Masters of Print 2019 Online Entry Instructions (V1.1 4th Sept 2019)

Initial entry is now via the new CES (Competition Entry System) website.

https://pagbhost.co.uk/main

Club organisers and Individual photographers from the same Club can both make entries into this competition, with no limit on the number of prints entered from the Club. However a Photographer can only have a maximum of 5 prints entered.
All prints entered from a Club will count towards the Club competition results, whether entered via the Club Log-In, or Individual Log-In. However, we recommend that individual photographers liaise with their Club organiser **before** starting their entry to ensure everyone is able to enter and pay for what they wish to.

If a photographer logs in and enters as an Individual, and finalizes their entry before the Club does, they pay for their own entry, and the Club has no access to that entry.

If the Club finalises their entry before any of that Club's photographers, who have started an Individual entry (Individual Log-In) have had time to complete theirs, the Club will also require to finalise any of those photographer's incomplete entries at that same time, and will also require to pay for those entries. If you wish to avoid this contact your Club photographer(s) and ask them to finalise their entry first.

Photographers not included in their Club's entry can enter via the Individual Log In, finalise and pay for their own entry.
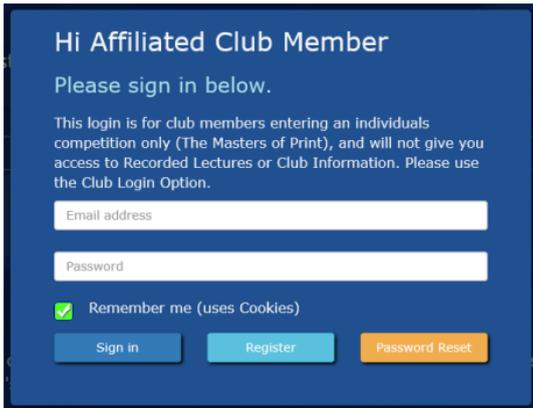
Online Entry

To enter the Masters of Print competition, please select the appropriate Log In button for whether you are making a Club or Individual Entry on the main screen.

For Individual Entry - On the subsequent login screen, enter your email address and password, then press the SignIn button.

(If you have forgotten your password, it can be reset by pressing the PasswordReset button.)

If you have not used this or the previous competition entry system before, register a new user account by clicking the Register button and continue to complete your full details.

If your Club does not exist in the drop-down please use the Contact Us button at the top of the Main Screen giving us your Club's Full Name and Federation details.

Once you have logged in, click the ViewCompetitions button.

You will now be able to click on the current Masters of Print Competition under the 'Current' competitions heading.

This will then give you access to the main competition entry screen.

For Club Entry - On the subsequent login screen, select your club from the drop down list, enter your password, then press the SignIn button.

(If you have forgotten your password, it can be reset by pressing the PasswordReset button.)

If you have not used this or the previous competition entry system before, register a new user account by clicking the Register button.

Please DO NOT create a new club name ! unless your Club is NOT listed.

If entering a new Club Name please ensure that you enter the FULL Club name (no abbreviations) i.e. Photographic Club <u>not</u> PC

Once you have logged in, click the ViewCompetitions button.

(This button will not be active until you accept the GDPR statement below the buttons.)

You will now be able to click on the current Masters of Print Competition under the 'Current' competitions heading.

This will then give you access to the main competition entry screen.

Uploading Your PDI Copies of Your Prints

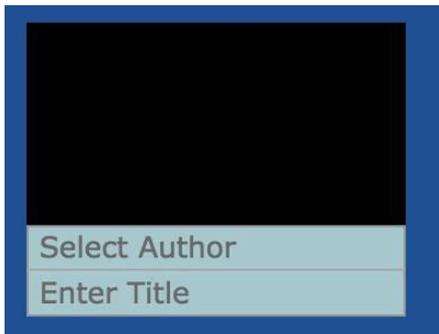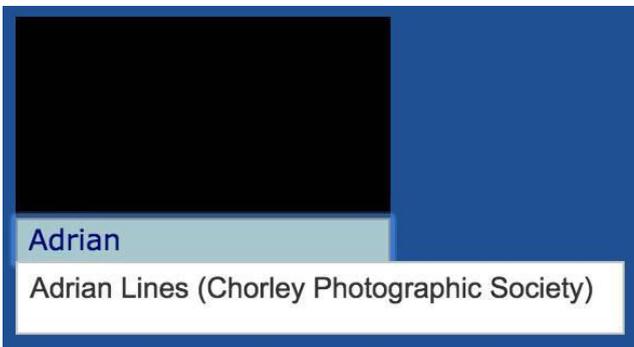To add an image, enter the authors name and image title in the boxes provided.

Image Entry Box showing boxes for Author's Name and Image Title.

As you begin to type the Authors name, the system will attempt to look it up from previous competitions.

If their name appears in the list that appears, click on it to select it.

Author entry showing that the author already exists in the system

If the name does not appear, it will automatically be added to the system for future use when you press the 'enter' (Return) key at the end of their full name.

Once you have selected the Author (or entered their name) and entered the Title and then pressed the 'enter' (Return) key the screen will update to give you an upload button against that entry.

You can either click on the upload button or directly drag an image onto the image box. All empty image boxes will be highlighted as you start to drag an image.

The image size and dimensions have to comply with the competition rules, otherwise a warning message will appear after you have dropped the image.

The Image size must be 2400 pixels on the longer side, whether horizontal or vertical. This image size, which is larger than usual, is required for the Catalogue. Image files must be in RGB mode (even for monochrome images) and in the AdobeRGB1998 colour space. Files must be saved in JPEG format at quality 10 (80%). An Image file larger than 3MB, will not upload.

Upload prompt showing a delete icon in top right corner and grey squares for 'nature declaration' or 'monochrome declarations'.

Once you have uploaded an image, you can declare it as a '**nature image**' or a '**monochrome image**' by clicking the appropriate small square on the right of the image. Clicking again will remove the declaration.

This cannot be edited after you begin to enter the next author and image title.

If you have made a mistake, delete the image by clicking the small minus sign in a circle in the top right corner of the image and then enter it again.

Once you have completed your entry, you can print out your entry form and print labels

Label Sizes are L7163 2x7   If necessary *you can return to the main competition entry screen to reprint later if required.*

Once you have done this press the finalise button (Shopping Trolley icon). *Please make sure everything is correct before clicking the finalise button*

Three Report buttons and the Finalise button

After pressing the finalise button (*Shopping Trolley icon*) you will be shown an online declaration form to complete.

Please tick all of the boxes, add your name, postal address (for Catalogues) and email address to the form, sign in the white box using your mouse.

When all the boxes and signature have been completed select your payment option by pressing Pay by PayPal or Pay by Cheque button. *If you have missed anything on this declaration the system will remind you to fill in all of the boxes before you can proceed to payment*

Sending Your Prints - *Remember to read the Masters of Print Rules for allowable sizes of prints*
Please label your prints with the barcode labels provided by the system, which must be fixed to the back of each Print. When viewed from the back, the label should be placed as close as possible to the top right corner.
Send your prints along with a copy of your Entry Form (and cheque payment if applicable, made payable to 'PAGB') to arrive by the specified deadline to the address supplied on the Entry Form or hand in at the PAGB Print Championship.