How to enter your images into the PhotoEntry system.

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

1. Make sure you have opened the email you recently received with your Log-in AND a system generated password and that you have changed the password to your own personal password.
   a. Everyone who enters competitions, except two people – both male, received the email from PhotoEntry.
      i. If you cannot see the email please check your Spam box.

2. Open the Wycombe Photographic Society Website   http://www.wycombephotographicsociety.org.uk/

3. In the menu on the left side of the WPS website screen look for and click on   **Competitions**

4. After clicking on Competitions, you will have the Competitions page open on your screen

   a. Click on   **Competition Entry**
   b. Read the notes regarding entering a competition
   c. After you have read the notes, particularly the notes on image size and colour profile, then,
   d. Select   **Projected Image League Round 1**   from the list of competitions after you have taken note of the closing date as this date is final.

5. You will now be in the new PhotoEntry competition management system,

6. Select   **Add New Entry**

7. Enter the title of your first image that you want the judge to see

   a. NOTE: enter the title of the image only – this is NOT the file name…
      e.g., FISHING.jpg – do **NOT** put any other information as you do with the current system… e.g.   FISHING by Albert Einstein D G…   **ONLY** the title
      i. You do **not** need to enter the "D" for PDI's or the fact that you are Gold, Silver or Bronze as this information is already held within your details and the type of competition is held within the details of the competition
      ii. The system will automatically capitalize the title so if you put Upper and lower case the title will appear in capitals.

8. Select   **Add This Entry**   at the bottom of the screen….   You may have to scroll down on some screens to see this.

9. You will then be asked to   **Upload Image**

10. Once you have uploaded your first image, repeat the above process for your second and third images.

11. **THAT'S IT**…   you have entered your three images in the new competition management system.