



ON-LINE COMPETITION SERVICES CLUB USER GUIDE

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INTRODUCTION

S4C provides online services to photographic clubs that are member of S4C. This guide provides an overview of how to obtain such online services. Since most of the online features are self-explanatory, this guide will be brief and just hit the highlights. It will be updated from time to time as new features and services are added.

This guide will cover the following topics:

- Accessing the S4C Competitions Portal
- Maintaining your Club Profile
- Maintaining your Club Roster
- Viewing already judged entered image records
- Entering the Interclub Competition
- Viewing YTD total scores and standings

S4C also provides on-line services to member clubs, including tools for entering the S4C Interclub Competition. These services are the subject of a separate user guide.

ACCESSING THE S4C COMPETITIONS PORTAL

All entrant services are accessed via the S4C Competitions Portal. This can be found directly at:

http://www.pcms-photo.org/s4c_entrants_homepage.html

You are encouraged to bookmark this link. It can also be indirectly accessed via the main S4C website at:

www.s4c-photo.org

This page not only contains links to online entrant and club services but also to other useful and pertinent information, including to the S4C Competitions Handbook. Entrants to S4C competitions, including InterClub competitions, are encouraged to download this Handbook and use it in combination with this user guide.

To access all club services from the Portal, click on the first link, **Enter S4C Competitions**; or the second link, **View/Update Club of Member Records**. This will take you to the LogIn page.

The LogIn page has three functions (buttons): Entrant LogIn, Club LogIn, and Apply for UEN. **Click on the Club LogIn button.**

Important Note: once past the Portal, clubs will be automatically logged off after 15 minutes with no activity!

LOGGING IN

Click the Club LogIn button. This will connect you to a page where you must select your club and password (the passwords have been separately provided to club presidents). After completing these fields, click the LOGIN button to access the your private Home Page.

Please note that here and throughout, it is necessary to click the actual button. Using the Enter or Return key will not work!

If you have forgotten your club password, click the Forgot Your Password button. You will be taken to a page that asks you to select your club and enter the first name of your club president (as it appears in S4C records). Click on **Email Club Password**. The password will then be emailed to the email addresses of record of **both your club President and your club InterClub Coordinator**.

Don't forget to check your spam folder if necessary (and be sure that pcms-photo.org email addresses are not blocked)!

And please remember that the password should be kept confidential to those who have a need to know in your club! It should be changed periodically, such as when there is a change of President or of Interclub Coordinator (see below how to change passwords).

CLUB HOME PAGE

The club home page is the heart of where to obtain club services. There are several buttons on this page (more will be added over time). The most important, perhaps, is the Enter InterClub competition button that will mostly be used by the club Interclub Coordinator. However, first we look at the other buttons.

On the left are three buttons that will mostly be used by the club President or her/his designee.

UPDATE CLUB PROFILE

Clicking on this button takes you to your Club Profile. Here you can change your President, S4C Delegate, and Interclub Coordinator simply by entering the appropriate UEN in the enter UEN box. A list of your active S4C UENs are given for your convenience in the scrollable list on the right - however, **this list does not contain your members who have opted to enter InteClub from another club!**

Please note: an S4C member club president, delegate, or interclub coordinator must have an S4C UEN. Please use the Apply for a UEN button (see below) to obtain a new UEN if necessary.

Please update this information if there are any changes! It is especially important that we have your current contacts because these provide for our primary means of communication!

You can also use this page to change your club password. **Again, anyone who has access to this page (that is, anyone who has the current club password) can change the password.**

Use the Return to Home Page button to return to your club home page. Your changes will not be activated until after you click this button!

S4C CLUB MEMBER ROSTER

Clicking on this button takes you to a roster of all your club members who are currently listed as active in S4C, together with their demographic information. However, **this list does not contain your members who have opted to enter InteClub from another club!**

Because of technology limitations, only 25 records at a time can be displayed on this page. Use the Previous and Next 25 Records at the foot of the page to move back and forward. One other technology quirk on this page: when you select a record to update , it will shoot to the

top of the page! Sorry! Because various checks and updates are performed on this data, performance may be a little sluggish.

Using the buttons at the foot of the page, this data can be sorted by name or by UEN. There are also buttons enabling you to view a club member who is inactive, probably because s/he is no longer a member of your club - this may be useful if a member re-joins your club at a later date: we do not want to issue a new UEN.

Please take time to review and update this list! Please particularly focus on the first column: if an entrant is no longer a member of your club, please change the Y to N (from the dropdown menu). Entrants will, we hope, update their own demographic changes, but you may have access to new email addresses before they make the change themselves. Email address updates are particularly important.

NOTE: Depending on your browser, when you click on an entrant record to update it, the record may shoot to the top of the page. This artefact is a little disconcerting at first, but you soon get used to it!

On the right are two columns of skill levels. This is to assist the InterClub Coordinator. One column indicates any skill level that is being used for an entrant in InterClub competition in the current Competition Year - once an entrant has been entered at a skill level, it cannot be changed for the rest of the competition year. At the beginning of each year, this column will be blank. InterClub skill levels are assigned by the club's InterClub Coordinator.

The second column shows the skill level currently assigned by the S4C Board to entrants who enter the Pictorial Individual Color competition. This again is to assist InterClub Coordinators in assigning skill levels to club entrants into InterClub Competition - normally, except for those designated as E in the second column, these two skill levels should be the same or as close as practicable.

