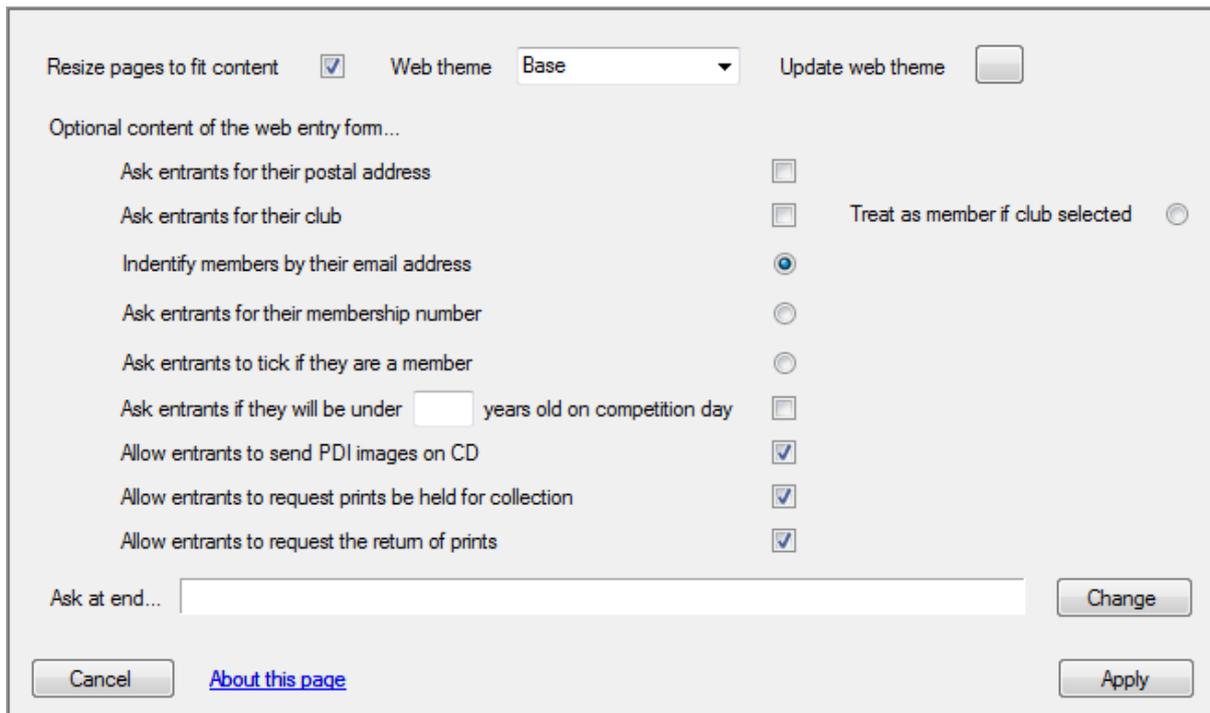


## Using the web entry facility

### Step 1 – Uploading your competition(s)

Use PhotoCompCreator and create your competition specification in the usual way.

Click “Update competition data” and then click “Set parameters for entries via the web”



The screenshot shows a dialog box titled "Set parameters for entries via the web". At the top, there are three controls: "Resize pages to fit content" with a checked checkbox, "Web theme" set to "Base" in a dropdown menu, and "Update web theme" with an unchecked checkbox. Below this is the section "Optional content of the web entry fom...". It contains several options, each with a checkbox or radio button: "Ask entrants for their postal address" (unchecked), "Ask entrants for their club" (unchecked), "Identify members by their email address" (selected with a radio button), "Ask entrants for their membership number" (unchecked), "Ask entrants to tick if they are a member" (unchecked), "Ask entrants if they will be under [ ] years old on competition day" (unchecked), "Allow entrants to send PDI images on CD" (checked), "Allow entrants to request prints be held for collection" (checked), and "Allow entrants to request the return of prints" (checked). To the right of these options is a radio button labeled "Treat as member if club selected". At the bottom left, there is a text field labeled "Ask at end..." and a "Change" button. At the very bottom, there are "Cancel", "About this page" (a link), and "Apply" buttons.

If you are running an interclub competition, you should tick “Ask entrants for their club”. If your competition is for members only, click one of the membership buttons (contact [support@photocompsoftware.com](mailto:support@photocompsoftware.com) for help in setting up a list of members or membership numbers)

Click “Update FTP settings” and make the server address, user name etc. look like this...

If you click “Test”, you should see “FTP OK” appear beside the button and your browser should start showing an error message.

Use “Browse” to create a folder for the download backup files. Ideally this should be on a different drive from the drive used to hold the competition data.

If you want the entrants to receive an acknowledgement when their entries are downloaded, first check you have set up your email account information with then “Email settings” tab. Then tick “Send email acknowledgements”.

“Show home country first” and “Show UK as regions” and control the format of the drop-down list of countries that is visible only if you are asking entrants for their postal address

Click “Apply” again to return to the PhotoCompCreator main page

Click “Publish to Web” You will see a screen that looks like this...

Click “Browse” to locate your web logo – this should be a jpeg, .png or .gif file no higher than 100 pixels

You can click the Show TESTING box to put a message on the first page an entrant sees when using the web entry form saying that their entry will not be included in the competition – just in case someone tries to enter while you are testing. Remember to untick this and “Upload” again before the start date.

Set the competition start date and make sure that “Upload the competition specification” is ticked

Click “Upload”

You can upload several competitions if you wish. Entrants will only see those that are “active” – that is, competitions whose entries start on or before today and whose entries end after today.

## Step 2 – Testing

Visit [www.photocompentries.net/admin.aspx?org=your club user name](http://www.photocompentries.net/admin.aspx?org=your club user name). Enter your name. Your password is the club FTP password.

Select the competition and adjust the “Entries open” date to today. Also tick the TESTING box. This puts a warning on the web entry page in case someone tries to make a real entry while you are testing.

Click “Apply”

Visit [www.photocompentries.net?org=your club user name](http://www.photocompentries.net?org=your club user name) and make some test entries. You can download them as shown below. When you have finished testing, go to PhotoCompCreator / PhotoComp Settings and click the “Folders” tab.

Click “Reset the competition”. This removes all entries from your computer and the web for this competition. If you just want to remove entries from the web, go to [www.photocompentries.net/admin.aspx?org=XXXX](http://www.photocompentries.net/admin.aspx?org=XXXX). Enter your name and your password, select the competition and then click “Delete entrants.”

When you have completed testing, revisit [www.photocompentries.net/admin.aspx?org=your club user name](http://www.photocompentries.net/admin.aspx?org=your club user name) to reset the “Entries open” date and untick “TESTING”

## Step 3 – Downloading entries

If you want the entrants to receive an acknowledgement when their entries are downloaded, first check you have set up your email account information with “PhotoComp settings” and “Send email acknowledgements” is ticked in the “Web settings” tab.

To download, click “Download web entries”

## Step 4 - Publishing the entry URL

Place a link on your own website saying something like “click [here](#) to enter”, where the target of the link is

[www.photocompentries.net?org=your club user name](http://www.photocompentries.net?org=your club user name)

Please do not make this URL obvious, as it may be necessary to change it at a later date.