



## INTRODUCTION

Because of coronavirus, we have had to cancel all of our normal competitions as we will be unable to meet at the school and use our projector and print stands.

Instead, we will hold a series of so-called “local” digital competitions with the first two being held on 22<sup>nd</sup> October 2020 and 19<sup>th</sup> November 2020. There may also be an inter-club competition with Orpington on 3<sup>rd</sup> December 2020.

You can enter two images into the October and November competitions using PhotoEntry (see later). **ANY** image may be used provided it has not previously been used in any club competition – and that includes the lockdown and Tondig competitions.

All images entered into “local competitions” may subsequently be used – modified or unmodified – in official club competitions when they resume. We would encourage you to “think outside the box” and consider submitting images that you might think twice about entering into official competitions.

The images will be judged via Zoom. The meeting will start at 7.45 and the judging will start at 8.00 with a short comfort break half-way through.

On the day after the competition, you will be able to see the images and marks on the PhotoEntry website. Images and results for all competitions from 2013/2014 to 2019/2020 are available in the Members’ area of the website.

The deadline for submitting entries to the first two competitions will be midnight on 15<sup>th</sup> October and 12<sup>th</sup> November, respectively.

There is no need to resize images. PhotoEntry will be configured to automatically resize images to match the judges’ monitors. We would hope judges would use calibrated monitors but there is no guarantee that images will look the same on two separately calibrated monitors. Note that PhotoEntry will reject any image which is larger than 10MB so you may need to resize it or save it at a lower jpeg quality to reduce the size.

Most people have found PhotoEntry to be straightforward to use and experienced no problems. Although there is a full guide to PhotoEntry later, if you’re still uncomfortable with PhotoEntry then please contact Philip Smithies or Pam Sherren who will be happy to provide one-to-one tuition over the phone.

If you don’t already have a PhotoEntry account but wish to enter competitions, you need to contact one of the PhotoEntry Administrators (currently Philip Smithies [philip.smithies@hotmail.co.uk](mailto:philip.smithies@hotmail.co.uk) or Pam Sherren [psherren@zoho.com](mailto:psherren@zoho.com)) who will send you log-in details.

You **MUST** read the separate “PhotoEntry User Guide” (Appendix 1) to understand fully how it works. When using PhotoEntry, please note that file names are limited by the software to FIFTY characters including spaces and that you cannot use characters which are forbidden in Windows file names i.e. \ / : \* ? “ ” < > and |. Images must be no larger than 10 MB. Images which don’t satisfy these criteria will be automatically rejected.

## GENERAL RULES

You should be able to save your own copy of these rules. If not, email [philip.smithies@hotmail.co.uk](mailto:philip.smithies@hotmail.co.uk) who will send you a copy. The rules can be accessed on the footer of the club website.

1. Only honorary and paid-up members of the club can enter competitions.
2. All images submitted for competitions must have been taken by you on film or with a digital camera i.e. they must originate from a photographic process and not from computer-generated graphics. Digital manipulation is absolutely fine – provided it’s been done by you. You must be able to claim the copyright for any image submitted.
3. Images may be colour, monochrome, infra-red or (for example) sepia (or any combination of these).
4. Images must not have been entered into previous Tonbridge Camera Club competitions – and that includes the Lockdown and Tondig competitions. If you enter an image which is so similar to one previously submitted by you as to be almost indistinguishable from it, it will be disallowed.
5. Images submitted for competitions will be deemed to be available for use on the club website and/or PhotoEntry galleries and/or external competitions and/or the Annual Reports and/or internal AVs unless otherwise stated in writing/by email to the PhotoEntry coordinator. Any such restriction should be notified at the time that the image is first entered for an internal competition.

6. Closing dates are normally the Thursday before the competition.
7. On competition evenings, a slide-show of all the entries will be shown. Each image will then be shown separately and the judge will then make his/her comments. Only when the mark out of 20 is awarded will the photographer's name be revealed. Judges often hold their favourite images back for marking at the end.
8. To ensure smooth running of competitions, the Committee reserves the right to make minor changes to these rules at any time, but will ensure that everyone is advised.
9. The Committee's decision will be final regarding all matters relating to the interpretation of these rules.
10. Entrants are deemed to have read and accepted the rules and conditions in this document.

