



Beckenham Photographic Society

BPS Competitions 2018-19

- This season we will be using PhotoEntry software to upload JPEGs ready for competitions and the exhibition.
- You should have received an email containing your UserID and temporary password. If you have not, check your spam folder and if nothing is there email Steve with your name and competition class preferences.

Uploading Images

- On the BPS web site go to **Competitions > Enter a competition**.
- Click on the link corresponding to the competition and the PhotoEntry login page will appear.
- The first time you log in (with your temporary password) you will need to set your regular password.
- On subsequent occasions, type in your UserID and password. It is probably worth ticking the *Remember UserID on this computer* box to save some typing in future.
- You will normally find yourself on the page for the competition you clicked on. If not, click on *Main Menu* (top left of screen), select the competition type and then the specific competition.
- On the competition page, click on *Add New Entry* to add entries.
- On the next page type in the title (NOT the filename) of the image and click on *Add This Entry*.
- On the next page, click on *Choose JPEG ...* and find the JPEG image from the file dialogue. Then click on *Upload Image*.
- Repeat the last 3 steps for any further images.

Amending Images

- To change an entry, just go to the relevant competition and choose an *Action* alongside the relevant image.
 - The pencil allows you to change the title without changing the image.
 - The pair of arrows allows you to change the image, leaving the title unchanged.
 - The waste bin deletes the image and title.
- Once the competition is closed, you will not be able to change entries.

Results

- Sometime after a competition has been judged your marks will be shown against your images.

Issues

- Please contact Steve Wilbur if you have problems or any of your details are incorrect.