*Presentation options*" and untick "Initial judging by round"

If you are judging a PDI class you can show the images in random order (either within a round or overall) if you prefer (see "PDI judging" below).
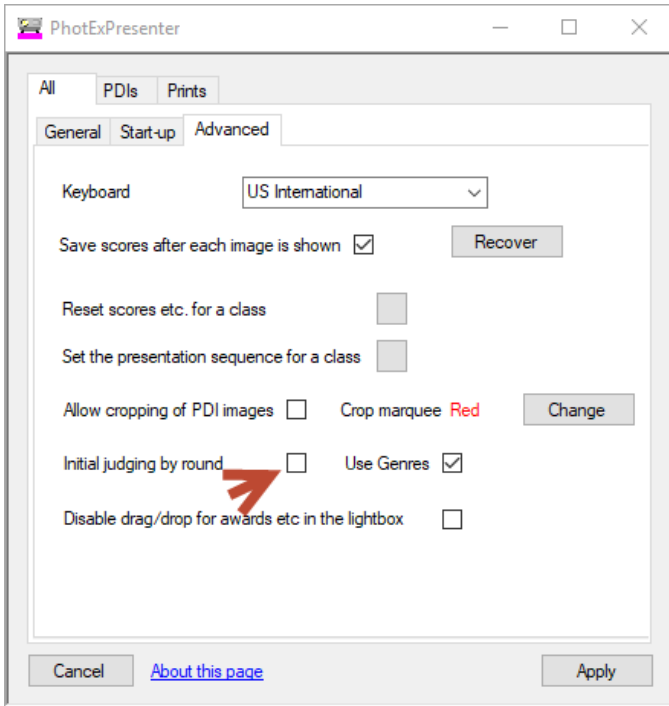
# Judging

## Overview

To start the judging in PhotExPresenter click "Judge the exhibition"
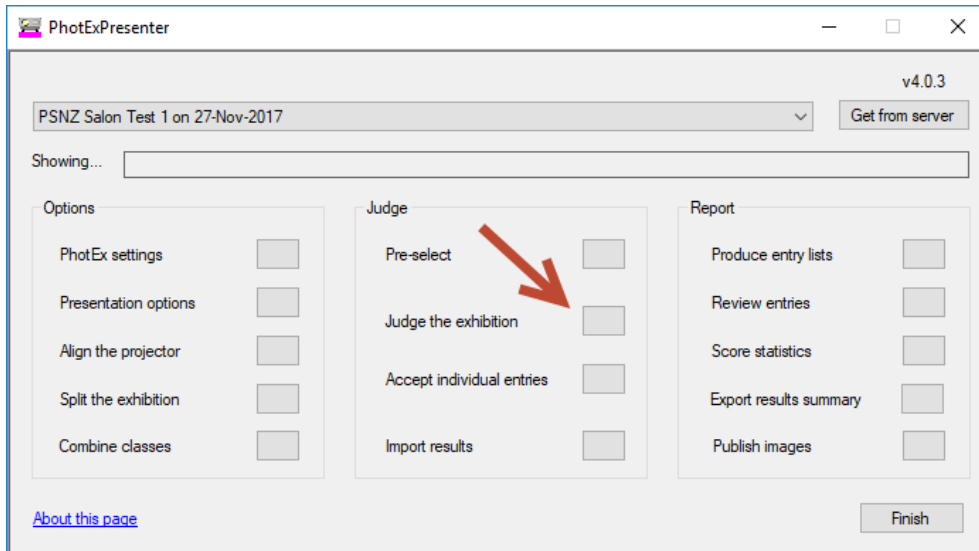


This opens the following screen which is arranged in four zones.
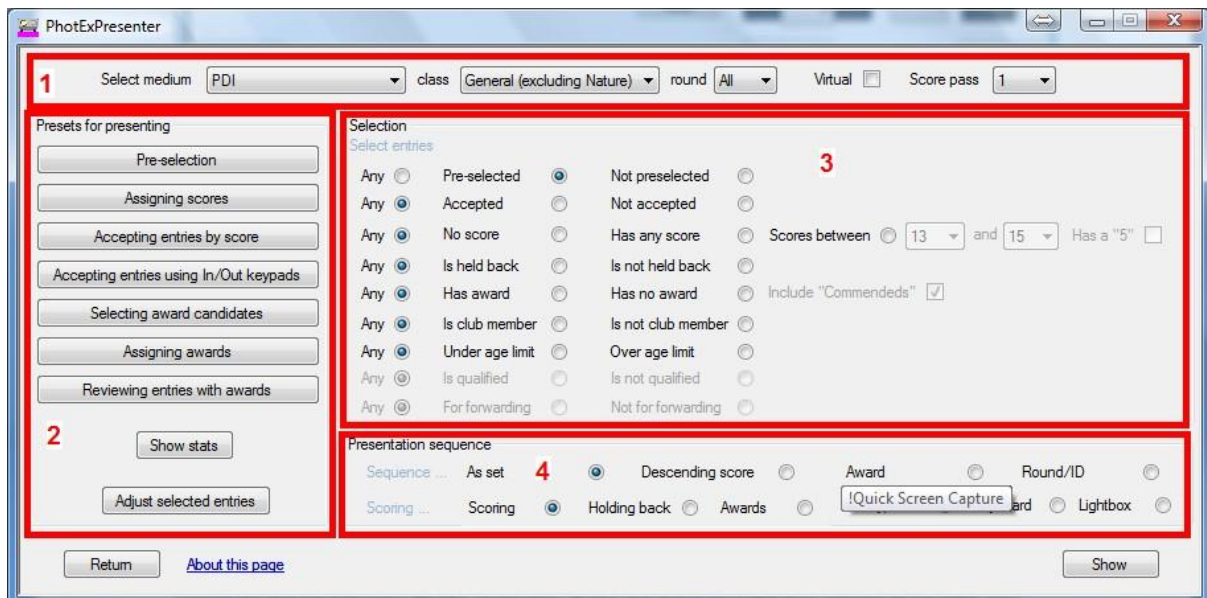


Zones 1 sets what you are judging.

Zone 2 preselects the normal settings in Zones 3 & 4 that you would normally use for that stage.

Zones 3 selects or filters what is to be included when judging that stage of the competition i.e. 'Assigning scores'.

Zones 4 sets how the judging presentation is displayed.

Show starts the judging.

**PhotExPresenter Page Description**

**Zone 1**
- Selects what medium class and round you are going to judge.
- Virtual class
    - In rare circumstances you may wish to combine classes temporarily for award or reporting purposes. If you tick Virtual you will be shown all the classes in your exhibition. Tick the ones you wish to include in your virtual class - you can also give this class a name. The other selection options then apply to the entries from the selected classes. Any scores, awards etc. given to an entry in a virtual class are recorded its original class. If you combine Print and PDI media, the resulting virtual class is treated as containing all PDIs - prints are represented by an image that shows their title and entry number.
    - You might want to use this facility to assign a "Best in show" award, for example.
- Score Pass
    - Score Pass is an advanced feature which should be used with caution and only if needed!
    - This allows entries to be rescored and recorded separately.
      Scores from the initial judging round are placed in score pass 1 by default.
      There is a corresponding Score Pass box on the Show control page that appears when you click Show.
      To re-score some entries without changing the initial scores, select a new number on the 'Score pass' drop down box on the show control page. You can then base further selections on these scores by using the dropdown list on the main PhotExPresenter page.
    - Awards and acceptances are always recorded on score pass 1 and when you print results, send results emails etc, the information will come from score pass 1.

**Zone 2 – Presets for Presenting**
- This panel contains a number of buttons which represent the normal stages of judging a competition.
- Clicking a button e.g. 'Assigning scores', preselects the settings in Zones 3 & 4 that you would normal use for that judging stage. Adjust as needed.
- Show Stats
    - This will open a window showing the entry statistics according to what is set in Zone 3.
- Adjust selected Entries
    - The Adjust selection button allows you to set scores and/or held back status for the currently selected entries. It should be used with caution
- Show Stats
    - This will display the statistics according to what is selected in Zone 3
    - Note the line 'Scores between ..' is not included
- Adjust selected entries
    - This allows the selected scores to be adjusted.
    - Note the line 'Scores between ..' is included

### Zone 3 - Selection

- Selects which entries are to be judged at this time
- Scores Between.
  - Sets a range of scores. If you also tick "has a 5" then entries having a score one less than the lower number you entered, but which also received the maximum score from at least one judge, will also be included. (This is mainly used when accepting entries by score).
    If you click "Only a 5" then entries scoring within the range but having the maximum score from at least one judge will be selected.
- Include "Commendeds"
  - If you click Has award or Has no award you can also tick, or un-tick include Commendeds. If ticked, awards with names that include "commended" (typically Highly commended and Commended) will be included/excluded from the selection.
- Club member
  - The Club member selection option will only be available if you asked if entrants were club members or asked for membership numbers when setting up the exhibition.
- Age limit
  - The Age limit selection option will only be available if you asked for date of birth when setting up the exhibition. Entrants with no date of birth information are assumed to be over the age limit.
- Qualified
  - The Qualified selection option will only be available if a currently selected class asked if an entry is qualified (for example, is an authentic wildlife image).
- For Forwarding
  - The For forwarding selection option will only be available if you offered to forward entries to another exhibition when gathering entries.

