

# SRPS COMPETITION ENTRY INSTRUCTIONS

2012, v1

**SRPS competition digital and print entries are made by logging onto this web site:**

<http://srps.photoclubservices.com>

and uploading your entries through it. You should have received login instructions and a temporary password by e-mail. When you are logged in you may either keep that temporary password or change it to one of your choice. You can check a box for the system to remember your password and you will not have to log in again. But you should keep a copy of your password in case something changes in the system or your computer and you need to log in manually again.

The online entry system is not customized for our club and will permit you to enter more images in each category than our club rules allow. (Check the Competition Rules document for the number of entries allowed.) If you enter more than the allowed number of images you may abdicate control over which ones will be shown.

Images should be prepared in accordance with the guidelines in the document “Preparing Images for Competition” which is downloadable as a PDF from the club web site.

**The deadline for entering images will be e-mailed in advance of each competition and will be on the Calendar page of the club web site.**

The interface for the entry system changes from time to time, so these instructions may be superseded.

**The input process is as follows:**

1. Click the **Login box** in the upper right. Fill in the user name (your e-mail address) and password that was sent to you previously. Click the Remember me... checkbox for future access without having to type your password each time. Then click the Login button.

**Santa Rosa Photographic Society**

Home | Club | Competitions | My Account | Help

**Login to Santa Rosa Photographic Society**

Login Name

Password

Remember me and login automatically when I return

Login

2. Click **Competitions** in the top bar.
3. Click **Submit Images to a Competition** in the drop down window (or other choices if appropriate).
4. Choose General, Nature or Creative by clicking the appropriate Select button.
5. Enter the FILE name of your image and browse to its location on your computer with the Select button.
6. In the Image Type box, specify whether your image is Digital or Print. **A print entry must be accompanied by a “reference” digital file that is the same size as a regular digital entry, and of sufficient quality to comply with the normal review process.**
7. Enter you desired title. **DO NOT** add “.jpg” to the title. Just type the name (title) you want to assign to the image: i.e. Sonoma Coast at Sunset. **Please limit your title to approximately 30 characters.**
8. You may ignore the sections Owner Image ID and Wildlife. They are not used by SRPS.
9. Click Add this Image.
10. A screen will appear and show you your image that has been entered.
11. To enter your second image, repeat this process starting at step 3. Your second image may be uploaded into the same category or a different category.
12. When you have entered your second image, the input process has been completed. Verify that your images appear as thumbnails, which indicates that they are entered in the competition of the correct date.

13. You may now exit the web site. You don't need to log out – if you do so, you will have to log in the next time you visit. You may return to the system any time before the entry deadline to make changes to your entries such as deleting them and replacing them with others, changing a title, etc.

If you are unable to enter your images or have any questions about the process, you may contact Steve Lowry, Kevin O'Connor or Dick Weston. See the club roster for their contact information.