

# TONBRIDGE CAMERA CLUB – COMPETITION RULES



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Items shaded in yellow are new or have been substantially altered for the 2021/2022 season. The biggest changes are in Section 3 and outline the change to PhotoEntry for uploading ALL Competition entries. See Appendix 2.

Images from “Lockdown” and the 2020-21 season’s “Local” competitions may be reused.

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\*PDI = Projected Digital Image. PDIs are simply ordinary digital images which are normally viewed on a monitor/iPad, etc. but for competition purposes are projected on to a screen.

## ISSUING RESULTS

After each competition, you will be sent an email with an Excel spreadsheet attached showing the results. This will be updated after each competition and will include a tab showing current rankings for Open Competitions.

At the beginning of the season, current and returning members will be sent an Excel Results spreadsheet showing the titles of all your entries since records began.

Images and results for all competitions from 2013/2014 to 2019/2020 are available in the Members’ area of the website with specific links for individual competitions included on a separate tab in the Results spreadsheet.

Last season’s and this season’s competition results can be viewed in PhotoEntry. See Appendix 3.

## SECTION 1: GENERAL RULES

You should be able to save your own copy of these rules. If not, email [philip.smithies@hotmail.co.uk](mailto:philip.smithies@hotmail.co.uk) who will send a copy. The rules can be accessed on the footer of the club website.

1. Competitions are only open to honorary and paid-up members of the club.
2. All images submitted for competitions must have been taken by you on film or with a digital camera i.e. they must originate from a photographic process and not from computer-generated graphics. Digital manipulation is accepted (unless otherwise stated) provided it's been done by you. Images produced from materials copyrighted by persons other than you (e.g. the work of other photographers) are unacceptable: you must be able to claim the copyright for any image submitted. **For example, if you use software to replace a sky then the new sky must be one of your images.**
3. The final image must be a print or a digital file for projection (Projected Digital Image or PDI). Separate competitions are held for both image mediums (prints and PDIs). There are Competition Secretaries for both mediums.
4. Images may be colour, monochrome, infra-red or (for example) sepia unless otherwise stated in individual competition rules.
5. Except as specified below, images, or "near duplicates" of images, accepted for Tonbridge Camera Club competitions cannot be reused. For example:
  - Any image submitted in a particular medium in one competition may not subsequently be submitted into a different competition in a different medium e.g. an image entered in one competition as a print may not then be entered into another competition as a PDI.
  - Digitally manipulated versions (including colour to monochrome) of previously entered images are not allowed.
  - An image which is so similar to one previously submitted by the same member as to be almost indistinguishable from it will not be allowed.
  - In the interests of healthy competition, you should aim to follow the spirit of the rules and not submit similar images as different entries.
  - Please talk to the PhotoEntry Administrator(s) before the competition if you're unsure about the suitability of an image.
  - **Plagiarism:** see this link: <https://christinewiddall.co.uk/musings/plagiarism-photography/>
6. Any competition which in a given season attracts entries from three people or fewer will not be run.
7. Images submitted for internal competitions will be deemed to be available for use on the club website **and/or PhotoEntry galleries** and/or external competitions and/or the Annual Reports and/or internal AVs unless otherwise advised by email to the PhotoEntry Administrators. Any such restriction should be notified at the time that the image is first entered for an internal competition.
8. Closing dates for submission of entries are described below. They are normally on the Thursday before the competition.
9. On competition evenings, each entry is shown in turn, and the title is read out. The judge then makes his/her comments. A mark out of 20 is awarded and only then is the photographer's name revealed. For certain competitions, judges will additionally be asked to select first, second and third place entries.
10. Whilst every care will be taken, the club can't accept any responsibility for loss or damage to material(s) entered for competitions or exhibitions.
11. To ensure smooth running of competitions, the Committee reserves the right to make minor changes to these rules at any time, but will ensure that the membership is advised.
12. Any image which does not conform to competition rules will be liable to disqualification.
13. Trophy winners are responsible for returning their **cleaned** trophies promptly when requested.
14. The Committee's decision will be final regarding all matters relating to the interpretation of these rules.
15. Entrants are deemed to have read and accepted the rules and conditions in this document.

## SECTION 2: THE COMPETITIONS

The following competitions are held each season:

- |  |   |   |                      |
|--|---|---|----------------------|
| a) A five-round 'Open Subject' competition.                      | P | D | see Sections 4 and 5 |
| b) A single-round 'Record' competition.                          | P | D | see Section 6.1      |
| c) A single-round 'Portrait' competition.                        | P | D | see Section 6.2      |
| d) A single-round 'Natural History' competition.                 | P | D | see Section 6.3      |
| e) A single-round 'Panel of Prints' competition.                 | P | D | see Section 6.4      |
| f) A single-round 'PDI Sequence' competition.                    | P | D | see Section 6.5      |
| g) A single-round 'Small Print' competition.                     | P | D | see Section 6.7      |
| h) A single-round 'Print of the Year' competition.               | P | D | see Section 6.8      |
| i) A single-round 'PDI of the Year' competition.                 | P | D | see Section 6.9      |
| j) The Outing Competition will not be held in the 2021/22 season |   |   |                      |

<b>P</b> = Print
<b>D</b> = PDI

Notes:

- Further details and the full rules for all competitions can be found below.
- Every effort will be made to hold every competition listed each season.
- Trophies for these competitions (except the 'Club Outing' competition) are awarded annually and held for one year.
- There is an award for the 'Photographer of the Year'. See Section 6.11 for details.
- Competitions organized and administered by the Special Interest subgroups are open to all members.