### Zone 4 - Presentation Sequence

- Controls the type of judging to be used at this time.
- (These options will also have been set by the Zone 2 preset buttons on the left of the page)
- Sequence
  - If required, click the radio buttons to change the sequence in which PDI images are shown or print images are listed.
- Scoring
  - If required, select the type of scoring and the method.
    *Important note:*
    if you are scoring with keypads you should have already set the number of judges, the maximum score per judge and checked the Score using keypads option using the Presentation options button on the main page.) The Lightbox shows multiple PDI images on the screen at one time and can be used to assign awards or refine acceptances.

### Show

Starts the judging stage in accordance with the options you have selected above.

## Judging Procedure.

### Steps:

1. In Zone 1 select Medium, Class and Round (the "Virtual" and "Score pass ", settings are discussed earlier and can be ignored for most exhibitions).
2. In Zone 2 'Presets for presenting' select the judging stage i.e. 'Assigning scores' which will preselect the settings in Zones 3 & 4.
3. In Zone 3 'Selection' confirm or adjust the selections applicable for the judging stage.
4. In Zone 4 'Presentation sequence' select the applicable presentation settings
5. Click 'Show' to start the judging process'

PDI entries will be shown on your computer and the projector, and Print entries will be listed on your computer. You can then assign scores etc. with judges' keypads or the computer keyboard.

### PDI

For PDI classes, you will see a black screen with the below 'Show Control' panel in the corner
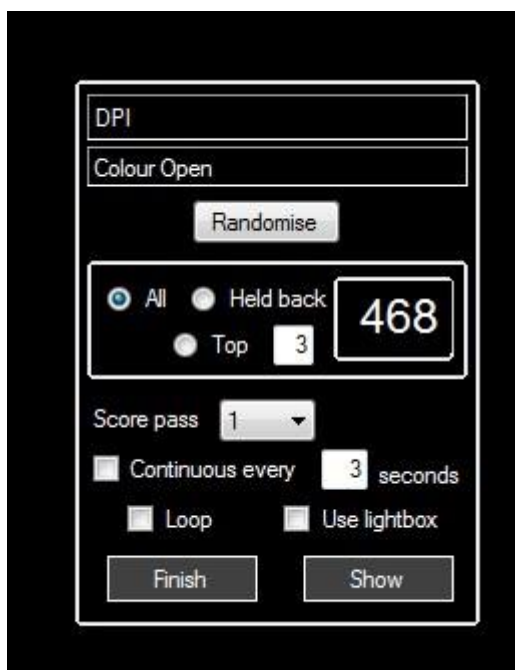


'Show Control' Widow Items.
- Medium is DPI.
- Class is 'Open Colour'.
- Randomise: Randomises the display of entries.
- All: select all entries in that class
- Held Back: You can pass over a print or PDI when judging and not give it a score. These images are "held back" and can be selected here.

- 468 shows that you have selected 468 entries from the "Colour Open" class of the "DPI" medium
- Score Pass: The initial judging will be saved to Score pass 1. To rescore select a higher number from the drop-down box and the new scores will be saved to that Score Pass number
- Continuous every: To provide a run-through for the judges, select 'Continuous every' and enter the 'Seconds' viewing time and click "Show"- the images will be shown one after another. Click Esc to stop.
- Show: Start the judging.

The image will appear on the projector screen with three "???" to the left. These change to "*" as each judge enters their score. The title disappears after a time. The computer screen shows the entry details….
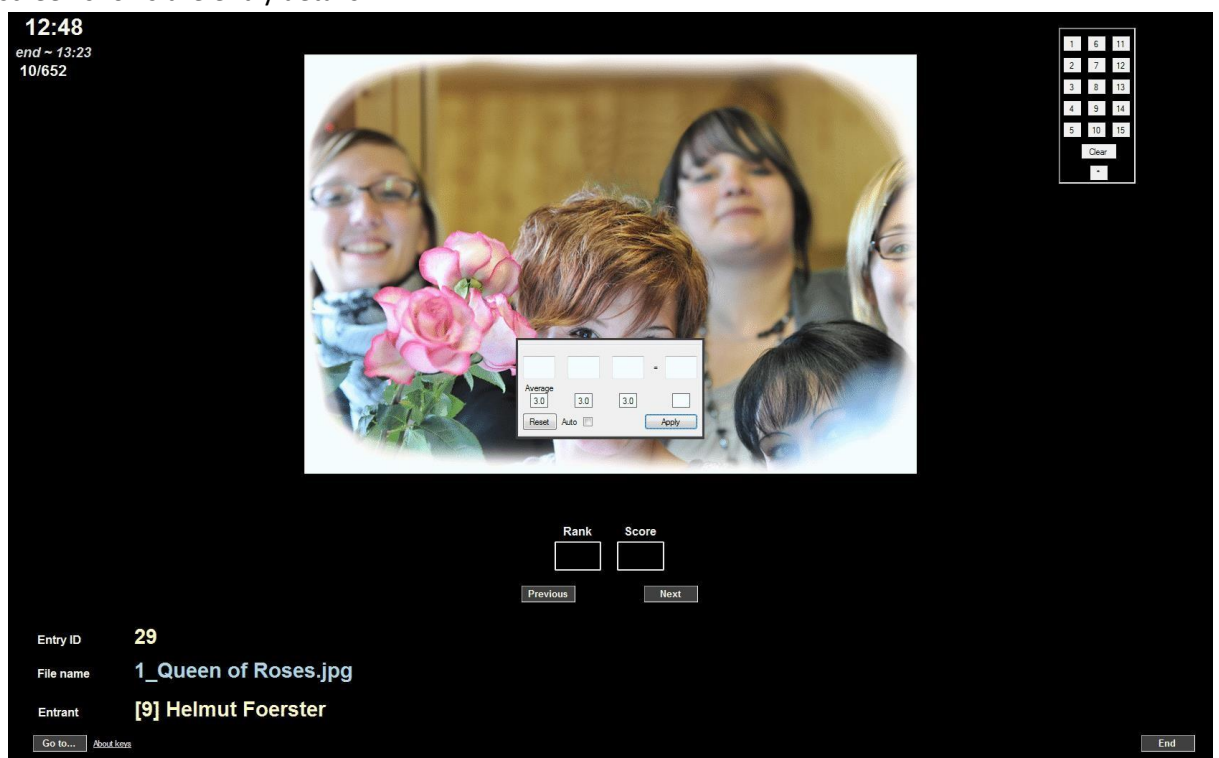


You will see a score box on the computer screen that shows the scores as the judges enter them.
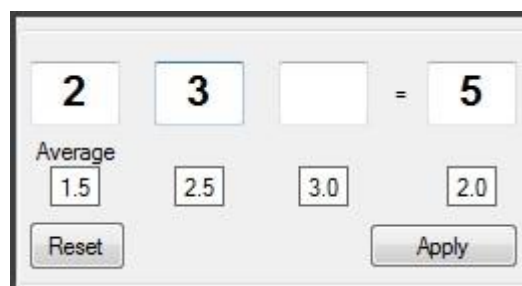


If you are advancing manually to the next image, click "Apply". If you are advancing automatically, the score box will look like this

And when the third judge enters a score, the score will be announced, and the next image will be shown.

Click "Reset" to clear the current scores. If you need to go back to the previous image to rescore it, untick "Auto". The "Apply" button will appear – click this to allow you to use the "Previous" button to return to the previous entry. Click "Auto" again to go back to automatic advance.

Note: You can reposition this panel on the screen by pickin up the edge (the black line) with your mouse and dragging it to your preferred position.

## Held Back

- Images not given a score are Held Back.

# Scoring Prints

When you click "Show" for a Print class you see the list of entries....