## **APPENDIX 1 –GUIDELINES ON PREPARING IMAGES**

- **Submitting images**
- **EXIF data**
- **Setting colour space (optional)**
- **Naming images**
- **Resizing images (optional)**
- **Borders/strokes**
- **Changing background colour**
- **Spell-check**
- **Judging advice**

**IMPORTANT: MAKE A COPY OF THE IMAGE YOU INTEND TO USE.** When you have resized, saved and closed the image, the process cannot be reversed. Always work on a copy of the image.

### **SUBMITTING IMAGES**

On-line using PhotoEntry. See “PhotoEntry User Guide” which has been modified since it was first issued (Appendix 2).

### **EXIF DATA**

PhotoEntry does not remove EXIF data except when it creates thumbnails and Viewing Galleries. As it is too time-consuming for us to remove EXIF data, you may therefore prefer to remove it yourself before you upload your images although the overwhelming majority of entrants don't bother and there is no necessity to do so. Once EXIF data is removed, it cannot be restored. The club website automatically removes EXIF data.

### **SETTING THE COLOUR SPACE (optional)**

When official competitions resume, we will issue advice about setting the colour space (sRGB or Adobe RGB). For the purposes of these competitions, we suggest you leave images at their original settings.

Note: PhotoEntry will “warn” you if the Colour Space is not sRGB. Unfortunately, it cannot yet be configured to remove this warning. We therefore suggested that you simply ignore it.

### **NAMING IMAGES**

- The title must be in upper-case although PhotoEntry automatically corrects any in lower-case or mixed-case.
- The title must NOT contain the word “by”.
- The title must NOT include your name.
- PhotoEntry will reject any titles which contain characters forbidden in Windows filenames (i.e. \ / : \* ? ” < > | ).
- Don't add (for example) 1 of 2 or 2 of 2 to the title. You can easily order your images in PhotoEntry
- Only JPEGs are accepted and therefore the extension must be .jpg/.jpeg or .JPG/.JPEG. Consult your computer's “Help” section if you can't see the extension in any of your folders (enter “view extension” in the search box).

### **RESIZING IMAGES**

When official competitions resume, we will issue advice about how to resize images. For the purpose of these competitions, PhotoEntry will be configured to match the resolution of the judges' monitors and we suggest that you don't resize your images. That said, we suggest the minimum size of your images should be 1920 x 1080.

### **BORDERS / STROKES**

If you wish to add a border (stroke, as Photoshop calls it), consult your software guides or go on-line for further information.

### **BACKGROUND COLOUR**

Please DON'T add black backgrounds by extending the canvas size: there is no need to do so and it subsequently involves extra work for the competition secretaries, exhibition organisers and webmasters.

## **SPELL-CHECK**

Before submitting your image, consider using a spell-check on the title to eliminate typos. You can see for yourself in the competition results on the website numerous examples of spelling mistakes – although we do try to correct them – and judges often draw attention to them.

**JUDGING** This article by Roger Wates on the subject of judging (How to reduce judges' criticisms) is available on the website in the Members' Area: [https://docs.wixstatic.com/ugd/946144\\_ad19d9fc6f4d4887bba52268de1cc496.pdf](https://docs.wixstatic.com/ugd/946144_ad19d9fc6f4d4887bba52268de1cc496.pdf)

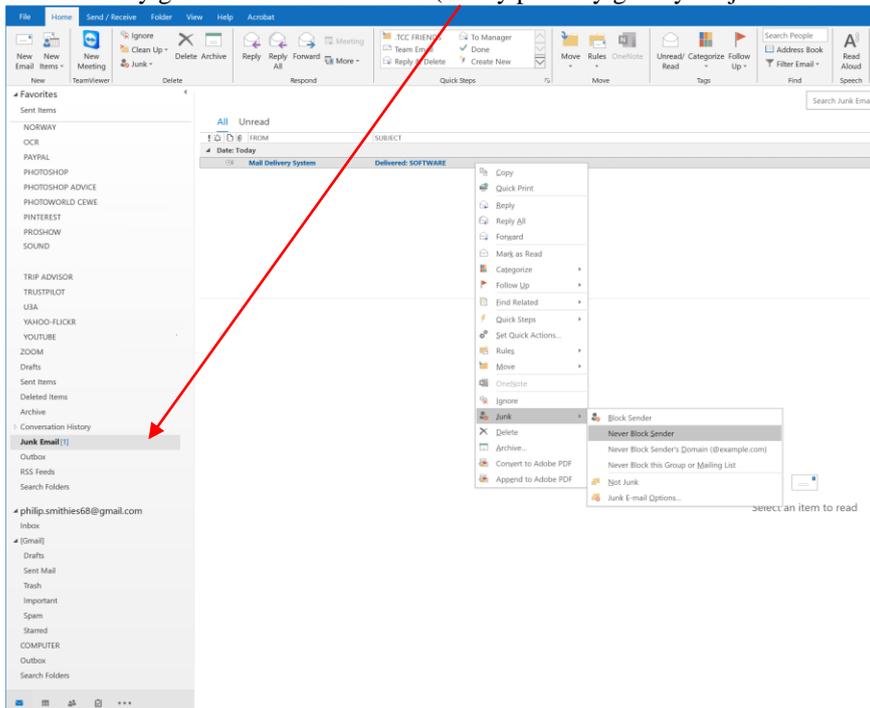
This is link to a lengthy but interesting collection of articles about judging:

[http://www.pagbnews.co.uk/sites/default/files/newsletters/en105271213\\_JudgingSpecial.pdf](http://www.pagbnews.co.uk/sites/default/files/newsletters/en105271213_JudgingSpecial.pdf)

Appendix 2 – the PhotoEntry User Guide – begins on the next page.

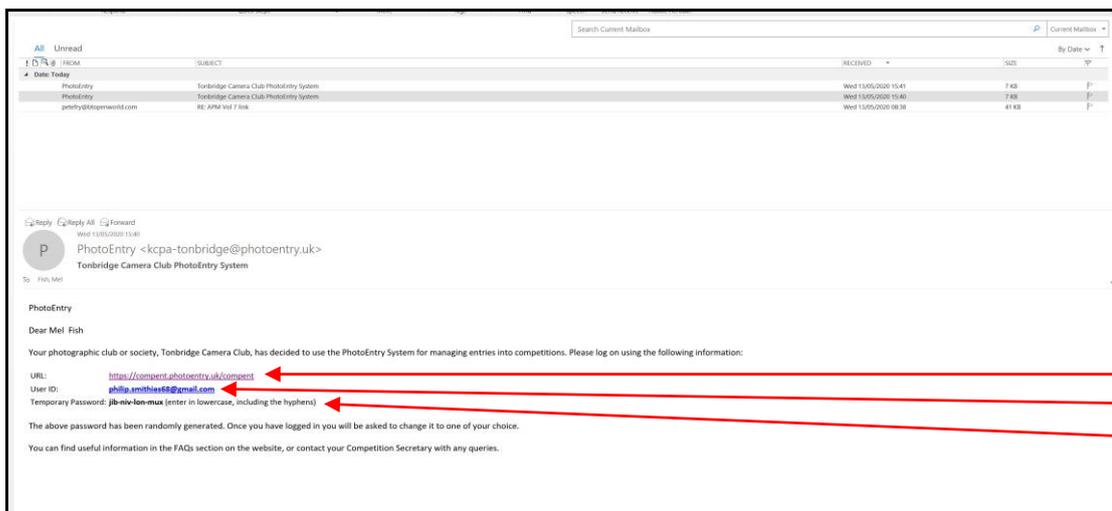
## APPENDIX 2 – PHOTOENTRY USER GUIDE

When you email the PhotoEntry Administrators (currently [philip.smithies@hotmail.co.uk](mailto:philip.smithies@hotmail.co.uk) and [psherren@zoho.com](mailto:psherren@zoho.com)) to advise them that you wish to enter competitions, your name and email address will be entered into PhotoEntry and you will receive an automatically generated standard email (it may possibly go to your junk mail so check there).



- Fig 00**
- To stop important messages going to junk:
- 1 right-click on the message
  - 2 in the menu that appears, left-click “Junk” and select the most appropriate option (usually “Not Junk” or “Never block sender”).
  - 3 This usually works for future occasions – but not always. Periodically check your junk emails.
  - 4 Move the email to the normal in-box.