Competition	Competition Date (Thursday)	Submission date (Thursdays)	
Print Open Round #1	September 23 <sup>rd</sup> 2021	September 30 <sup>th</sup> 2021	P
PDI Open Round #1	October 14 <sup>th</sup> 2021	October 7 <sup>th</sup> 2021	D
Print Open Round #2	October 28 <sup>th</sup> 2021	October 21 <sup>st</sup> 2021	P
Record	November 11 <sup>th</sup> 2021	November 4 <sup>th</sup> 2021	P
PDI Open Round #2	November 25 <sup>th</sup> 2021	November 18 <sup>th</sup> 2021	D
Print Open Round #3	December 9 <sup>th</sup> 2021	December 2 <sup>nd</sup> 2021	P
PDI Open Round #3	January 20 <sup>th</sup> 2022	January 14 <sup>th</sup> 2022	D
Print Open Round #4	February 3 <sup>rd</sup> 2022	January 28 <sup>th</sup> 2022	P
PDI Open Round #4	February 24 <sup>th</sup> 2022	February 17 <sup>th</sup> 2022	D
Print Open Round #5	March 10 <sup>th</sup> 2022	March 3 <sup>rd</sup> 2022	P
Portrait	March 24 <sup>th</sup> 2022	March 17 <sup>th</sup> 2022	P
Small Print	March 24 <sup>th</sup> 2022	March 17 <sup>th</sup> 2022 (on the night of the competition)	P
PDI Open Round #5	March 31 <sup>st</sup> 2022	March 24 <sup>th</sup> 2022	D
PDI Sequence	April 14 <sup>th</sup> 2022	April 7 <sup>th</sup> 2022	D
Print Panel	April 14 <sup>th</sup> 2022	April 14 <sup>th</sup> 2022 (on the night of the competition)	P
Natural History	April 28 <sup>th</sup> 2022	April 21 <sup>st</sup> 2022	P
Print & PDI of the Year	May 5 <sup>th</sup> 2020	April 28 <sup>th</sup> 2022	P
Exhibition	TBC	TBC	P

The Annual Exhibition is quite separate from club competitions. See Section 7.

## SECTION 3: IMAGE MEDIA RULES

### 3.1 GENERAL FOR BOTH PDIs and PRINTS **P D**

All images for both PDIs and Prints must be registered/submitted online to the PhotoEntry website at <https://compent.photoentry.uk/compent/>. You MUST read the separate "PhotoEntry User Guide" (Appendix 2) to understand fully how it works. When using PhotoEntry, please note that file names are limited by the software to FIFTY characters including spaces and that you cannot use characters which are forbidden in Windows file names i.e. \ / : \* ? " ' < > and |.

Before entering competitions, make sure you read every part of Appendix 1.

Before entering prints, make sure you also read Sections 3.3 and 3.4.

If you wish to enter competitions but haven't yet used PhotoEntry, you need to contact one of the PhotoEntry Administrators (currently Philip Smithies [philip.smithies@hotmail.co.uk](mailto:philip.smithies@hotmail.co.uk) or Pam Sherren [psherren@zoho.com](mailto:psherren@zoho.com)) who will send you log-in details for PhotoEntry.

### 3.2 RULES FOR PDIs **D**

Rules for PDIs are set out in Appendix 1. Note that we will revert to a resolution of 1920 x 1200 to match the projector's resolution but that PhotoEntry can resize images.

### 3.3 and 3.4 RULES FOR PRINTS

**NOTE:** There are very significant changes, additions and clarifications to the Print Guidelines and it is **ESSENTIAL** that you read very carefully the whole of this page as well as the “PhotoEntry User Guide”.

#### 3.3 Preparing Prints

- Prints must be produced under your total control or direction. It is absolutely fine to have images commercially printed and to use commercial mounts and/or to have the print commercially mounted.
- Each print must be mounted **or placed directly on the mount**. The mount itself must be EITHER 50cm wide x 40cm high OR 40cm wide x 50cm high. Note: smaller mounts may be used for the Print Panel Competition and for the Small Print Competitions only.
- The print itself may be of any size that fits within **or on** the mount except for the “Small Print” Competition where the image must be no greater than 15cm x 15cm.
- Make sure that your entries will not cause damage to other entries e.g. don’t use Velcro type strips on mounts, or leave exposed sticky tape.

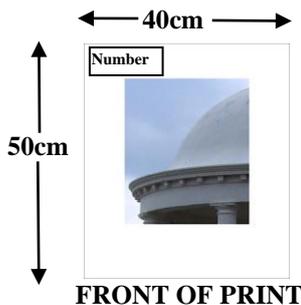
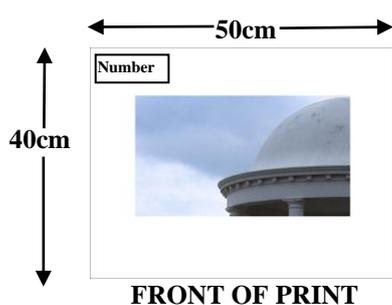
#### 3.4 Submitting Prints

- Upload a PDI version of your print images to PhotoEntry as if you’re entering a PDI competition. For competitions other than “Small Print” and “Print Panel”, the deadline is midnight of the Thursday of the week preceding the competition (see page 3).
- The Print Secretaries will then decide on the running order and will allocate a number to each print. You will be advised of print numbers by email.
- On the evening of the competition, bring in your prints by 7.15 p.m. When you arrive at the meeting, write on the “post-it” note provided the number(s) allocated by the Print Secretary for the specific competition and place it on the **FRONT** of each print in the **TOP LEFT-HAND CORNER** as shown below. The Print Secretary will indicate where you should place your print on the stands to ensure they are in numerical order.
- The printed list of titles, with a column for marks, will be made available for the announcer. Images and marks will be available on the PhotoEntry website soon after the competition.
- You are responsible for bringing in your prints and taking them home on the day of the competition, or for arranging for another member to do so on your behalf. Prints will no longer be stored at the school or by the Print Secretaries

The reasons for these changes are:

- To relieve pressure on the Print Secretaries who will no longer have to take home heavy boxes of prints, bring them back to the club two weeks later and try to store uncollected items. They will not have to spend time generating lists of entries as PhotoEntry does this automatically.
- To reduce the risk of damage to prints.
- To relieve pressure on entrants who will now only bring prints in and take them home on the day of the competition.
- To reduce the deadline for submission of prints from 14 days to just 7 days before the competition.
- To enable entrants to change their minds up to seven days before the competition.
- To enable results to be issued semi-automatically from PhotoEntry.
- To enable galleries of images to be produced automatically in PhotoEntry.
- To build up an easily accessible bank of images for selection for external competitions.
- To encourage the submission of prints.

Note: The judging will only be based upon the printed image and the judge will not see the PhotoEntry gallery.



