

Berwick Viewfinders Camera Club
Online Competition Management System
Document revision V1.0





Version History

Version	Date	Author	Notes
1.0	30 th Sep 2016	Phil Mitchell	Initial version

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Overview

Welcome to the clubs' online system designed to allow club members to manage their own competition entries.

In the past the print stewards had the task of entering all of the details for competitions into spreadsheets and databases, collecting electronic images from emails, sorting prints and generating all of the documentation for the judges.

While the print stewards still need to sort and deliver prints to the judges, this online system is designed to allow club members to assist the print stewards, by entering the details of their entries directly. This includes:

- Member ID,
- Image category (Large, Small, Mono, etc),
- Image name, and
- Upload of the electronic version of each image.

In addition, the system can create a PDF entry form, pre-filled with all of the entry details. This form should be printed and included along with the prints for the competition.

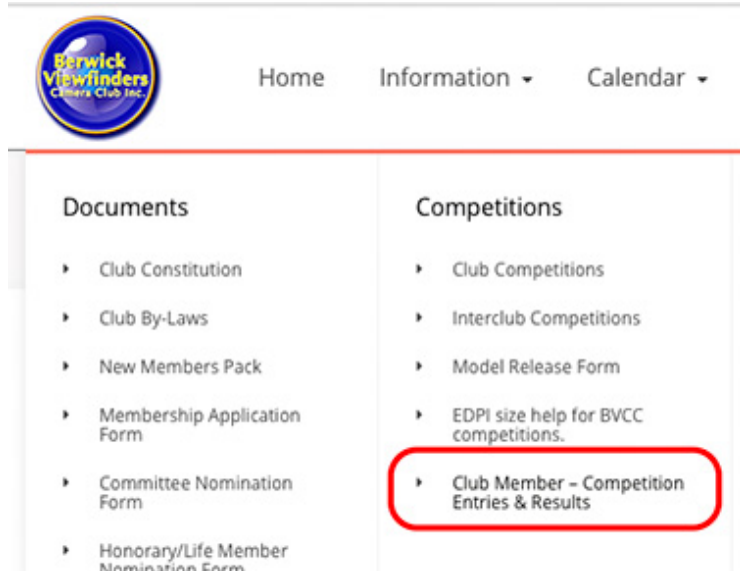
Berwick Viewfinders Camera Club



Online Competition Management System.

Accessing the System

The system is available on the clubs' web site, there is a link to the introduction page in the Competitions section of the Information menu:



On the introduction page is the link to the main competition system:

Access the competition management system through this link

<http://berwickviewfinders.org.au/competition-management>



Logging in

To use the system, you must have registered on the club web site, and your web site user account needs to be activated in the system.

When you click the above link to enter the system you will be required to log into the web site with the username and password you previously registered with.

A screenshot of the WordPress login form. At the top center is the WordPress logo, a blue circle with a white 'W'. Below the logo is a white rectangular form with a light gray border. Inside the form, there are two input fields: the first is labeled "Username or Email" and the second is labeled "Password". Below the "Password" field is a checkbox labeled "Remember Me". To the right of the checkbox is a blue button with the text "Log In" in white. Below the form, there is a link "Register | Lost your password?". At the bottom of the form area, there is a link "← Back to Berwick Viewfinders Camera Club Inc.".

After logging in you will be redirected to the main competition screen.

If you see the following message, then your account has not been activated in the system yet. Send an email with your username (not password) to berwickviewfinders@gmail.com and we will enable your access.

Sorry, you are not authorised to use this page. Return home [BVCC](#).

Berwick Viewfinders Camera Club



Online Competition Management System.

Registering for access

If you have not previously registered on the web site, click on the 'Register' link on the login screen. This will take you to the registration page, enter a username and email address, then click Register.

A screenshot of a WordPress registration form. At the top center is the WordPress logo (a blue 'W' inside a circle). Below it is a white box with the text "Register For This Site". Underneath is a form with two input fields: "Username" and "Email". Below the "Email" field is the text "Registration confirmation will be emailed to you." and a blue "Register" button.


