

How to enter your images into PhotoEntry

There are very good FAQ's available in the PhotoEntry FAQ Help.

BEFORE you start you will require your PhotoEntry Password

1. Open the Wycombe Photographic Society (WPS) Website
<http://www.wycombephotographicsociety.org.uk/>
2. In the menu on the left side of the WPS website screen look for and **click on Themed Assignments**
3. After clicking on Themed Assignments, you will have the Themed Assignments page open on your screen.
4. Click on **PhotoEntry**
5. You will now be in the PhotoEntry system
6. Enter your user name and password
7. Click on **Main Menu**
8. Click on **2022-2023 Themed Assignments and Critique**
9. Select the themed assignment you are entering
10. **Enter the title of your first image** that you wish to enter
 - a. **NOTE:** enter the title of the image only – **NOT the file name**.....
e.g. FISHING
 - b. The system will automatically capitalize the title so if you put Upper and lower case the title will appear in capitals.
11. **Select Add This Entry** at the bottom of the screen.... You may have to scroll down on some screens to see this.
12. You will then be asked to **Upload Image**
13. Once you have uploaded your first image, repeat the above process for your other images
14. THAT'S IT... you have entered your images into PhotoEntry