Note:

The only information required by the Print Secretaries is the number they allocate as in 3.4 above which should be entered on the top-left of the front of the print.

There is no longer any need to enter any information on the back of the print for internal competitions (although see 6.4)

## SECTION 4: COMPETITION GROUP **P D**

Currently, for all competitions whether Open (Section 5) or subject-specific (Section 6), there is only one group (Group A) to which everyone is allocated. Members compete on an equal basis.

## SECTION 5: OPEN SUBJECT COMPETITIONS **P D**

- 1 A competition, consisting of five rounds, is held for both image mediums.
- 2 You may enter as many or as few rounds as you choose. However, to be eligible for an award you must have submitted a minimum of eight images.
- 3 You may enter up to two images (either monochrome or colour) of *any* subject per medium in each round.
- 4 Each image is marked out of 20.
- 5 Trophy winners in each group, for each medium, are described below.

### OPEN SUBJECT COMPETITION AWARDS

For both mediums, the following trophies and certificates are normally awarded:

- The Founder's Cup (Prints) / Newman Trophy (PDIs). Members will be ranked in each medium in order of the aggregate score of the best SIX of up to ten marks gained in at least four of the rounds, with marks from the seventh highest entry being considered in the event of a tie. If there is still a tie, the eighth highest mark will be taken into account; and so on, until no ties remain and an outright winner emerges.
- A trophy for the best new member (only available for members in their first year of entry).
- A trophy for the most improved member (not available for members in their first year of entry and only awarded once to any individual).
- A certificate for the member with the highest aggregate score.

See also "Photographer of the Year Award".

## SECTION 6: OTHER COMPETITIONS

### 6.1 – 6.3: RECORD, PORTRAIT and NATURAL HISTORY COMPETITIONS – GENERAL POINTS:

- 1 For each of the Record, Portrait and Natural History competitions, there are individual competitions for Prints and PDIs.
- 2 Members may enter up to three images for each medium.
- 3 A trophy, to be held for one year, will be awarded to the member achieving the highest aggregate score in each of the competitions. In the event of a tie, the trophy will be shared.
- 4 Images already used in the Open Subject Competitions may not be entered in these competitions. However, individual entries from these competitions may afterwards be entered in Open Subject Competitions on one occasion only.

### 6.1 RECORD COMPETITIONS **P D**

“Record Photography” is the photography of inanimate objects including all man-made structures or artefacts including (but not restricted to) archaeological and architectural objects and details, historical artefacts, stained glass, statues, glassware, porcelain, ornaments, and mechanical devices. Subject matter not allowed includes Natural History and images which rely strongly on a pictorial element, such as landscapes and portraits.

The resulting image should be an accurate representation with detail visible in the full range of tones with an absence of digital noise and in as informative a manner as possible. It should be in sharp focus with no converging verticals or other distortion (for example lens distortion). It should accurately show shape, detail, form, colour and texture, so that it would help to recreate the subject in the event of it being damaged or stolen. Artistic interpretation is important provided it does not adversely affect the accurate recording of the subject in question. Appropriate lighting is essential to show details, colour and texture.

There are no restrictions to the techniques that you may use to record or process an image. However, the emphasis must be placed on accurately conveying information about the structure, function and/or appearance of the subject.

Individual file names should be factual – creative titles are unsuitable for this category. You can provide additional written information about each of your entries which will be read out as the image is shown. This information might include, for example, the subject's identity, location, size, age, construction materials, designer, builder, etc. as appropriate.

### 6.2 PORTRAIT COMPETITIONS **P D**

A portrait is a picture whose main content is the **human** (not animal) form. Images may consist of one or more individuals and they can have been taken in any setting e.g., candid/ “street” and formal “studio”.

There are no restrictions in the techniques that you may use.

The rules for the Natural History Competition have caused a great deal of confusion over the last few years and what follows is a rephrased version in an attempt to improve clarity. However, it should be emphasised that what was written in recent versions of the rules still applies.

The rules, created a few years ago, were based on those for Nature and/or Natural History photography adopted by the International, National and Regional photographic governing bodies and the wider photographic community e.g. FIAP/PSA/RPS/PAGB/KCPA. However, their definitions may change over time (sometimes significantly) so if you are thinking of entering such competitions, you should check their rules very carefully.

Natural History means images where living organisms (including marine and botanical subjects as well as fungi and algae) are the primary subject matter and presented in such a way that a well-informed person will be able to identify the subject material and certify its honest presentation. The story telling value of an image will normally be weighed more than the pictorial quality although high technical quality is very important. Images which are also allowed include those taken with subjects in controlled conditions such as zoos, game parks, botanic gardens, aquariums and enclosures where the subjects are dependent on humans for food. Scientific bands, tags or collars on wild animals are permissible.

The following are **NOT** allowed:

- Images where the subjects are obviously domestic or hybrid animals or plants.
- Images of feral animals
- Images of mounted specimens
- Images where an obviously artistic treatment has been applied.
- Images which are “stitched”
- Infra-red images

Human elements must not be present unless they form an integral part of the nature story e.g., where animals such as barn owls or foxes have adapted to an environment modified by humans.

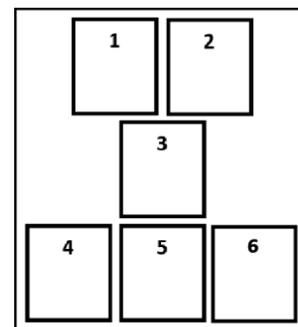
Although a range of photographic techniques are allowed\*, the overriding principle is that such manipulation should enhance the presentation of the images but not detract from their truthfulness.

(\*specifically including exposure adjustment, colour correction, noise removal, dodging/burning, HDR, focus stacking, removal of minor distractions (for example by cloning) and sharpening as well as the removal of defects added by the camera such as dust spots, digital noise, and film scratches.)

The use of binomial Latin names of subjects is not mandatory but appreciated by judges.