… with the score box for the judges. Again, this will automatically advance if you have auto-advance ticked. If you get out of synchronisation with the physical prints, you can stop auto-advancing and click "Find". You can then search for a particular title.
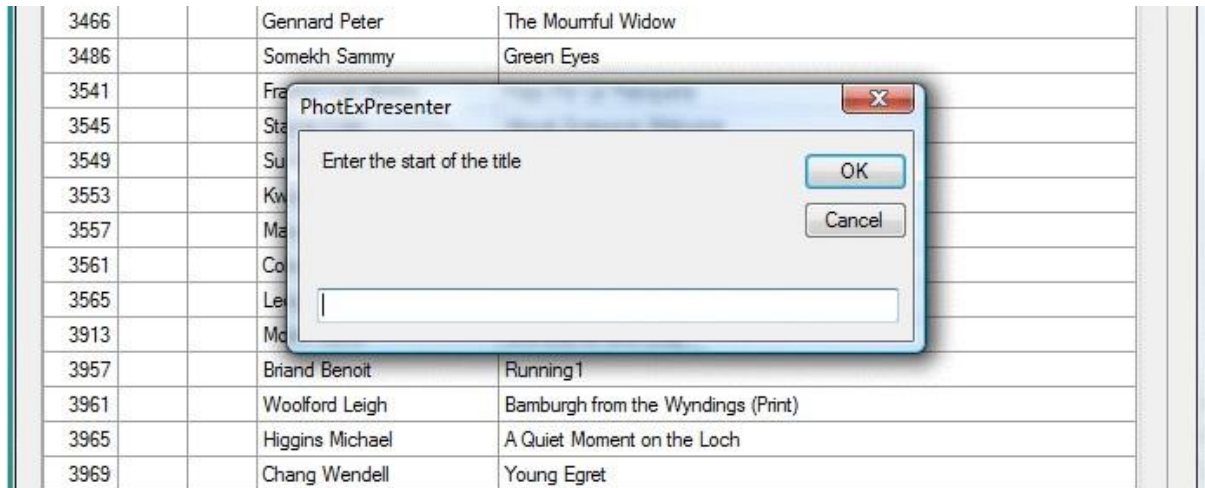


## Re-Scoring Prints

Prints can be re-scored by overtyping the scores in Score Pass 1.

## Selecting the acceptances

When the judges have completed scoring all the rounds in a class, the next task is to mark some of the entries as "accepted". In this example, we have three judges, each awarding maximum score of five, and we want to accept 20% of the entries.

First, make sure the round is set to "All".
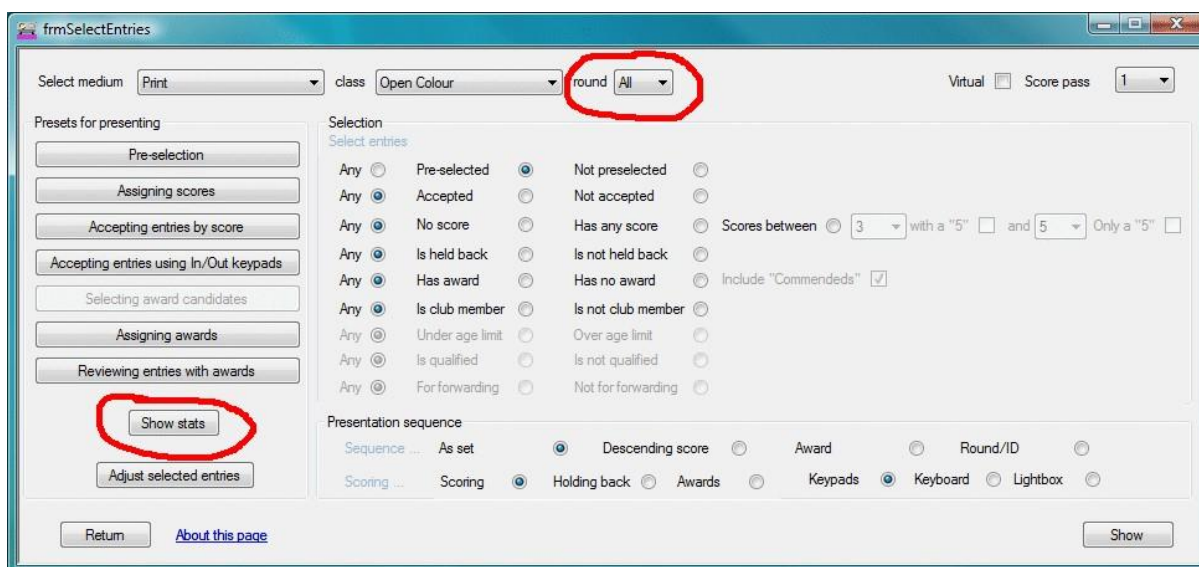


Then, click "Show Stats". This shows that number of entries in each score band and also the cumulative percentage, so in this case if we accept the 13's we only get 8.3%, but if we accept the 12's we get 23%.

This shows that number of entries in each score band and also the cumulative percentage, so in this case if we accept the 13's we only get 8.3%, but if we accept the 12's we get 23%.

Score statistics

| Score | Total | % | Cumulative | % |
|---|---|---|---|---|
| 15 | 20 | 2.1% | 20 | 2.1% |
| 14 | 12 | 1.3% | 32 | 3.4% |
| 13 | 46 | 4.9% | 78 | 8.3% |
| 12 + max | 80 | 8.5% | 158 | 16.9% |
| 12 | 57 | 6.1% | 215 | 23.0% |
| 11 | 179 | 19.1% | 394 | 42.1% |
| 10 + max | 4 | 0.4% | 398 | 42.5% |
| 10 | 233 | 24.9% | 631 | 67.4% |
| 9 | 235 | 25.1% | 866 | 92.5% |
| 8 | 54 | 5.8% | 920 | 98.3% |
| 7 | 15 | 1.6% | 935 | 99.9% |
| 6 | 1 | 0.1% | 936 | 100.0% |

No entries accepted

You can see from the table there is an entry for"12+ Max". These are the entries scoring 12 that also received a score of five from at least one judge, and in this example this would give us a 16.9% acceptance rate.

Click "accepting entries by score".

This will display a window as below:



PhotExPresenter : Set acceptance threshold

Accepted entry target    20   percent   ⌄       Find

Cancel

Type in your target percentage or the number of entries you wish to accept. Then click "Find" which will display the window below.
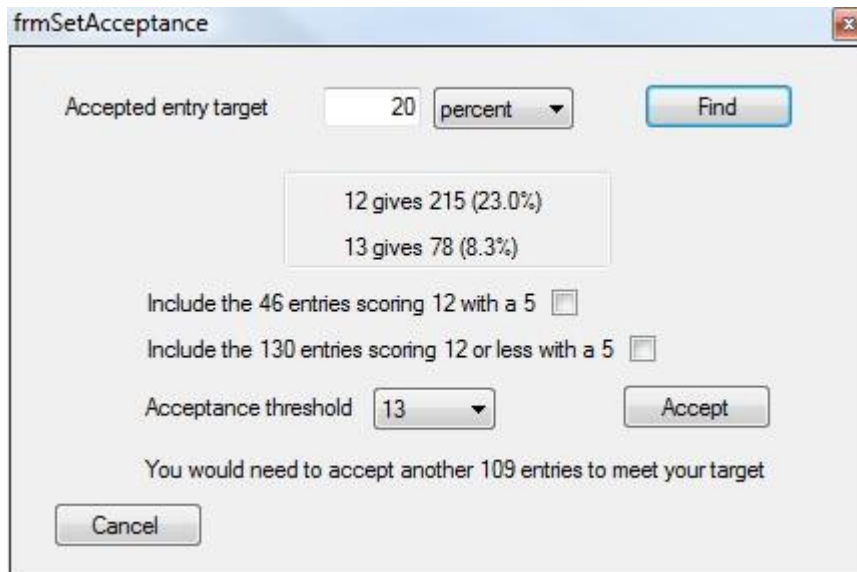
In our example, we would tick the box to include the 12's scoring a five. Then click "Accept" ...



Click "OK" to confirm that these entries are accepted.

We have now accepted 16.9% of the entries and so we need to select a few more from the 12's. Of course, you may be lucky enough to hit your target, or at least come close enough not to have to split a band. In that case you can move on directly to assigning awards.