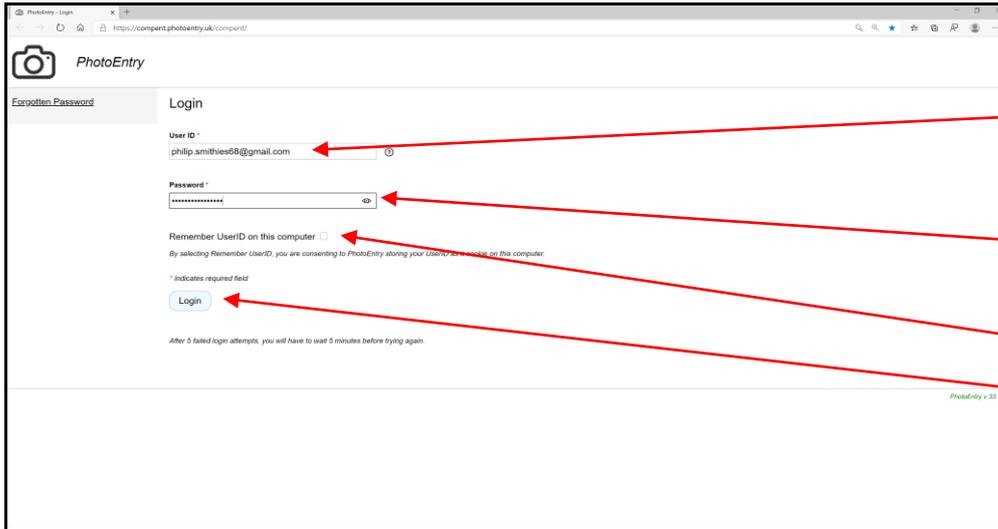
NOTE: Fig 00 is a Microsoft Outlook screenshot. Your screenshot may not look the same and may have different options for handling junk emails.



URL  
User ID  
Temporary password

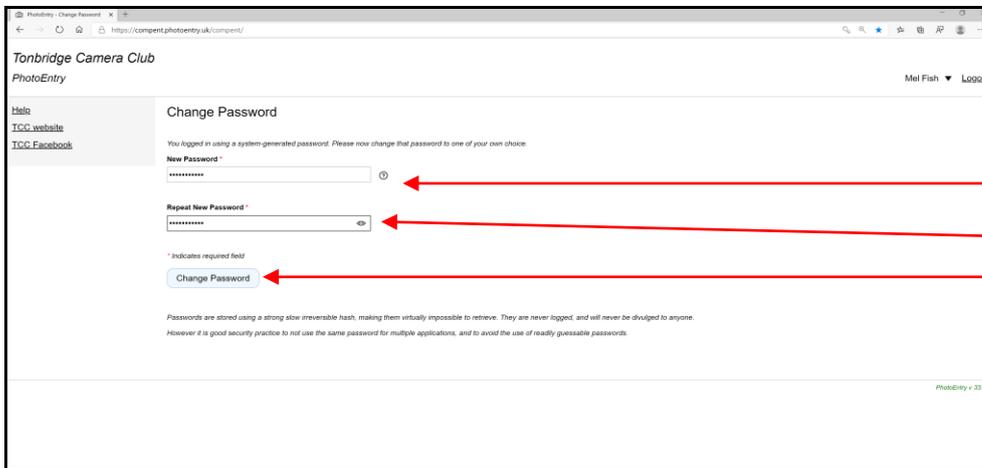
**Fig 01.**

In the email addressed to you (possibly with your surname first depending on how the software is configured), you’ll see a link (URL) to the PhotoEntry site, a User ID (which will be your email address) and a temporary password. Click on the URL link.



- 1 On the web-page that appears, the User ID will already be there. DON'T CHANGE IT
- 2 Enter the password that was in the email in Fig 01. You can copy and paste it from the email.
- 3 Tick "Remember User ID on this computer"
- 4 Click "Login"