You will receive an email with a link to complete your registration.

Once registered send an email to berwickviewfinders@gmail.com with your username (not your password) and we will activate your access to the system.



Site navigation

When you first enter the system you will be taken to the competition list for the current year. The screen will look something like this:



[Home](#)
[Information ▾](#)
[Calendar ▾](#)
[Backchat ▾](#)
[Club Posts](#)
[The Universe](#)

Competition List for: 2016

Navigation:

[My Entries](#)

[Members](#)

Competitions

- [2017](#)
- [2016](#)
- [2015](#)
- [2014](#)
- [2013](#)
- [2012](#)
- [2011](#)

Click on a competition name to view entries & results

Name	Theme	Dates		Open				Novice			Total	Inter Club?	Host	Status	
		Collect	Judging	Large	Small	Mono	Crea	EDPI	Large	Small					EDPI
PRINTSLIDE		Nov 7	Dec 5	2	2	2	0	2	0	0	0	8			Open
BerwickUK		Oct 10	Nov 14	0	0	0	0	5	0	0	0	5	Yes	BVCC	Open
AGG7		Oct 3	Nov 7	2	1	0	0	7	0	0	0	10			Open
HILLSVINES		Sep 5	Oct 27	10	10	5	5	5	0	0	0	35	Yes	MPCC	Closed
AGG6	One Object	Aug 29	Oct 3	9	8	7	5	44	5	2	0	80			Closed
AGG5		Aug 1	Sep 5	21	20	18	4	46	6	6	0	121			Locked
3CLUB		Jul 18	Aug 29	30	0	0	0	30	0	0	0	60	Yes	BVCC	Locked
CALENDAR			Aug 1	12	0	0	0	0	0	0	0	12			Locked
TRICLUB	OPEN	Jun 20	Jul 18	24	0	21	0	24	0	0	21	90	Yes	BVCC	Locked

You can see the list of competitions for the year, the subject/theme, collection and judging dates, details on the entries, and the status.

Click on the competition name to add your entries, or view the results of a competitions. Note, you can only add entries to an 'Open' competition. When viewing a closed competition, you will only be able to see the scores and results for the winners, and for your own entries.

On the left is a navigation menu. Here you can view a list of all of your competition entries in the system ('My Entries'), see a list of club members ('Members') and view competition details going back to 2011.



Adding an entry to a competition

Click on the name of the competition you wish to add entries to, for example AGG7 in the 2016 list. Initially this will be empty as you have not entered anything yet.

Home Information Calendar Backchat

Competition Entries & Results for: AGG7 2016

Navigation:

My Entries

Members

Competitions

- 2017
- 2016
- 2015
- 2014
- 2013
- 2012
- 2011

Add New Entries Entry Form

Click the 'Add New Entries' button.

Home Information Calendar

Add a Competition Entry for: AGG7 2016

Navigation:

My Entries

Members

Competitions

- 2017
- 2016
- 2015
- 2014
- 2013
- 2012
- 2011

Return to Competition Entry list Save Competition Entry Details

Category*	Large Colour
Member*	Phil Mitchell (120)
Image Name*	
Image File*	Choose File no file selected
Reduced size image may be displayed on the clubs' web site? <input checked="" type="checkbox"/>	
Grade	


Fill in the details for your entry, then click the 'Save Competition Entry Details' button.