To split the 12s, click "**Accepting entries using In/Out keypads**".
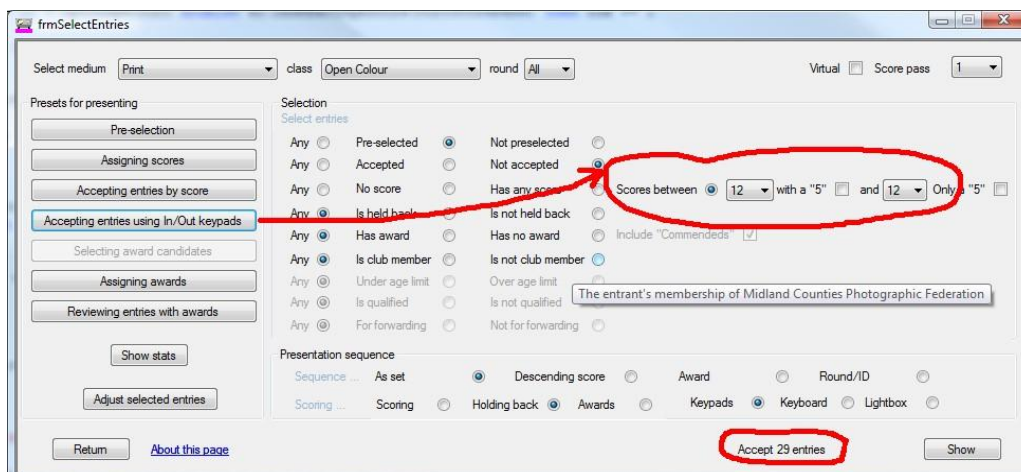
You will see that only entries scoring 12 and which have not been accepted are selected (so the 12's with a five that we have already accepted will not be shown). The number of entries you need to accept is shown at the bottom of the screen, and when you click "Show" the number of candidate entries will be shown.

The judges can then use the "In" and "Out" buttons on their keypad to select the additional entries.

Note that "Show stats" shows the stats for the *current selection*, so after accepting with in-out keypads you have to reset "not accepted" to "Any". However, if you have the round set to "All" and have accepted at least one entry for the class, the acceptance rate is shown under the "Show stats" button.

If you have a relatively small number of PDI entries to judge, you can use the lightbox instead of the keypads. If you have a small number of Prints, you can let the judges pick them from the pile and then mark the accepted entries using the "Accept individual entries" button on the main page. Just locate each accepted Print by its ID and tick the "Accept" box.
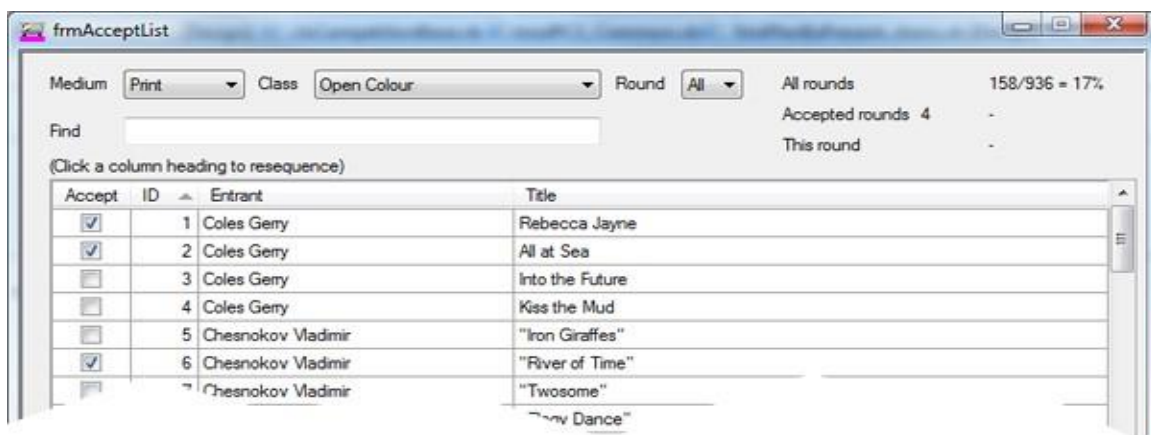


At this point, some of the images scoring 12 will be accepted and some not. When all the judging is complete, and you finalise the exhibition with *PhotExResults*, you will have the opportunity to reset the scores of the accepted 12's to 13, so avoiding awkward questions.

## Assigning awards

If you have a lot of acceptances you can pre-select the ones you want to view for awards. Click "*Selecting award candidates*" in the main panel (area 2 in the screenshot above). The judges can then vote each image "in" or "out" with their keypads. Otherwise you can just select the 14's and 15's as award candidates. (You can get 40 or so images on the screen at once... if you have more than 60 it is difficult to review them all.)

If you need to exclude some people from specific awards, you can make your selection in the main panel (area 3 in the screenshot above). For example, you may need to include or exclude members for certain medals, or select only qualified entries for a Wildlife award.

For PDI classes it is most convenient to use the lightbox. For Print awards see below.

### Assigning awards using the lightbox.

The Control screen shows the options for the lightbox, and the projector screen shows the awards and the entries.
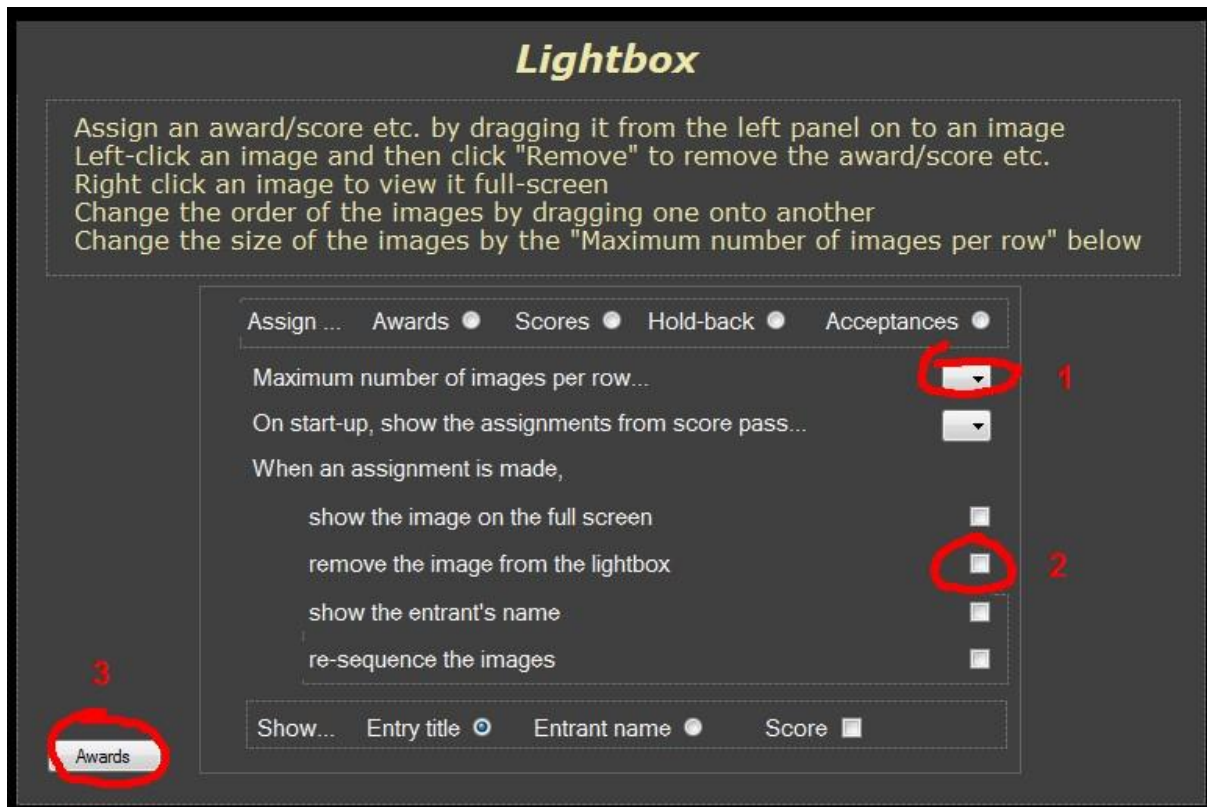


You can control the number of images shown per row (1).  6 images per row shows a total of 36 images on most projectors, but you may want to show 8 or 9 per row initially while the judges review the candidates.

You can also determine whether an image gets removed from the lightbox when an award has been assigned to it. (2) This is useful as it tidies up the screen.

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" (3).

On the projector 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 projector screen, click "Z" or just move it out of the right hand edge of the laptop screen – Windows sees the laptop and projector as one big screen)

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".