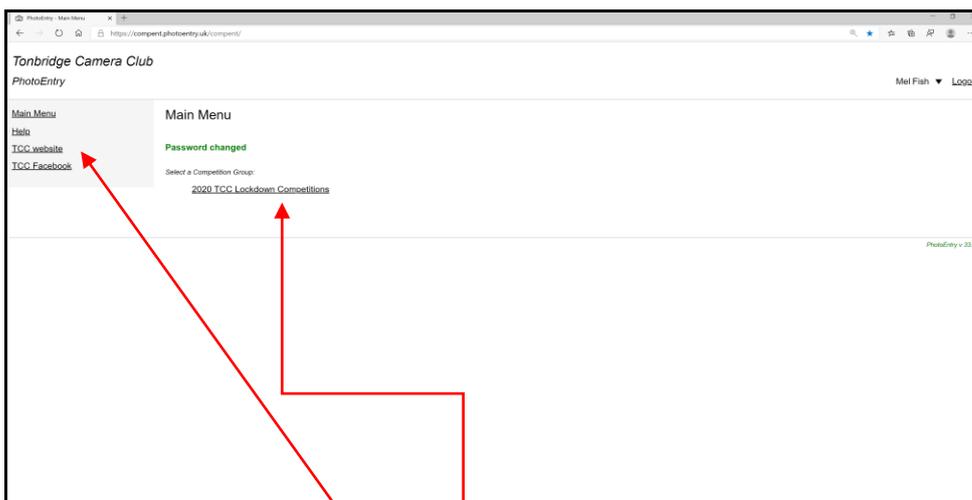
**Fig 02**



- 1 Enter a NEW password of your choice
- 2 Re-enter the password
- 3 Click "Change Password"

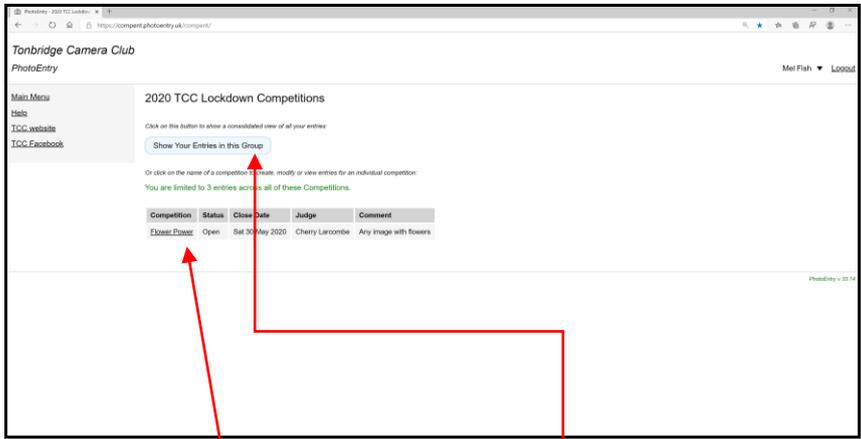
You may be offered the choice of allowing your machine to remember your password.

**Fig 03** (this will only appear the **first** time you use the software)



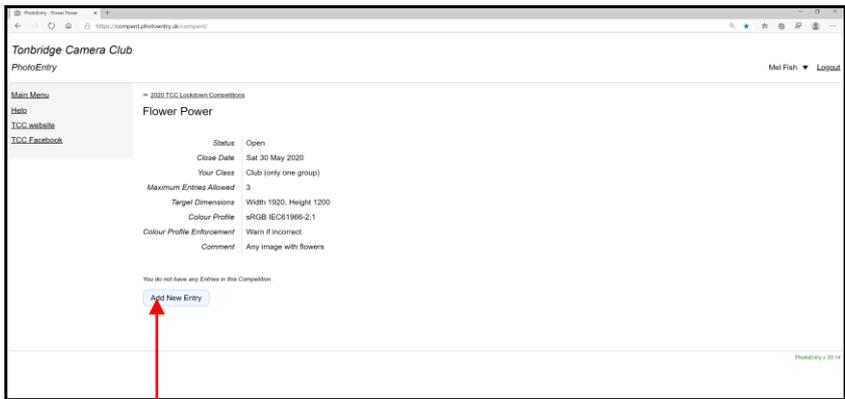
**Fig 04**

On the left are a number of links including the club's website and Facebook page as well as a "Help" guide. Navigate to the correct competition (more will be added throughout the season) and click. Consider adding the URL to your "Favourites": <https://compent.photoentry.uk/compent/>



