



ON-LINE COMPETITION SERVICES ENTRANT USER GUIDE

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INTRODUCTION

S4C provides online services to all members of S4C member clubs who have registered with S4C by obtaining a Uniform Entry Number (UEN). Obtaining a UEN is required for entry into S4C competitions.

We use the terms 'you' or 'entrant' to refer to you as an individual who is a member of an S4C member club who desires to enter S4C competitions.

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
- Obtaining a Uniform Entry Number (UEN)
- Maintaining your Member Profile
- Viewing currently assigned Skill Levels
- Viewing already judged entered image records
- Entering competitions
- 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 services but also to other useful and pertinent information, including to the S4C Competitions Handbook. Entrants to S4C competitions are encouraged to download this Handbook and use it in combination with this User Guide.

To access all entrant services from the Portal, click on the first link, **Enter S4C Competitions**. This will take you to the LogIn page.

The LogIn page has three functions (buttons): Entrant LogIn, Club LogIn, and Apply for UEN. Entrants who already have a UEN will use the Entrant LogIn button.

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

OBTAINING A UNIFORM ENTRY NUMBER (UEN)

If you do not yet have a UEN, you should click the Apply for UEN button. This will connect to an on-line 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 you containing your UEN. A confirming email will also be sent to the president of your club.

LOGGING IN

Click the Entrant LogIn button. This will connect you to a page where you must supply your UEN and password (the passwords have been separately provided to entrants). 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 password, click the Forgot Your Password button. You will be taken to a page that asks for your UEN and then emails your password to your email address of record. **Don't forget to check your spam folder if necessary (and be sure that pcms-photo.org email addresses are not blocked)!**

ENTRANT'S HOME PAGE

The entrant's home page is the heart of where to obtain entrant services. There are several buttons on this page (more will be added over time). The most important is the Enter Competitions button. However, first we look at the other buttons.

UPDATE PROFILE

Clicking on this button takes you to your Entrant Profile containing your name address, email address, phone number etc. **Please update this information** if there are any changes! **It is especially important that we have your current email address because this provides our primary means of communication!**

You can also use this page to change your password to one you might find more convenient (but it must contain at least 6 characters, including at least one digit!).

VIEW SKILL RECORDS AND STANDINGS

Skill Levels for all entrants are (except for the InterClub competition) assigned annually by the Board. This page shows the assignments for the current competition year for each competition previously entered by you.

If the entrant enters a competition s/he has not previously entered, the entrant will be assigned the E (evaluative) Skill Level. This happens automatically when the competition is entered (see below). This automatic assignment may be subject to review by the Competition Chair.

As the competition year progresses, this page also shows the year-to-date (YTD) points accumulated by you for each competition entered, and the current standings for each such competition.

VIEW YEAR TO DATE RECORDS

This button provides access to image records for each image that the entrant has entered YTD into competition that has been judged (or are about to be judged). The score for each image and any

Award or HM will be indicated, as well as any DQs. Clicking on the button to the right of each line will display the image itself on the right.

This information in these records is to assist entrants in selecting images to avoid mistakes in entry, such as violating the Re-Entry rules.

VIEW HISTORICAL RECORDS

At this time, this button provides access to the PDF that can be downloaded containing a listing of all the images that have won Awards or HMs in prior years. Again, this information is provided to help entrants avoid violating rules of entry.

The password to this file is the entrant's UEN unless s/he has separately requested a different password.

ENTER COMPETITIONS (see below for special considerations for Print Competitions)

To Enter Competitions, first select the competition you wish to enter from the dropdown menu above the button (you may have to click on the menu for it to reveal itself!). Then click the Enter Competition button. This will take you to the page where you will upload and enter the images for that competition.

But first note that the buttons on the left allow you to switch to any other competition. 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 that competition. Also note that each competition entry 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 definition for the particular competition. 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.

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 must accept S4C's entry agreement. Clicking the **Submit button a second time** implicitly indicates your acceptance of this agreement. 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.

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).

Print competition judgments are only held in November, January, March, and April. That is why the image entry pages for those competitions have four windows for a standard entry instead of two for the digital competitions.

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 their 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 usually works is to logoff, then re-logon and re-enter the competition. 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>

PRINT COMPETITIONS

Important differences between entering Digital Competitions and entering Print Competitions are that:

- Print competitions are only held in the months of November, January, March, and April;
- In those competition months, **four** images constitute an entry instead of the normal two images for digital competitions, so the entry pages look a bit different (twice as many image windows). Thus 16 images may be entered per competition over the competition year.
- S4C now requests that besides **pre-entering the title of all prints to be entered prior to the competition closing deadline**, entrants also upload (see above) digital versions of their prints to facilitate pre-competition review by the competition chair and to facilitate the year-end procedures. In 2011-2012, this will not be mandatory. It will be mandatory in 2012-2013.

Nevertheless, the first time you go through the Submit process, the system will point out that one or more digital versions are missing. However, in 2011-2012, the entrant may re-Submit (twice!) and the system will then accept missing digital versions!

- As in previous years, all prints are due at S4C's judging site by 8.45 am on the day of the judging. **Do not affix labels to the back of the prints!** Pre-printed labels will be available at the judging site.

HOME and EXIT BUTTONS

From any page, clicking the Home Page button will take you back to your personal 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 to your Home Page.

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