

Web administration facilities

You can access your competition/exhibition data on the PhotoCompEntries.net site with a browser using the URL

PhotoCompEntries.net/admin.aspx?org=*your organisation ID*

Enter any name and your organisation's web password.

You will see a list of currently active competitions on the left. Each shows

- Number of entrants in total
- The number of PDI entries and the number of Print entries in total (as appropriate)
- The number of entrants ready to be downloaded
- The number of people who have visited the site and provided their email address but have not made an entry
- If the competition is being reviewed, the number of images waiting to be reviewed by each reviewer

At the top is a button labelled "Suspend entries". If clicked, the text changes to "Resume entries" and new visitors to the site will see a message saying "We cannot handle any more entries at the moment – please try again later" instead of the normal entry page until you click "Resume" or the web site is restarted.

There is a list of all the competitions on the web for your organisation in a table in the middle. Click on "Select" to view the information about this competition.

At the top there is a collection of buttons...

- Delete the competition : removes the competition, entrants and images from the web
- Clear the competition entries : removes the entrants from the web
- Delete the image files : removes images from the web
- *Refresh the competition spec : reloads the .pcss data after it has been uploaded via FTP
- *Reload Entrants : reloads the entrants.xml data after it has been uploaded via FTP
- Reset download : causes *all* the entries and their images to be downloaded in the next download

Note that the buttons marked with an * are for the use of PhotoCompSoftware Support.

Below the buttons there is a block of dates. You can change these by overtyping a date in the English format of day/month/year. You can also change the Testing status. (You need to click "Apply" to make the changes effective)

You can email a summary of entrants:

- Add details of the recipients with the Add a recipient button. This will ask for an email address, the frequency with which the report should be sent (daily, or on a specific day or the week) and whether a report of PayPal receipts should be included.
- The tick box determines whether a full summary is emailed each time, or just data for the new entrants.

If you have used PCS_Review to upload data for a review, you will see a button labelled "Review status". Click this to see the progress of the review for each of the reviewers.

At the bottom of the page is a search box. Enter information about an entrant and click search and you will see a list of entrants who match the criterion. For example, if you type "Smith" you will see all entrants named Smith, Smithson, Smithers and so on.

Select the entry of interest from the list and you will be taken to their entry.