**Fig 05**

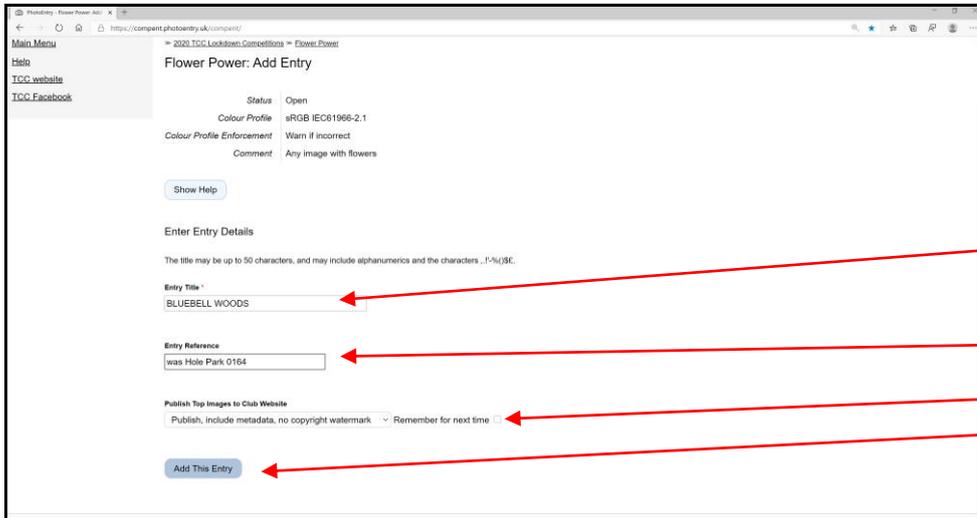
- 1 Click on the name of the competition. You will only be able to enter the competition if the Status is “Open”.
- 2 When you revisit the page, you can see/modify your entries here



**Fig 06**

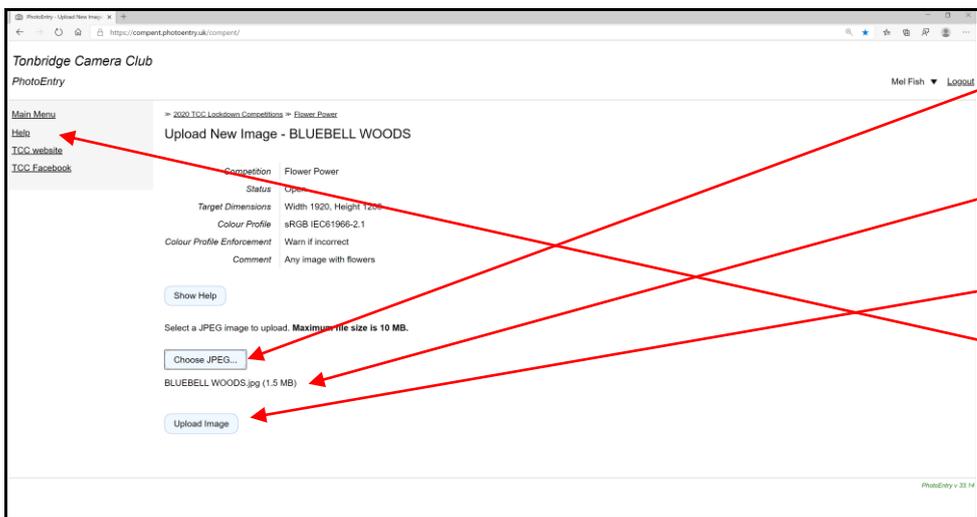
A screen with information about the competition appears.  
Click on “Add New Entry”

Continued on the next page.



**Fig 07**

- 1 Enter the title – UPPER CASE ONLY. The software automatically corrects titles in lower or mixed case. **DON'T** include your name or the word BY.
  - 2 If you want to make brief notes to remind you of something, do so here.
  - 3 Further non-relevant options.
  - 4 Click “Add This Entry”.
- Note: the actual uploading of the image comes next

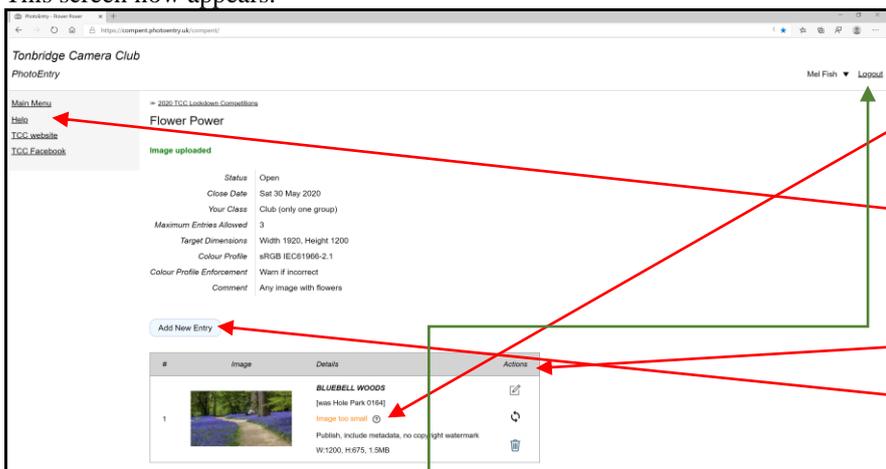


Note: PhotoEntry will “warn” you if the Colour Space is not sRGB. Unfortunately, it cannot yet be configured to remove this warning. It is therefore suggested that you simply ignore it.