#### 6.4 PANEL OF PRINTS COMPETITION P

1. This is for a panel of prints exhibiting a unifying theme, the interpretation of which is left to you.
2. You may enter only one panel which must be brought in on the night of the competition.
3. Panels may consist of up to six mounts. More than one print may be included in each mount. The whole panel must be able to be displayed in two or three rows on the club's display stand.
4. The rules in section 3.1 above for Print images apply although mounts can be any size up to and including 50cm x 40cm.
5. The photographer's name plus the title should be on the back of each print. Additionally, the number of the print must be written in the centre top of the print and a “Display Plan” (as in the diagram opposite) must be handed to the Print Secretary on the night of the competition.
6. You may provide a short description of the panels and/or of individual prints. These would be read out by the Announcer at the appropriate points.
7. Marks out of 20 will be awarded. In the event of a tie, the member whose panel is judged the best will receive the Norman Denman Cup, to be held for one year. We also often ask for 2nd and 3rd places to be awarded.
8. Images previously entered in TCC competitions are ineligible. However, individual prints from the panel may afterwards be entered once in open competitions.



## 6.5 PDI SEQUENCE COMPETITION



1. This is for a single PDI sequence (one sequence per member) containing up to six images which displays a coherent theme (e.g. with a story-telling aspect) with the images to be projected one after the other.
2. Each image can be resized as described in Appendix 4
3. There must be an overall title for the sequence and (if desired) individual titles for each image.
4. You may provide a short description for the sequence and/or short descriptions for each individual image which will be displayed or read out by the Announcer at the appropriate time.
5. Filenames should be written thus: 1 RAGE i.e. the title is preceded by a number and a space.
6. A linear montage, produced by the competition organisers, will be shown at the competition to act solely as an “aide-memoire” for the judge. This will be numbered “0” in the sequence and followed by the overall sequence title.
7. Entrants should advise the PhotoEntry Coordinator of the overall title for the sequence and any additional information for the sequence and/or each image which will be displayed or read out while the individual images are shown.

To summarise with an example for a sequence whose overall title is “EMOTION” and composed of four individual images:

0 EMOTION	(a linear montage prepared by the organisers with the sequence title)
1 RAGE	(your first image)
2 CALM	(your second image)
3 PEACE	(your third image)
4 HOPE	(your fourth image)

- Images previously entered in TCC competitions are ineligible. However, individual images from the sequence may afterwards be entered once in open competitions.
- Marks out of 20 will be awarded. In the event of a tie, the member whose sequence is judged the best will receive a trophy, to be held for one year. We also often ask for 2<sup>nd</sup> and 3<sup>rd</sup> places to be awarded.
- Ideally, please submit entries **TWO** weeks before the date of competition in order to enable the linear montage of images to be prepared.

## 6.6 CLUB ANNUAL OUTING COMPETITIONS



Not held in 2020/21 as the Annual Outing did not take place because of coronavirus.

## 6.7 SMALL PRINT COMPETITION



1. This is an open subject competition for prints with a maximum dimension of 15cm on the longest side.
2. A maximum of two prints per entrant are allowed.
3. Mounts can be any size up to and including 50cm x 40cm.
4. The winning entry will be displayed in the exhibition (if the competition takes place before the exhibition) but is subject to exhibition display rules e.g. the mount must be 50cm x 40cm or 40cm x 50cm and framed.
5. Images previously entered in any TCC competition are ineligible.
6. Entries from this competition may afterwards be entered once in open competitions (but in each case in the image must be in or on the standard-sized mount).
7. First, second and third places are awarded (based on one image). The member whose print is judged the best will receive the Small Print Trophy (to be held for one year).
8. This competition normally takes place on the same evening as the Portrait Competitions and is judged during the break.

## 6.8 PRINT OF THE YEAR COMPETITION



You may enter TWO prints selected from your entries in any of the previous twelve months’ print competitions, or from the current year’s exhibition entries. If entry numbers are high, it may only be possible to use one print so you must indicate your first choice and your second choice. Entries will be awarded marks out of 20. In the event of a tie, the judge will be asked to select 3<sup>rd</sup>, 2<sup>nd</sup> and 1<sup>st</sup> places with the latter being awarded the Brother UK Shield (to be held for one year).

Note: With your entries, please indicate the competition in which they were entered and the marks they received. If they were entered in the Exhibition, please indicate the award received (if any).

## 6.9 PDI OF THE YEAR COMPETITION **P D**

You may enter TWO PDIs selected from your entries in any of the previous twelve months' PDI competitions or from the current year's exhibition entries. If entry numbers are high, it may only be possible to use one PDI so you must indicate your first choice and your second choice. Entries will be awarded marks out of 20. In the event of a tie, the judge will be asked to select 3<sup>rd</sup>, 2<sup>nd</sup> and 1<sup>st</sup> places with the latter being awarded a trophy (to be held for one year).

Note: With your entries, please indicate the competition in which they were entered and the marks they received. If they were entered in the Exhibition, please indicate the award received (if any).

NOTE: for both PDI and Print of the Year Competitions, there must be no "media-switching" i.e. an image which was judged as a PDI cannot then be entered as a print and vice-versa.

## 6.10 PHOTOGRAPHER OF THE YEAR AWARD **P D**

This is awarded to the person who attains the highest aggregate mark for all entries in the Open Subject Print Competition Rounds and Open Subject PDI Competition Rounds giving a maximum score of 400 from five rounds PLUS all of the marks in each of the Portrait, Record and Nature (Prints and PDIs) competitions, giving a maximum score from these competitions of 360 and an overall maximum score of 760. Everyone is automatically eligible.

## 7 ANNUAL EXHIBITION **P D**

This is an open exhibition and NOT a competition although awards are made as summarised in the table below. The dates of the Exhibition and for submission of entries have not yet been confirmed.