Use the **Validate and Return to Home Page** button to exit. Various checks on data validity are made upon exiting. If there are any detected errors (such as improperly formed email addresses), these will be indicated in the final column to the right. You will not be able to exit this page without correcting these errors. The **Validate Changes Only** button allows you to perform these checks without exiting.

There is also a button for you to return to the Home Page without validation. Please use this button sparingly, such as when a validation error is detected that you cannot correct at the time because you do not have the required information. **You will only be able to use this button after having performed at least one validation check!**

APPLY FOR A UNIFORM ENTRY NUMBER (UEN)

Normally entrants will apply for their own UEN (see Entrant User Guide). However, at times the club may do this for the applicant, such as when a new president takes over who does not yet have a UEN.

To do so, click the Apply for UEN button. This will connect to an online form that should be completed as indicated. The Submit button should be clicked when the form is complete. An email will automatically be sent to the new UEN holder containing your UEN. A confirming email will also be sent to the club President.

ENTER INTERCLUB COMPETITION

Click the **Enter InterClub Competition** button. This will take you to the page where you will upload and enter the images.

You will initially be taken to the entry form for Skill Level A. The buttons on the left allow you to switch among the three Skill Levels: A, A, and AAA. You can go back and forth. You do not have to complete one entry before starting to work on another. And you can exit from a partially completed entry and re-login at a later time (before the deadline!) to complete the entry.

Also note the Submit button on the right. We will have more to say about this later, but for now note that the Submit button has to be clicked (twice, actually, as you will see) before your entry is considered for the competition. Also note that each Skill Level has to be submitted separately. Actually, you can reconsider your entry even after it has been submitted - you can change your mind at any time before the deadline and re-Submit your changed entry. You will receive an updated email acknowledgment each time you submit.

Now look at the four tabs above the image windows. They are labelled Standard Entry; Regular Makeups; Special (DQ) Makeups; and Requirements.

Click on the last tab: Requirements. This displays a series of tabs each of which details specific competition rules, such as the competition definition and re-entry rules. Explore these tabs.

The Standard Entry tab is the one you will normally use for uploading your current month's images. The Regular Makeups tab is for entering normal makeups to which you may be entitled (see the S4C Competitions Handbook - or the appropriate tab under Requirements). The Special (DQ) Makeups tab is for makeups that are outside the normal makeup entitlement, such as making up for DQed images.

Uploading Images:

Each image window has a couple of buttons. One is labelled, Browse, Select, or Choose depending on your browser. This button may be partially hidden, again depending on your browser - in particular, it may be off to the right. The second button is labelled Upload.

Clicking on the first button allows you to navigate to where the image is stored on your computer. Find the image you wish to upload, select it and click OK (or whatever your browser highlights). This will result in a very small icon of the image in the image window. Then click the Upload button - after a short time, the full image should display in the image window.

Be sure that you only upload images that are in jpeg format and do not exceed 1024 pixels on the longest side! The filenames do not matter - any filename will do, since the System assigns its own filenames internally. The filename does not have to match the image title, for example.

Now enter the image Title. **This must be 35 characters or less** including any qualifiers you may use. Then enter the UEN of the image creator followed by clicking on the button to the right to reveal the creator's name.

Submit

Once you are satisfied with the images you have uploaded, **click the Submit button**. A message will appear on the right-hand side indicating that you accept S4C's entry agreement. Clicking the **Submit button a second time** implicitly indicates your acceptance of this agreement and you

have the authority to do so, including permission from the image creators. Before clicking the Submit button for a second time, you may wish to review the agreement by clicking the Review Entry Agreement button.

After you click the Submit button a second time, the system goes through various checks of your entry. If there are problems, error messages will appear to the right and/or underneath each image where there is a problem. **These errors must be corrected and the Submit button clicked again (twice!) to ensure your entry is submitted.** If there are many errors, it may take more than one submittal round to complete the process.

Once the entry is properly corrected, an acceptance message will be displayed on the right. An email will also automatically be sent to your email address of record (make sure to keep it up to date!) Acknowledging your entry. Under consideration is sending a simultaneous message to each of the individual image creators....stay tuned!

Again, you can modify and re-submit your entry any time before the competition deadline. This may come about, for example, because the Competition Chair has reviewed your entry and emailed you to inform you of some problem or another.

Competition Entry Period

You will only be able to enter a competition for a given month **starting one week after the previous month's judging and up to the competition deadline** (one week before the judging date). You can only enter one competition month at a time (that is, no advance entries).

The current Saturday competition schedule and deadlines can be viewer at:

http://www.s4c-photo.org/saturday_sched.html

Deleting (CLEARing) Entries

The CLEAR buttons enable you to delete individual images and there titles. However, there is one problem: **because of browser cache persistence, the images may still appear in the image windows even though they have in fact been deleted.** If this happens, you will need to clear your browser's cache.

One way that usuall works is to logoff, then re-logout and re-enter the comeptition. However, each browser has its own cache clearing procedures. The following link provides access to a site with instructions for clearing the cache of the most popular browsers:

<http://www.wikihow.com/Clear-Your-Browser's-Cache>

HOME and EXIT BUTTONS

From any page, clicking the Home Page button will take you back to the Club Home Page where you can access any of the other functions. Some pages have other buttons that have the same effect but with slightly different captions.

Clicking the EXIT button will take you out of the system and land you on the Competitions Portal Page. You will need to re-Login to get back toy our Home Page.