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

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

You can use these keyboard shortcuts once you have selected one or more elements …

> 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

>> A - to Accept 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

## Assigning awards for Prints

The list of selected entries is shown in the same way as for scoring. When you click an entry, the score panel appears...
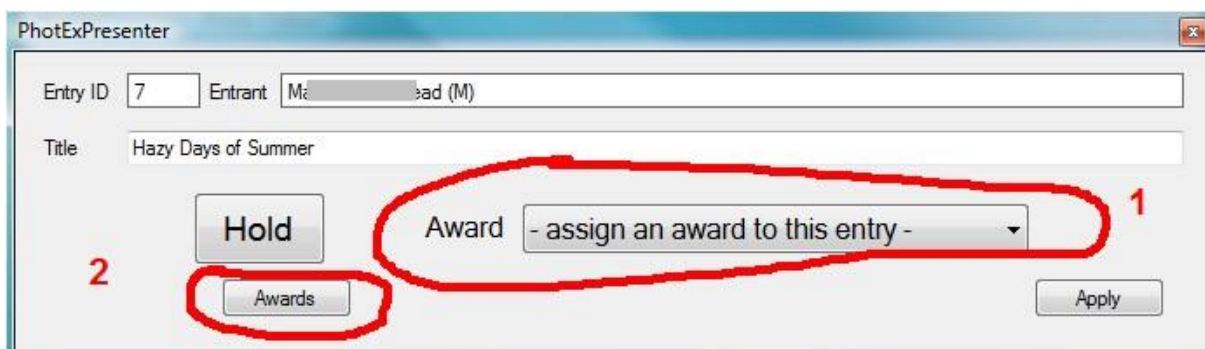


To assign an award, click on the small arrow at the right the drop-down box(1), and click Assign award to this entry".
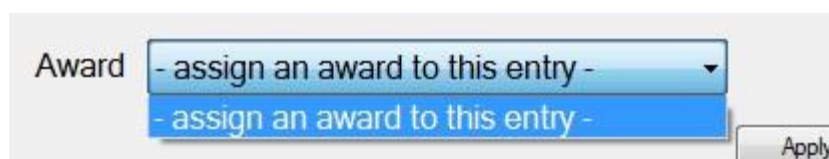


A list of awards is shown.

 The left-hand table shows awards that are available. The right-hand table shows awards that have already been assigned. To assign an award to the entry select the appropriate line in the left-hand table and click "Apply".

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" (2).

To remove an award, use the dropdown list (1) to select the award. You will then be asked if you want to remove it. If you reply "Yes" the award becomes available to assign to another entry. (You can change the assignment of an award by selecting the new recipient as above, selecting the previous recipient in the right-hand table and clicking remove, and then selecting the award in the left-hand column.

## Parallel judging sessions

As discussed above, the scores and award assignments are stored in the Entrants.xml file and this cannot be shared between PhotEx programs. If you are going to judge two classes in parallel, you need to make a copy of the .pcss file and the Entrants.xml file on the second machine. For PDI classes, you also need to provide access to the image files, either by copying the relevant images (using PhotExPresenter XXXXXXXXXXXXXX), copying all the image files, or relying on a LAN connection to the image folder (which will need to be marked as "shared" in Windows).

When you have finished judging on both machines, import the results from the second machine into the master machine with PhotExPresenter/Import Results. Select the "Source" as the shared Entrants.xml on the second machine either the LAN or as a copy on a memory stick.
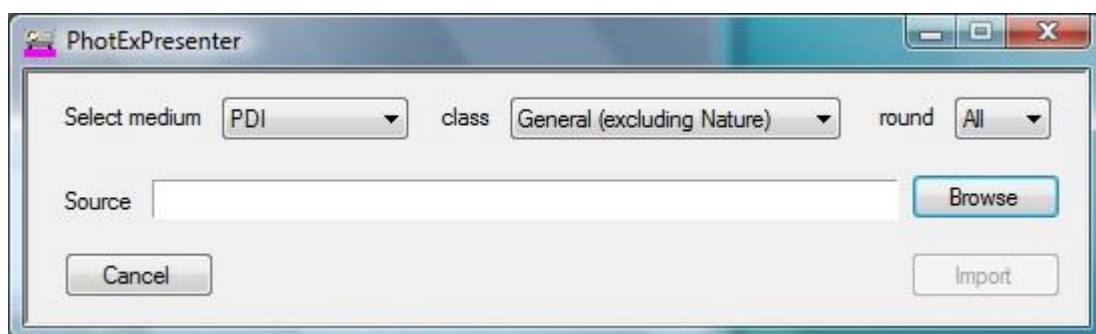
# Disqualifying entries and entrants

You may want to disqualify any entry or entries because they have breached the rules your exhibition. You can do this in three places:

- while judging PDI entries in PhotExPresenter
- while viewing PDI entries using the lightbox in PhotExPresenter
- in PhotExResults once the judging is over (PDIs and Print).

In PhotExPresenter with the entry showing, click the "Disqualify" button at the left of the control screen (if you are judging using keypads, you will need to cancel the current scores, and you may need to disable the automatic advance before you can do this).

When using the lightbox, select an entry and click Disqualify

In PhotExResults, click the "Disqualify entrant or entries" button on the main screen. This will show a form where you can select the correct entrant.

In all three cases, you will then see a form where you can choose to disqualify one of more of their entries. In PhotExResults you can also delete the entrant together with all their entries or delete selected entries.

You can type in a new score for an entry, or tick the associated box(es). When you click "Apply", the entries that you have ticked will be disqualified or deleted depending on the option selected - If you delete the entrant they will not receive a report email and if you delete an entry, it will not be mentioned in the report.

If you select "Disqualify", ticked entries will be marked as "disqualified", "not accepted", and any awards will be removed and made available for re-assignment. When the results emails and letters are produced, the entrant's report email will show "Disqualified" against disqualified entries instead of a score. As the entry or entries are no longer accepted they will not appear on the PSA and FIAP reports.

If you are viewing/scoring images sequentially, then none of the entries that you disqualify are shown. Similarly, any entries you disqualify on the lightbox are removed from the screen.

(Note that if you are viewing images sequentially, once an entry has been disqualified it will not be shown again until you end the display and reselect entries to include deletions, even if you untick it when disqualifying another entry by the same entrant)

## Reinstating entries

You cannot undo a deletion, but you can undo a disqualification by unticking the relevant box:  select disqualified entries using the selection buttons on the Selection page, and view them sequentially (using the keyboard option rather than keypads) or with the lightbox. When an image is on the screen, click the "Disqualify" button and untick the relevant entry or entries.

The original score and acceptance status will be reinstated. Any awards will not.

## Trouble Shooting Restoring Awards

When assigning an award, the award is missing try restoring using these steps.

First, you may just not be seeing them… when you select "Assigning awards" the preset sets "Has no award" in the selection to be shown



If you have really "lost"them you can click "Awards" at the bottom left of the "Show screen" or bottom left of the Lightbox control panel…
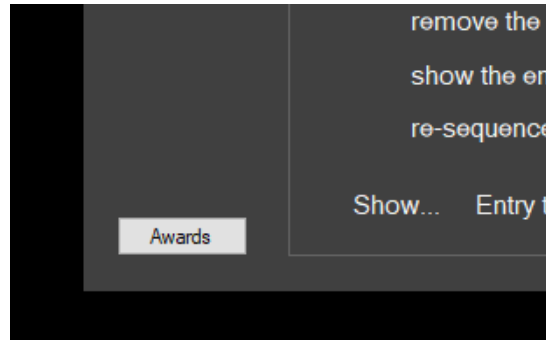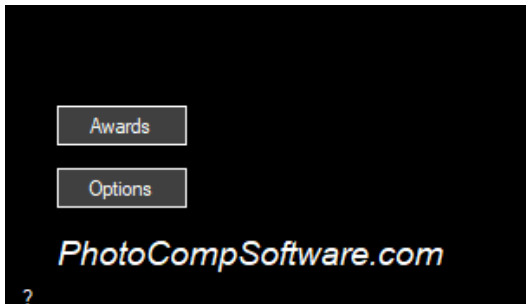
This lets you see the Awards list and change the "Maximum available" back to 1
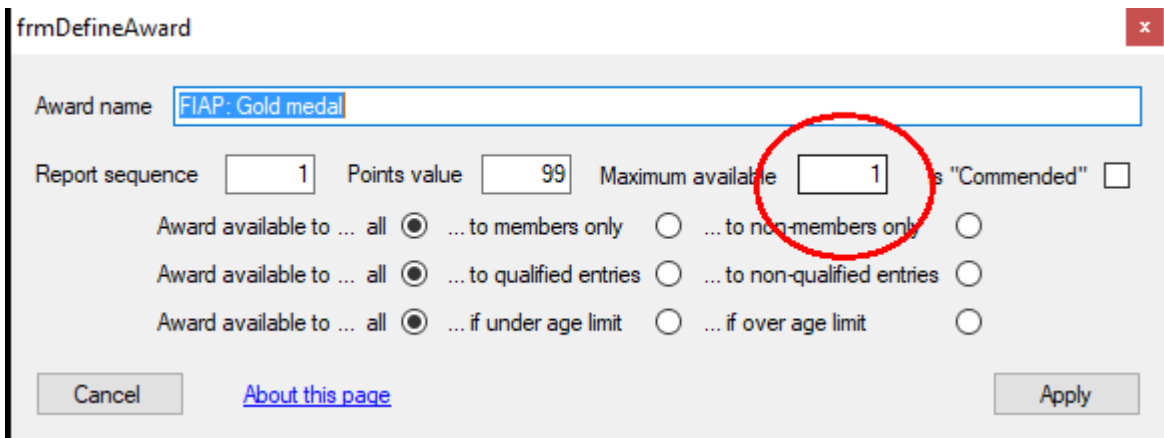


If you need to clear all awards (and optionally, scores, acceptances etc), you can do so with PhotEx Settings>PhotExPresenter settings tab>" Reset scores/awards"

Finally, you can recover all scores and awarded awards with PhotExPresenter>Presentation options>All tab>Advanced tab>Recover. (This is invoked automatically if you start PhotExPresenter and it finds the scores don't match the backup.)