### Conditions of Entry

1. The Exhibition is quite independent of club competitions.
2. Any image may be submitted provided it hasn't been accepted in a previous exhibition.
3. All TCC members may enter. You are guaranteed to have at least one image accepted in each medium.
4. You may submit up to six prints and/or six PDIs. It is your responsibility to supply frames for prints which have been accepted.
5. Prints must be mounted – and **NOT** placed directly on the surface of the mounting board. The mounts must be EITHER 50cm wide x 40cm high OR 40cm wide x 50cm high.
6. Duplicates or near duplicates (as defined in Section 1.6) of images previously accepted in a Tonbridge Camera Club Exhibition are not eligible.
7. Entries must be prepared as described above and in the Appendices
8. The arrangements for submitting entries will be issued nearer the time.
9. The Club cannot accept responsibility for damage to members' work.
10. Hand-in dates for both prints and PDIs is TBC.
11. It is likely we will use PhotoEntry for the submission of both PDIs and Prints

### AWARDS

<b>Prints <b>P</b></b>	<b>PDIs <b>D</b></b>
Premier Award	Premier Award
Best Landscape (Frank Coppins Landscape Trophy)	Best Landscape
Best Natural History Image	Best Natural History Image
Best Monochrome (Charles Adams Monochrome Cup)	Best Monochrome
Best Portrait	Best Portrait
Best Creative Image	Best Creative Image (Ken Cope Creative Trophy)
Commended Award(s) <i>and</i> Highly Commended Award(s)	Commended Award(s) <i>and</i> Highly Commended Award(s)

## APPENDIX 1 – PDI GUIDELINES

- **Submitting images**
- **EXIF data**
- **Setting colour space (optional)**
- **Naming images**
- **Resizing images (optional)**
- **Adding a border/stroke**
- **Changing background colour**

**IMPORTANT: MAKE A COPY OF THE IMAGE YOU INTEND TO USE.** When you have resized, saved and closed the image, the process cannot be reversed. Always work on a copy of the image.

### SUBMITTING IMAGES

On-line using PhotoEntry. See “PhotoEntry User Guide” which has been modified since it was first issued (Appendix 2).

### EXIF DATA

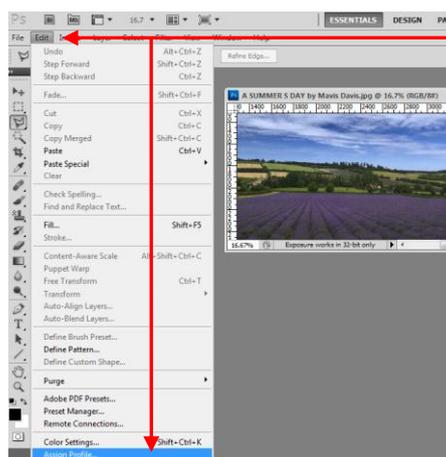
PhotoEntry does not remove EXIF data except when it creates thumbnails and Viewing Galleries. As it is too time-consuming for the PDI Secretary to remove it, you may therefore prefer to remove it yourself before you upload your images although the overwhelming majority of entrants don’t bother and there is no necessity to do so.

Once EXIF data is removed, it cannot be restored.

The club website automatically removes EXIF data.

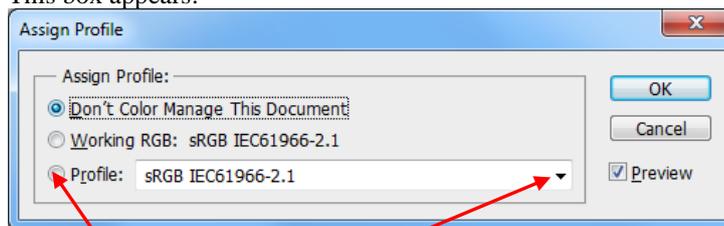
### SETTING THE COLOUR SPACE (optional)

sRGB (not Adobe RGB) is the *preferred* setting as this is what *external* PDI competitions insist on. If your entry were to be selected for an external competition, the External PDI secretaries may well ask you to ensure that sRGB is chosen. That said, the club projector is set up in such a way so that whatever colour space you use, the image will be projected to show it at its best.



To specify/check the Colour Space in Photoshop, select Edit→Assign Profile.

This box appears:



Click “Profile” and choose “sRGB” from the drop-down list.

Note: When this box opens, you may well find that sRGB is already selected. If this is the case, simply click “Cancel”.

Note: PhotoEntry will “warn” you if the Colour Space is not sRGB. Unfortunately, it cannot be configured to remove this warning. It is therefore suggested that you simply ignore it.

### NAMING IMAGES

- The title must be in upper-case although PhotoEntry automatically corrects any in lower-case or mixed-case.
- The title must NOT contain the word “by”.
- The title must NOT include your name.
- PhotoEntry will reject any titles which contain characters forbidden in Windows filenames (i.e. \ / : \* ? ” < > | ).
- Don’t add (for example) 1 of 2 or 2 of 2 to the title. You can easily order your images in PhotoEntry
- Only JPEGs are accepted and therefore the extension must be .jpg/.jpeg or .JPG/.JPEG. Consult your computer’s “Help” section if you can’t see the extension in any of your folders (enter “view extension” in the search box).

### RESIZING IMAGES

Images are projected at a size of 1920 pixels wide by 1200 pixels high (in a 16:10 ratio) and **ideally** should be resized accordingly. The width must not exceed 1920 pixels and the height must not exceed 1200 pixels. The projection software will automatically place a black background around any image with a ratio other than 16:10 so please **do NOT add black backgrounds**.

However, with the introduction of PhotoEntry, it is no longer compulsory to resize images (although we recommend it) as the software will do it for you. **SEE APPENDIX 4 FOR FOUR WAYS OF RESIZING IMAGES**

### **ADDING A BORDER (STROKE) (optional)**

If you wish to add a border (stroke, as Photoshop calls it), consult your software guides or go on-line for further information. A border may be added before or after resizing and there are a variety of ways of doing this. Depending on the method you choose, you would need to ensure that you haven't removed a critical part of the outside of the image or increased the dimensions of the image beyond the acceptable size.

### **BACKGROUND COLOUR**

The overwhelming majority of people leave the background colour as black for those images which are not exactly 1920 x 1200 pixels.

**Please DON'T add black backgrounds by extending the canvas size: there is no need to do so and it subsequently involves extra work for the competition secretaries, exhibition organisers and webmasters.**

### **SPELL-CHECK**

Before submitting your image, consider using a spell-check on the title to eliminate typos. You can see for yourself in the competition results on the website numerous examples of spelling mistakes – although we do try to correct them – and judges often draw attention to them.

Some words seem to be regularly spelt wrong e.g. BODIAM (not Bodium) and ALTAR (as in a church – not ALTER).

