

SOUTHERN CALIFORNIA COUNCIL OF CAMERA CLUBS (S4C)

INSTRUCTIONS FOR ENTERING PRINTS

For current information link to:

http://www.pcms-photo.org/s4c_competitions/printentry/printentry.html

These instructions detail steps that entrants must take to enter prints into the S4C print competitions. **The titles of all prints must be pre-entered** on the entry form designated below no later than the end of the last day of the month immediately preceding the competition. The actual prints are still brought to the competition on the day of judging and must be handed in no later than 8:45 am on that day. **Prints entered later or that have not been pre-entered will not be accepted into competition.**

Entrants should not affix labels to the back of their prints before the competition. Pre-printed and completed labels, specially coded to facilitate the judging, will be waiting for entrants when they bring in their prints on the day of the competition.

There are four steps to entering prints:

1. Download and Save Entry Forms

- Click [here](#) to download the form.
- Save the form to your desktop (say) or to some other convenient location. Consider this your master copy of the form.
- For each month of competition, make a copy of your master form (or you can download a new form afresh each time if you prefer) for use for that month. A single copy of the form is used for entering all prints into all print competitions for that month.

2. Complete The Entry Form:

- Open the saved Entry Form as described above using Acrobat Version 7 or higher (click [here](#) to download Acrobat Reader for free).
- Fill in your UEN and Name. Select the Month and Year from the dropdown menus. For each print to be entered into competition, complete each line of information (for each line, the Competition and Makeup choices are selected from dropdown menus). You may enter no more than two prints per section (Large Color, Small Color, Small Monochrome) with up to two makeup prints per section if applicable.
- Using File>Save As, save the file with the title UEN_Month.pdf, where UEN is (surprise!) your UEN and 'Month' is the month for the competition. For example: 41_November.pdf
- **Note: Be sure your UEN is correct! You must be a member of a current S4C club to obtain a UEN. If you are eligible and need a UEN, click [here](#).**

3. Email Your Completed Form:

- Email your completed form to s4cprint@pcms-photo.org by attaching it to a regular email. **Please be sure to send the actual pdf form itself** not a printout of the form!
- Use a clear subject line for your email, such as Jill Doe - October.
- The email must arrive no later than 11:59 pm on the last day of the month preceding the actual competition.

4. Submit Your Prints:

- Bring (or have someone bring) your actual prints to the Rosemead Community Center on the day of the competition (judging). Click [here](#) for details of the Saturday competition schedule and directions to the Center.
- Prints must be handed in no later than 8:45 am on the day of the competition.
- Pre-printed labels will be waiting for you to affix to the back of your print.
- **Note: Prints arriving later than 8:45 am or prints that have not been pre-entered using the above process will not be accepted into competition.**