## Back Up File

The file is stored in AppData/Local/Photex/Scores Backup in a file with the name of the competition (files older than 2 months are deleted)

If PhotExPresenter crashed last time without saving data the recovery, you are automatically asked if you want to recover when PhotExPresenter starts – this is its primary purpose.

There is no editor for the file in PhotEx, but it is a simple text file. The log is written when an entry has the following changed

- Score
- Held back
- Acceptance
- User ranking

and when

- Award added
- Award removed

# Finalising the Exhibition, sending results and preparing the catalogue

## Overview

PhotExResults can

- Adjust scores so that accepted entries have scores above the acceptance threshold for the class and all non-accepted entries have scores below the threshold.
- Adjust scores so that medal winners get a higher score than non-medal winners.
- Send emails to all entrants, showing their awards, scores and acceptances.
- Identify the highest scoring entrants
- Print letters for entrants without email addresses
- Export information for the catalogue
- Export images for the catalogue, web site etc
- Produce statistics on demographics, entry sources etc.
- Print packing lists and labels for packages
- Print labels for mailing catalogues and awards

You can also run a "slideshow" with PhotExSlideshow for an award ceremony or public viewing.

As soon as judging is complete you are ready to send each entrant their results.
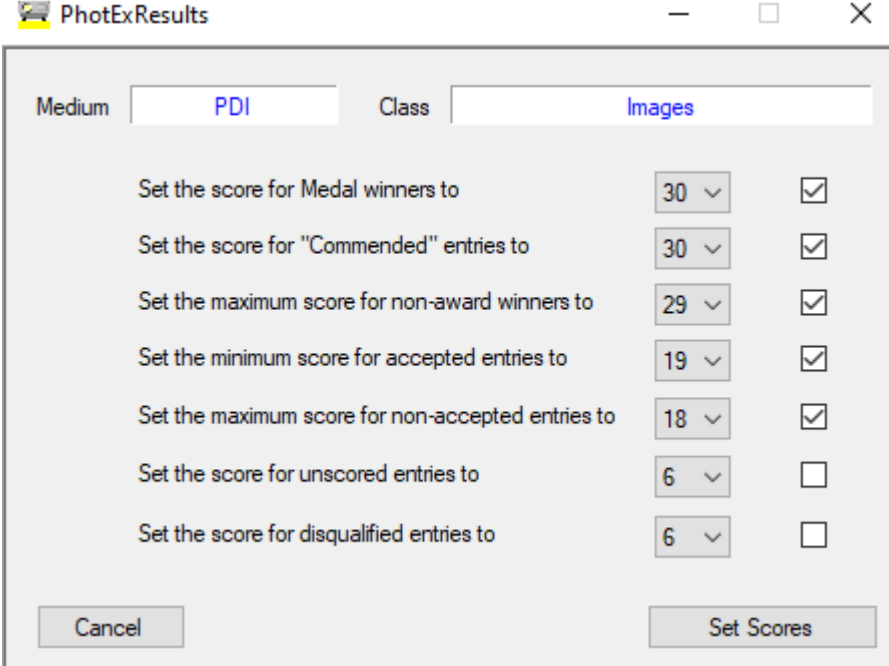
The first step is to finalise the scores. If you had to re-judge some images to meet your acceptance targets, or you accepted images for example, that scored 3+3+5 but not those that scored 3+4+4, you may want to make sure that all accepted images are shown to have scored the acceptance threshold or above, and that all non-accepted images are shown to have scored below the acceptance threshold. Similarly you might want to show medal winners scoring 15 and all non-medal winners scoring 14 or below.

Start PhotExResults and click "Finalise the exhibition"
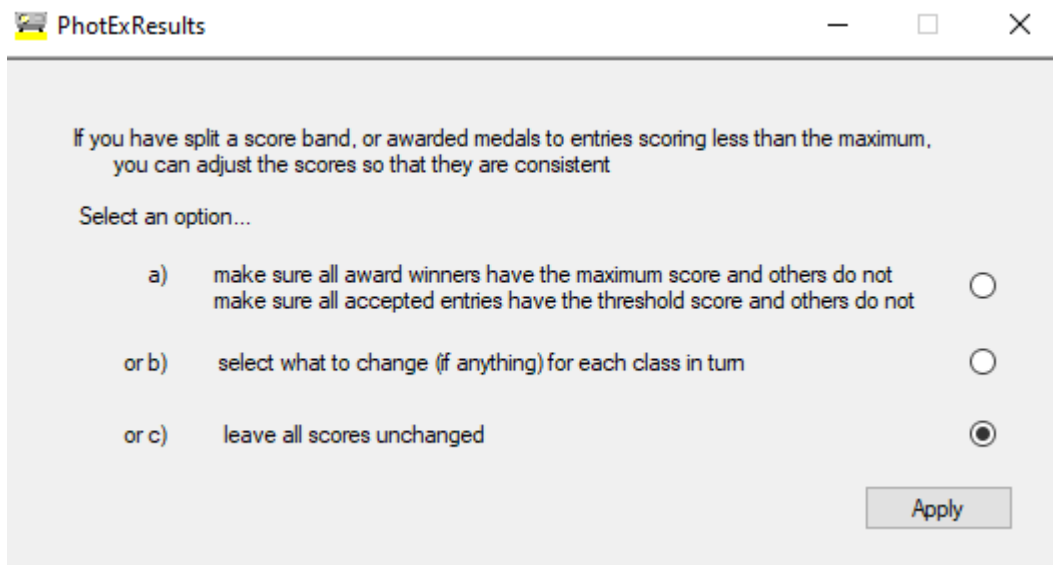
Select the option you would like to use and click Apply.

If you choose option b) you will see a page like this…



(This class had a maximum score of 30)

Select the adjustments you want to make for the first medium/class and click "Set scores". Repeat for all the media and classes in your exhibition.

If your computer is connected to the internet, you will have the option to upload the entrant's details to the PhotEx web site so you can access them with the web Query function in order to answer questions. Alternatively, you can use the PhotExResults "Search for…" function.

If you have judged the exhibition using the web, you will be asked if the image files can now be removed from the PhotoCompEntries server. Unless you have a specific reason for leaving them there, you should reply "Yes".

Next click "Check results". This identifies any entries that were missed during scoring or have possibly invalid addresses. You may also want to click "Edit titles and entrants". Select titles or entrants, and click "Show". You can then correct any misspelling or incorrect capitalisation for the catalogue. (Click the "About this page" link for full details).