### **JUDGING**

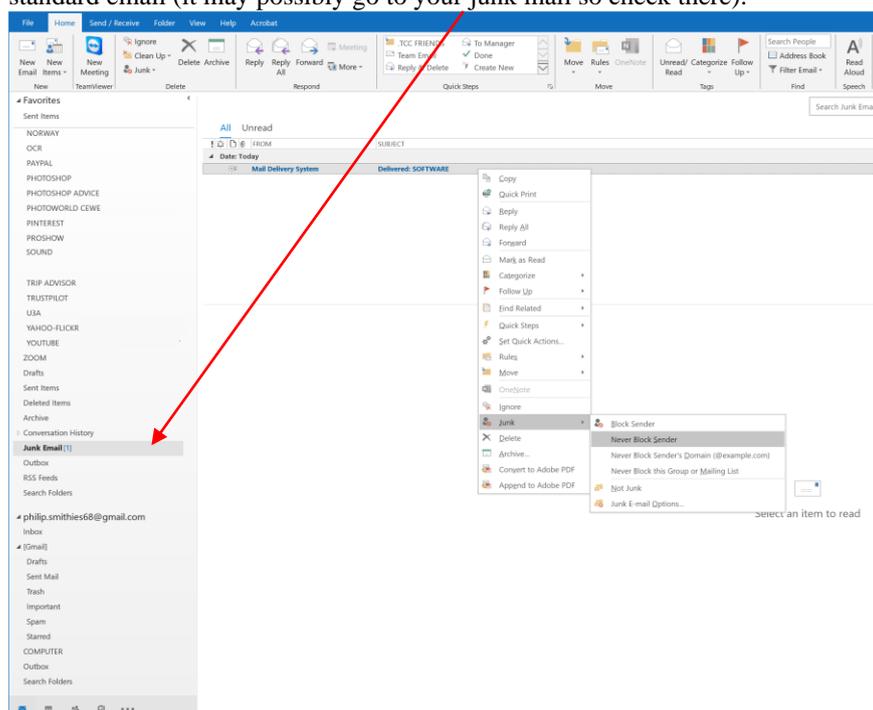
This article by Roger Wates on the subject of judging (How to reduce judges' criticisms) is available on the website in the Members' Area: [https://docs.wixstatic.com/ugd/946144\\_ad19d9fc6f4d4887bba52268de1cc496.pdf](https://docs.wixstatic.com/ugd/946144_ad19d9fc6f4d4887bba52268de1cc496.pdf)

This is link to a lengthy but interesting collection of articles about judging:

[http://www.pagbnews.co.uk/sites/default/files/newsletters/en105271213\\_JudgingSpecial.pdf](http://www.pagbnews.co.uk/sites/default/files/newsletters/en105271213_JudgingSpecial.pdf)

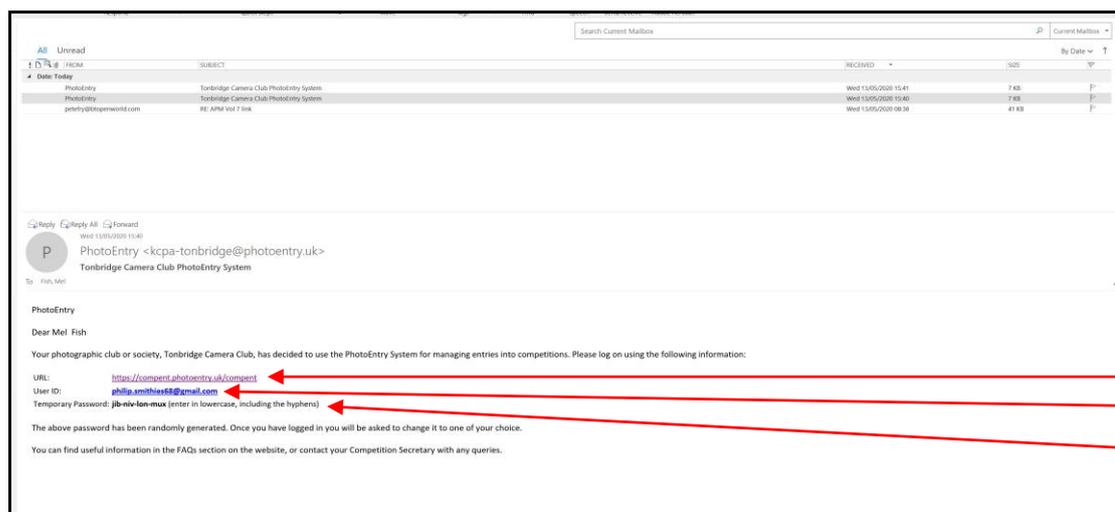
## APPENDIX 2 – PHOTOENTRY USER GUIDE

When you email the PhotoEntry Administrators (currently [philip.smithies@hotmail.co.uk](mailto:philip.smithies@hotmail.co.uk) and [psherren@zoho.com](mailto:psherren@zoho.com)) that you wish to enter competitions, your name and email address will be entered into PhotoEntry and you will receive an automatically generated standard email (it may possibly go to your junk mail so check there).

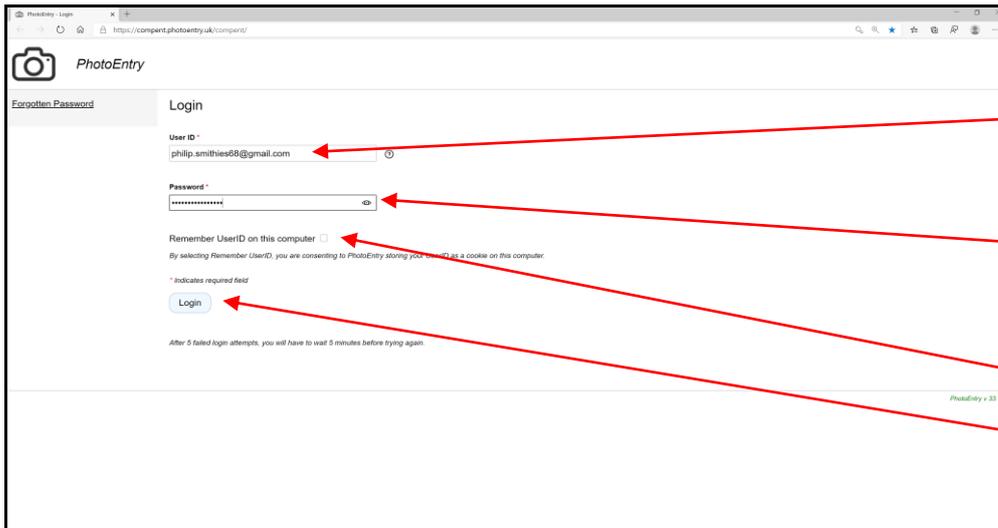


- Fig 00**
- To stop important messages going to junk:
- 1 right-click on the message
  - 2 in the menu that appears, left-click “Junk” and select the most appropriate option (usually “Not Junk” or “Never block sender”).
  - 3 This usually works for future occasions – but not always. Periodically check your junk emails.
  - 4 Move the email to the normal in-box.