**Fig 08**

- 1 Click “Choose JPEG”, navigate to the correct folder and image and click “Open”.
- 2 The name will appear below the “Choose JPEG...” box
- 3 Click “Upload Image”. The image will upload but this may take a few seconds (the status may appear at the bottom of your screen).
- 4 You will be warned of major errors. See Fig 09 or check “Help” for more advice.

This screen now appears.



**Fig 09**

- 1 You will be warned of any problems – in this case, the image was too small but the software had not been configured to automatically reject it.
- 2 If you don't understand an error message, check “Help” first before contacting the competition organiser.
- 3 You can investigate “Actions” here (e.g. deleting, renaming or replacing the image, rearranging the order, etc.)
- 4 You can add further images here up to the maximum allowed.

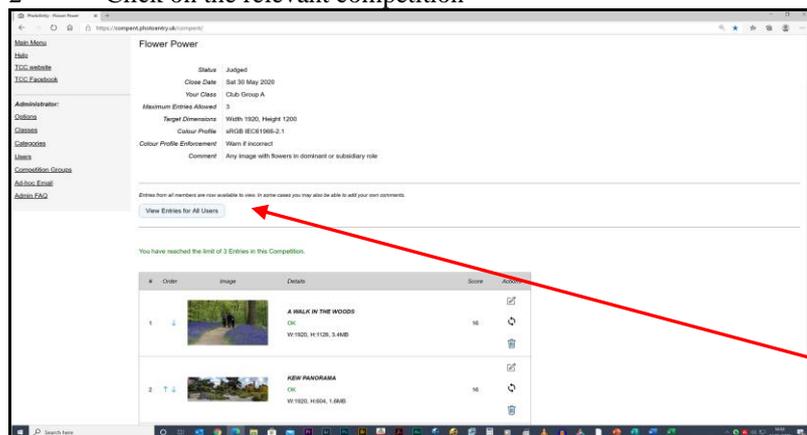
Finally, if you haven't already done so, add the URL to your favourites: <https://compent.photoentry.uk/compent/>  
Log Out when you've finished your session

## Viewing Competition Results

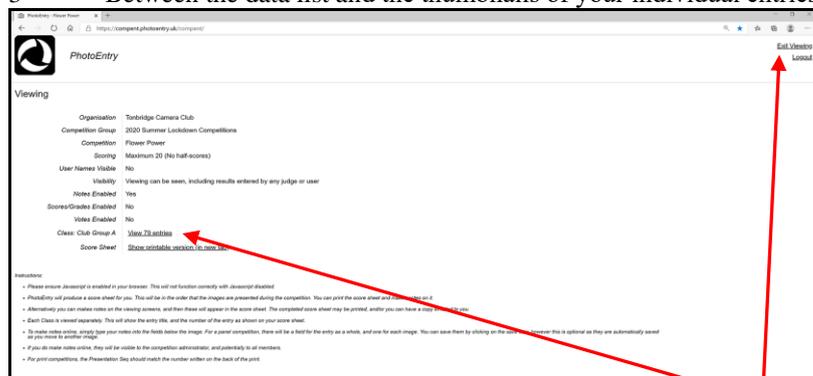
When the competition has been judged, you will be able to view the results and see everyone's entries in the "Image Gallery":

1 Log-in to PhotoEntry

2 Click on the relevant competition



3 Between the data list and the thumbnails of your individual entries you'll see "View Entries for All Users". Click on this.



4 By the words "Class: Club Group A", click on "View xxx entries". In this screenshot, xxx is 79.

5 The images will appear in random order (this is a deliberate policy by PhotoEntry's creator and currently cannot be altered). The marks and authors' names are in a box underneath labelled "Entry Notes" and/or by the title.

6 Use the arrow keys to navigate through the gallery.

7 Click on the image to view it full-screen. Click on the image again to return to the normal screen.

8 When you've finished, click "Exit Viewing" on the top right.