## Assigning Entrant awards such as the FIAP "Blue Badge"

To assign an award to an entrant, rather than an entry, select "Assign entrant Awards" in PhotExResults.
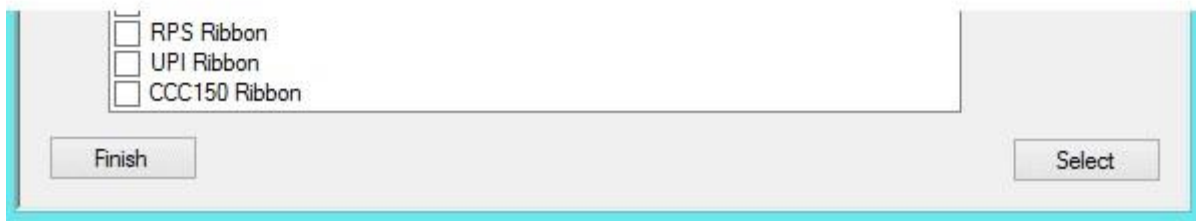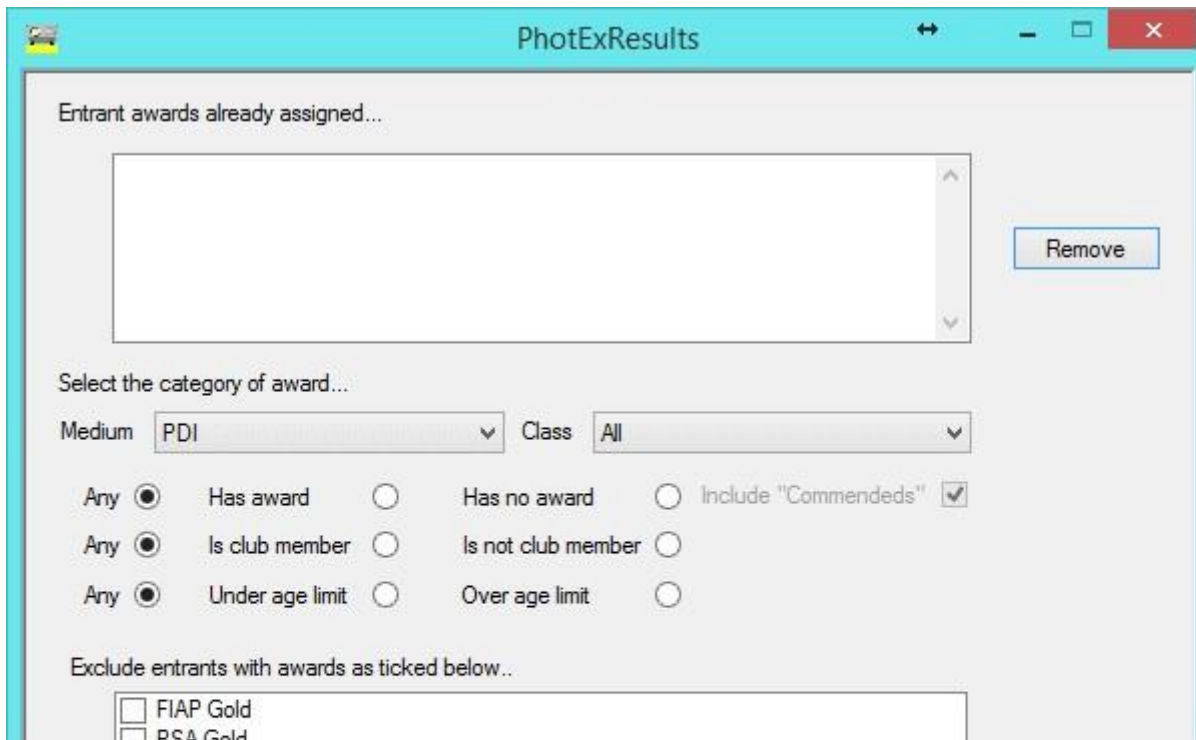
If you have already assigned entrant awards they will be shown at the top and can be removed with the "Remove" button.

If you wish you can exclude certain entries and entrants from the calculation of the award. Click "Select" when you have made any exclusions.
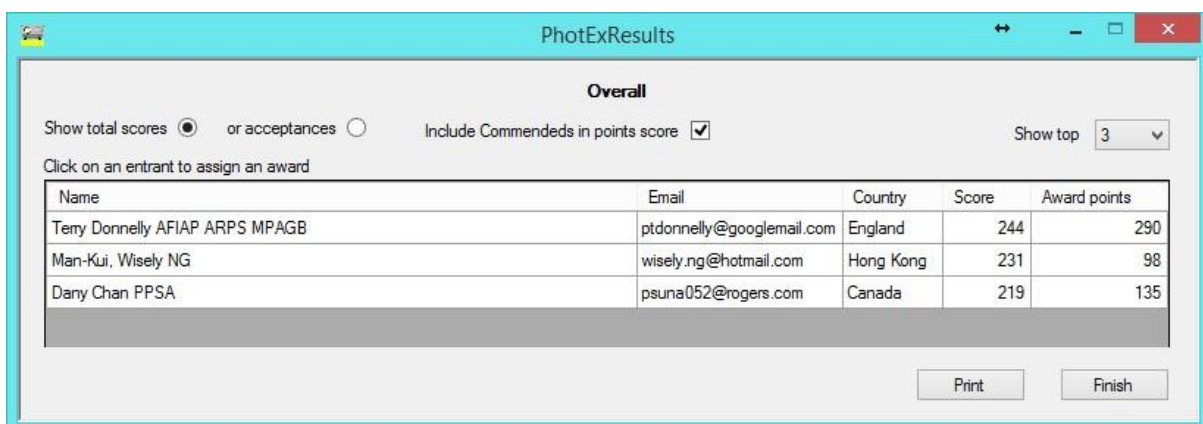


Select whether you want total scores (as awarded by the judges and modified in the Finalisation process), or the number of acceptances. You will be shown the total score and total award points for

the number of entrants you select. Award points are the "Points value" you assign when you create an entry award in PhotExCreator.

Click on the winner of the award. You will be shown the awards they already gained and a drop down list of Entrant awards.
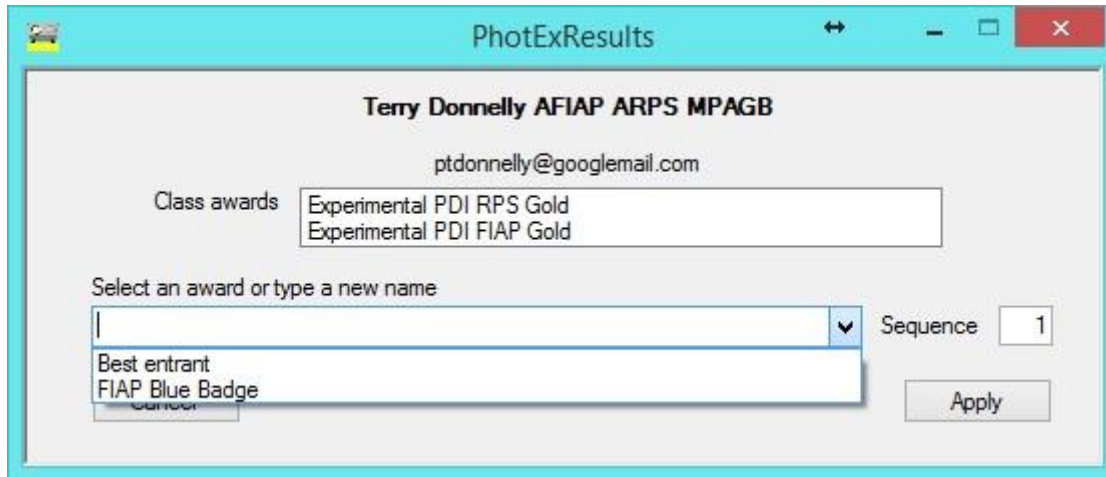


Select one, or type in the name of the award. Enter the sequence you would like the award to appear in the report card, the catalogue etc.

When you click "Apply", you will be asked if you want to export the entrant's accepted images into a new folder for use in creating the catalogue etc.

## Changing awards

Before you judge the exhibition you can change the wording of awards using PhotExCreator/Update the exhibition/Awards summary, but once the awards have been assigned, changing them with this program has no effect of the reports etc..

In order to change (or review) the award assignments you have made, use PhotExPresenter/Edit awards. This shows, for each class, the awards you have assigned, their sequence in the reports and the entrant to which they have been assigned.

You can change the wording of an award and/or the sequence number; clearing the award name removes the award from the entrant and makes it available for reassignment. However, you can't add awards here – if you want to assign an award to a different person, use PhotExPresenter/Judge the exhibition/Assign awards (using the lightbox, for example) to remove it from one entrant and assign it to another.

## Sending "Report cards"

PhotEx will send emails or letters to all entrants informing them of their results. You can use the standard format, or decide the wording you want to use. To use your own wording, click "Edit results email/letter text". You can then choose to produce one report card format that will be sent to all entrants, or you can have separate ones for award winners, none award winners, and entrants with

no acceptances. You might wish to do this if you are inviting medal winners to an award ceremony, for example.

To see what a report card would look like you should click "Send or view results", select "Review/send individual result" and click "Results". This will show a list of entrants - click on one to see their report card. Note that entrants marked with an asterisk have an award, and those with an exclamation mark have no acceptances.

You can send a report card to yourself if you want to check that the email system is working correctly. Select an entrant and change the email address to your own. Click "Send email" and when it asks whether to change the email address reply "No".

You can set the parameters for letters with the PhotEx settings/PhotExResults settings tab. If you use window envelopes, the result card can be folded so that the address is visible - otherwise you can use the "Labels" button to produce mailing labels.

To send the emails and print letters, select "Send an email or print a letter to each" and click "Results". You should check your email log to make sure that the emails have been sent. If you need to restart, note the last ID that were successfully sent and type it into the "Restart after entrant ID" box before clicking "Results". If any emails bounce, you can use "Review/send individual result" and try to correct the address, or print an individual letter.

## Preparing a print exhibition

PhotEx will produce banners go across the corners of exhibited prints. You can decide whether you wish to show the class and/or the entrant's country on the banners with the PhotEx settings/PhotExResults settings tab.