NOTE: Fig 00 is a Microsoft Outlook screenshot. Your screenshot may not look the same and may have different options for handling junk emails.

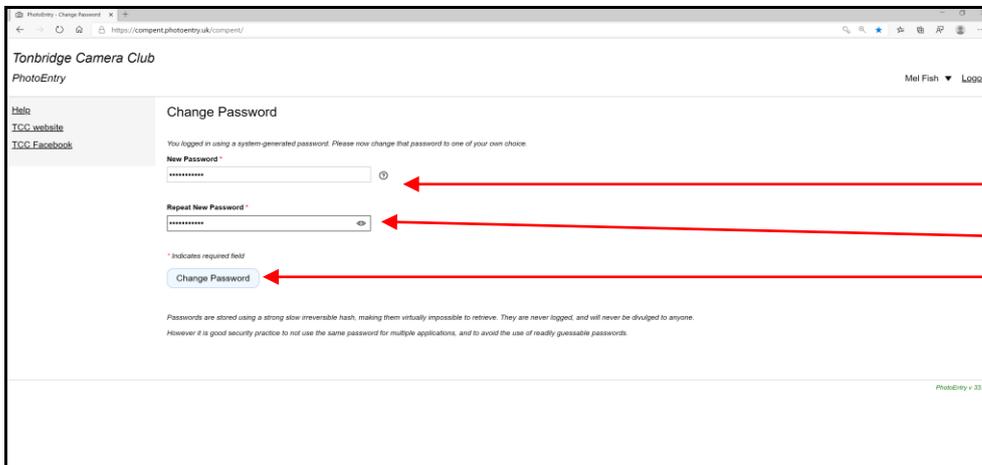


- Fig 01.**
- In the email addressed to you (possibly with your surname first depending on how the software is configured), you’ll see a link (URL) to the PhotoEntry site, a User ID (your email address) and a temporary password. Click on the URL link.



- 1 On the web-page that appears, the User ID will already be there. DON'T CHANGE IT
- 2 Enter the password that was in the email in Fig 01. You can copy and paste it from the email.
- 3 Tick "Remember User ID on this computer"
- 4 Click "Login"

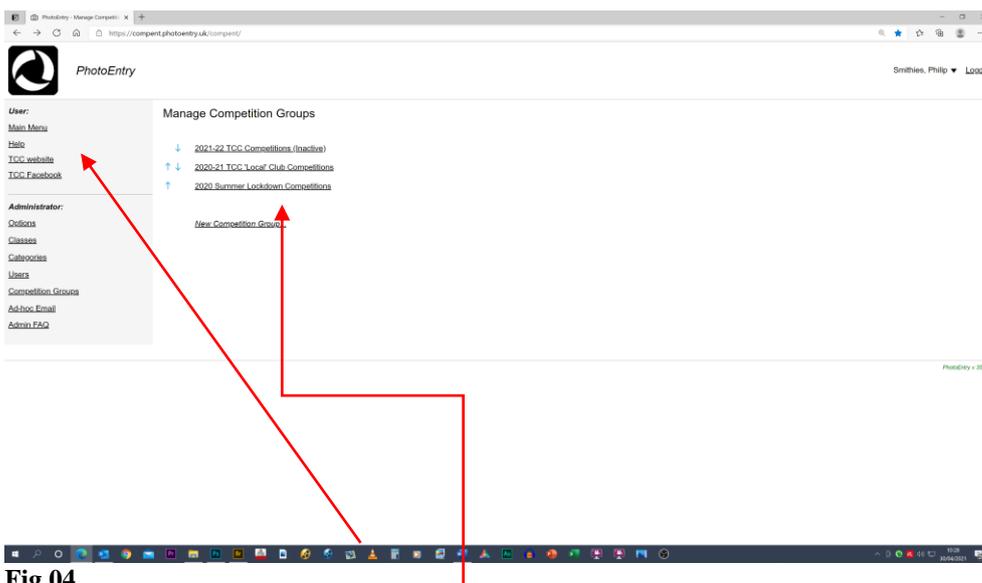
**Fig 02**



- 1 Enter a NEW password of your choice
- 2 Re-enter the password
- 3 Click "Change Password"

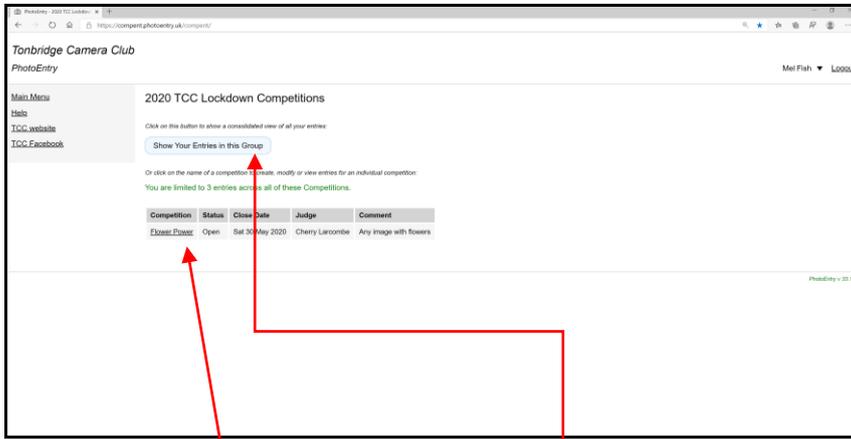
You may be offered the choice of allowing your machine to remember your password.