Notes on competition entries:

- If you have already added the maximum number of entries in a category, the category will not be available in the drop down list.
- You can't change the member name.
- The image name is mandatory. Names should be kept fairly short (otherwise they may not fit on the certificates).
- An electronic image is required by the club, however you may add the entry without an image to start with, then add the image later.
- If you select an image that is more than 5MB in size a warning will be displayed, and you will not be able to upload the image. Please resize the image first.
- The club would like to be able to display competition entries on the web site to help promote the club, and attract membership. If you do not wish to have a particular image displayed on the web site, clear the checkbox under the image file.
- The 'Grade' should normally be left blank, as the system will determine this automatically. For 'Novice' members, you may elect to enter an image into an 'Open' section by setting the grade to 'Open'.
- Image files do not need to be named according to the club EDPI naming convention, the system will rename the file when you upload it. Images should be sized correctly.
- Entries can be added or changed up until 6pm on the day after the collection date for the competition. Print images must be submitted at the club meeting on the collection date however, so altering the details for a print image after the collection may result in the image being rejected by the print stewards.

After you have added your entry you will be back on the entry list page for the competition. You should now see your entry, including the image thumbnail if you uploaded an image.


Home
Information ▾
Calendar ▾
Backchat ▾
Club Posts


Competition Entries & Results for: AGG7 2016

Navigation: Competition entry added for image: "Run for your life"

[My Entries](#)

[Members](#)

Open - Large Colour

	Member	Image Name	Judge Points	Merit Points	Award	Grade	Image	
Edit	120. Phil Mitchell	Run for your life				Open		Delete

Continue adding your entries. Once you have added the maximum number of entries for the competition, the 'Add New Entries' button will disappear (as shown above).



Altering an entry

If you wish to change the details for an entry, upload an image (or replace an existing image), click on the 'Edit' button to the left of the entry.

The entry form will be displayed, including any previously uploaded image. Make any changes, and then click the 'Update' button.

You can also remove an entry from the competition by clicking the 'Delete' button to the right of the entry. There is no undo feature, so take care.

Image warnings

When you upload an electronic image, a number of warnings may be displayed by the system against your image.

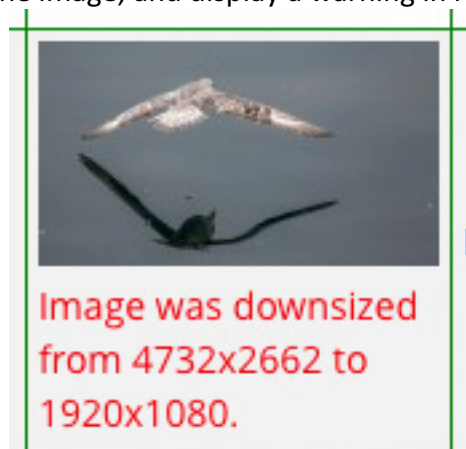
How you handle any of these warnings is up to you, we will accept the images as uploaded.

Keep in mind that the electronic copies of your print images are not sent to the judge, they are only used for display on the judging night.

Your EDPI entries **are** sent to the judge so it is in your best interest to ensure these images are as good as they can be.

Image size too large

If your image is larger than the club standard for EDPI images (1920 x 1080), the system will automatically resize the image, and display a warning in red:



You don't need to do anything; the system will use the resized image if you don't. However, the software that resizes the image is not the best, so you may choose to resize the image yourself and upload a new copy.



Online Competition Management System.

Image size too small

If your image is smaller than the EDPI standard (1920x1080), a warning in blue will be displayed. This simply means you can upload a higher resolution image to the system if you want to. A small image may not present with as much impact, or contain less detail than a higher resolution image.





Image has a colour profile

If your image was saved with a colour profile that is not sRGB, a warning in orange will be shown.



In most cases the image will display correctly when viewed by a judge; however, this cannot be guaranteed. If the above image were viewed in a non-colour managed application, it would look like this:





Entry Form

After adding your entries to the system, the 'Entry Form' link at the top of the page can be used to download a pre-filled PDF entry form for the competition.

Depending on your web browser settings, the entry form may be displayed in the browser, or it may download automatically. If the form is displayed in the browser, move the mouse to the bottom of the page and a control bar should appear:



Click the rightmost button to download the PDF to your computer.

The entry form should be printed and included with your print images on the collection night. If you are not submitting any print entries, the PDF form may be emailed to berwickviewfinders+edpi@gmail.com.