To produce the banners you can use the "Entry lists" button in PhotExPresenter or PhotExResults and select "Banners"

## Preparing data for the catalogue

If your computer has Microsoft Word available, the "Catalogue data" button will be available. Clicking this allows you to select the sequence of the output and then to create a list of award winners and awards plus a list of entrants and their entries in .doc or.docx format. This is usually produced for each section by country.

If you do not have word on your computer, or need the output in a different format, then you can use the "Entry list" button to print or export the catalogue data in tab- or comma-delimited files. As when scoring, you can use the buttons on the left hand side preset the options in the main body of page.

To provide images for the catalogue, use the "Images/gallery" button and select entries with an award. Click "Export images..." and choose a size and format for the files suitable for reproduction in the catalogue. Choose a structure for the file name that will identify each image to the person designing catalogue.

## Preparing data for the web

You can produce a simple table of results in HTML format using the HTML list button. If however you wish to make a gallery of accepted images, use the "Images/gallery" button.

"Create list of entrants and a gallery of images for your website" will produce a complete gallery, ready to be uploaded. Each section has an index page with award winners followed by accepted entries. Each PDI entry has a thumbnail that links to a full page version of the image in a gallery which can be viewed using standard browsers.

If you prefer to make your own HTML structure, you can use the "Export images..." button to export the images with the file names and sizes you require.

## Preparing data for a CD

As with the web, you can use the "Export images..." button to export the images with the file names and sizes you require. Alternatively, you can use the"make a folder of images and use pictures to exceed and similar programs" button to produce versions of the image files that contain captions showing the entrant, award and title.

When creating the images for publication on the web or on CD, you can include a watermark copyright notice to help reduce theft.

## Other reports and lists

If you have Prints in your exhibition, PhotExResults will produce package disposal lists (including packing lists and address labels).
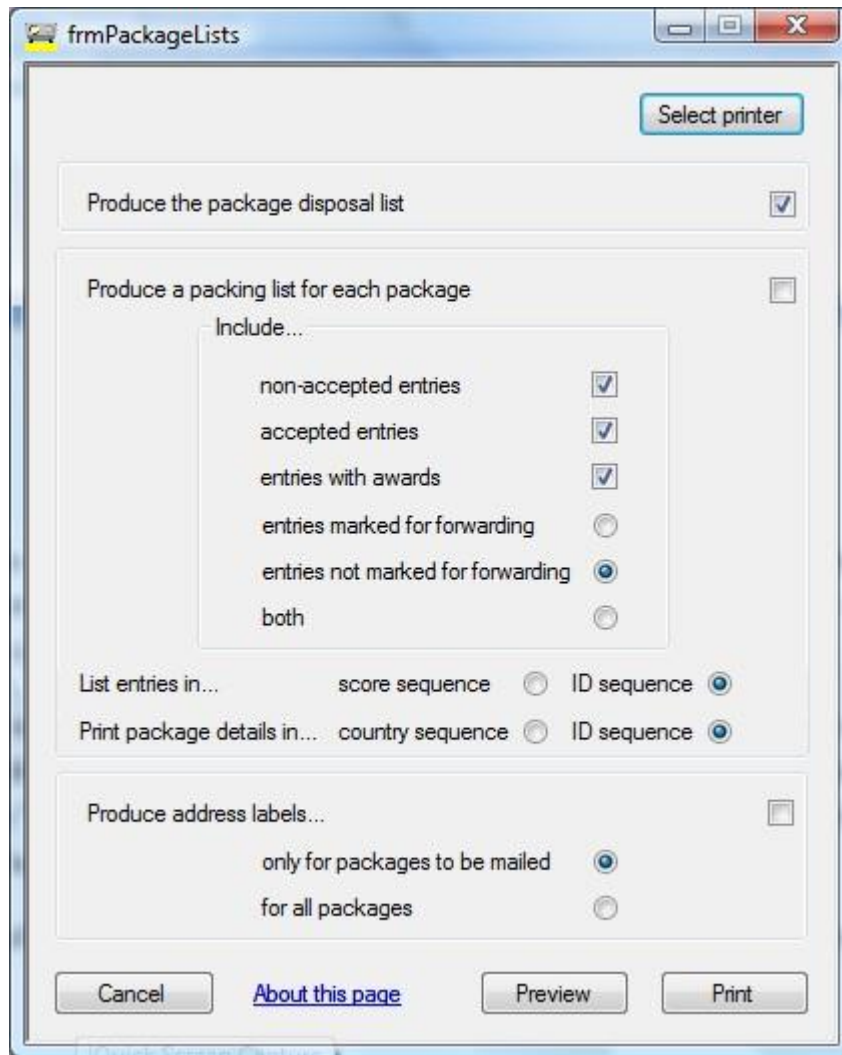
The "Other reports and lists" button offers a variety of reports that depend on the nature of your exhibition:



"Entrants expressing interest" are those entrants who have ticked the box on the final page of their web entry (typically saying they would like more information about your organisation).

## PSA and FIAP reports

if your exhibition is accredited by PSA or FIAP they will send you one or more Excel spreadsheets to complete. If you have Excel on your system, PhotExResults can complete these for you. If not, you can use the .csv- or tab-delimited files that PhotEx produces to complete the forms on another system or using another program.

When you click "PSA + FIAP reports" in "Other reports and lists" you will be asked to locate or create a folder for the results. You will then see...



Some of the fields are pre-filled with information from your exhibition specification, but you can modify this if you require. The FIAP "Best Author" is the Blue Badge winner – the entrant with the most acceptances. If there is more than one candidate, you will be asked to select the correct one.

You need to complete the central section for each Medium/class. You should add all your judges to the list, and select only those that are relevant to the current section.

When you click "Create", the report is produced and the program moves to the next section (shown in red).

Please note that these forms are very complex and contain some calculated fields. You may need more than one attempt to complete them correctly. (The information about the judges etc. is only retained for the duration of your current PhotExResults session).

PhotEx attempt to make the adjustments to names, titles and country names required by each of the organisations, but they may change the form layout or their requirements without informing PhotoCompSoftware. Please contact us if the resulting forms do not appear to be correct, but PhotoCompSoftware Limited can accept no responsibility for incorrectly submitted forms.

# Printing mailing labels for entrants and packages

When you click "Labels" in PhotExResultsyou will see the following page.



Set the number of rows and columns of the label stationery you are using, and measure the distance in centimetres from the edge of the paper to the top and side of the first label.

If you have a partially-used page of labels, you can click on the starting label position.

When you click "Print" or "Preview" the addresses are checked to see if they only contain a single line. You will be shown those that do…



*(example shown after splitting)*

You can then edit the address line to separate it into up to 5 lines (note the country will be added automatically). The font size will be adjusted for each label when they are printed to ensure the lines fit, but long lines that exceed the label size in 6 point will be truncated.

Clicking "Apply" or "Cancel" will show you the next one-line address. If you don't want to see any more, click "Ignore all".

24/05/2012 10:24

The changes you make will be saved, so you can review the addresses with "Preview" before printing them.

Note you can also check and correct all addresses with the "Edit addresses" button on the main page of PhotExResults. You have the option of seeing Package addresses or Entrant addresses and can select all or only those with a single line.

# Appendix

## Entrant and Package labels

"Label specifications" in PhotExCreator lets design your labels for prints and packages using the following data …

### Print label

| | |
|---|---|
| Exhibition | The name of the Exhibition |
| Organisation | Your organisation |
| Year | The year (from the judging date) |
| Logo | Your organisation's logo |
| Class | The class name |
| Print number 1111 | |
| Round 2 | |
| Title | The print's title |
| Disposal D | **P**ack and post, **F**orward, **H**old, **D**estroy |
| Entrant name | |
| Entrant ID 3333 | |
| Package 4444 | |
| Line | A horizontal line |
| Score Box | A box in which to write the score |

### Package label

| | |
|---|---|
| Exhibition | The name of the Exhibition |
| Organisation | Your organisation |
| Year | The year (from the judging date) |
| Logo | Your organisation's logo |
| Package number 111 | |
| Owner | The package owner's full name with honours |
| Packet literal Packet | The word "Packet" |
| Packet number 4/5 | |
| Entries O943-946 N598-602 | The entry numbers of prints in the package, shown as the first letter of the class followed by the ranges of entry IDs in the package in that class |

| Entry count 22P-3F-1H-1D | The number of prints in the package to **P**ack and post, **F**orward, **H**old, **D**estroy |
|---|---|
| Entrants IDs:20-21,35,80-83 | The ID numbers of the entrants in the package, shown as ranges |
| Line | A horizontal line |

### Return address

| Address | 5-line name and address: Package owner's name with honours, their address plus the country if it is not your own country. |
|---|---|
| Return address | The "Address for prints" from your exhibition specification, in one line |
| Package ID 9999:4/5 | The package number, and packet number (if any) |
| Line | A horizontal line |