**Fig 03** (this will only appear the **first** time you use the software)



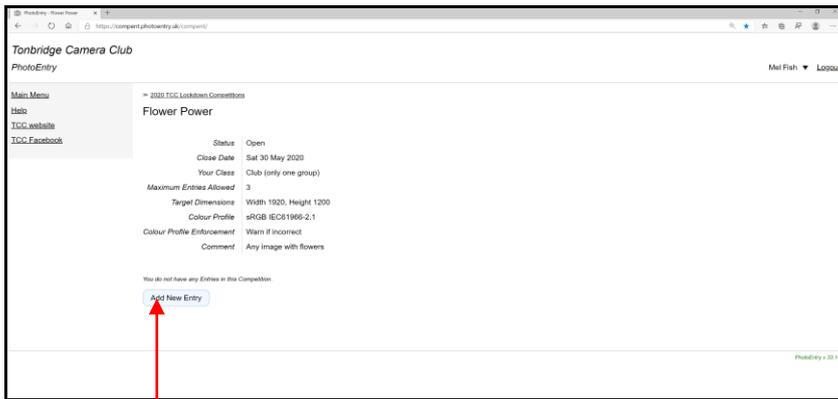
**Fig 04**

On the left are a number of links including the club's website and Facebook page as well as a "Help" guide. Navigate to the correct competition and click.  
 Consider adding the URL to your "Favourites": <https://compent.photoentry.uk/compent/>



**Fig 05**

- 1 Click on the name of the competition. You will only be able to enter the competition if the Status is “Open”.
- 2 When you revisit the page, you can see/modify your entries here



**Fig 06**

A screen with information about the competition appears.  
Click on “Add New Entry”

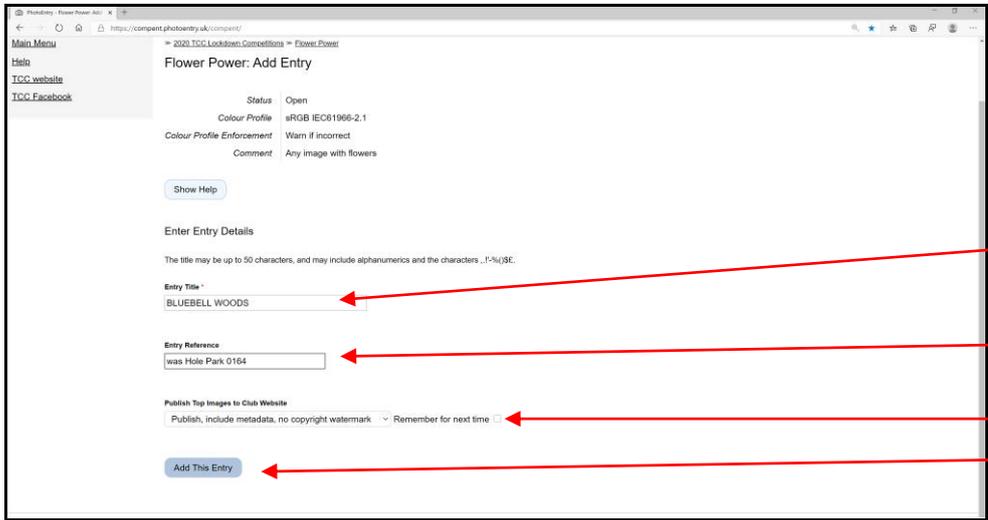
### NOTE: RESIZING IMAGES

It is no longer compulsory to resize your images as PhotoEntry software will do it for you although we suggest you should consider resizing your images. Read Appendix 4A below for more information based on that given in PhotoEntry’s “Help” section.

Every internal competition will be configured with the projector’s “Target Dimensions” of 1920 x 1200.

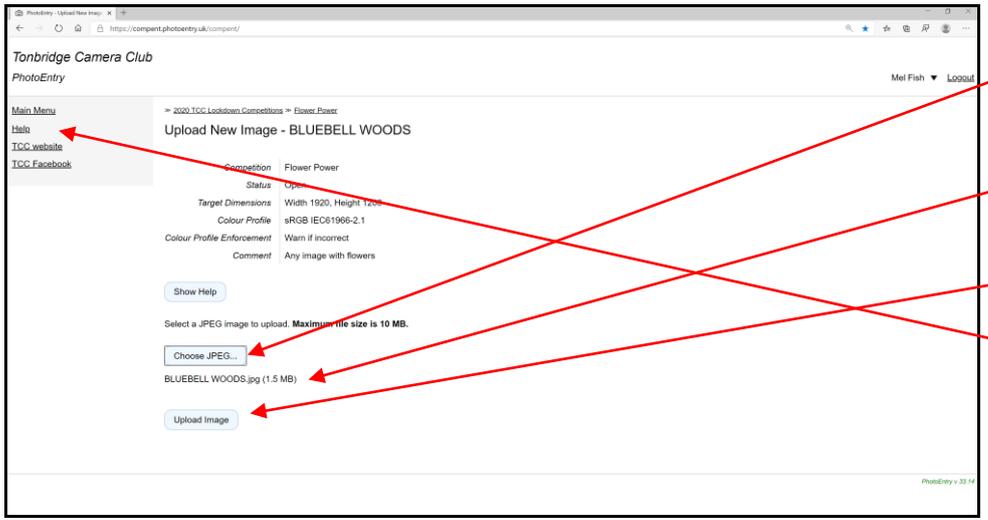
If you want to resize your images but don’t have any photo-editing software, read Appendices 4B (A simple and free way to resize images online without using software) and/or 4C (A simple and free way to resize images using Microsoft’s “Photos” App). If you have Photoshop, read Appendices 4D and 4E.

(Continued on next page)



**Fig 07**

- 1 Enter the title – UPPER CASE ONLY. The software automatically corrects titles in lower or mixed case. **DON'T** include your name or the word BY.
  - 2 If you want to make brief notes to remind you of something, do so here.
  - 3 Further non-relevant options.
  - 4 Click “Add This Entry”.
- Note: the actual uploading of the image comes next

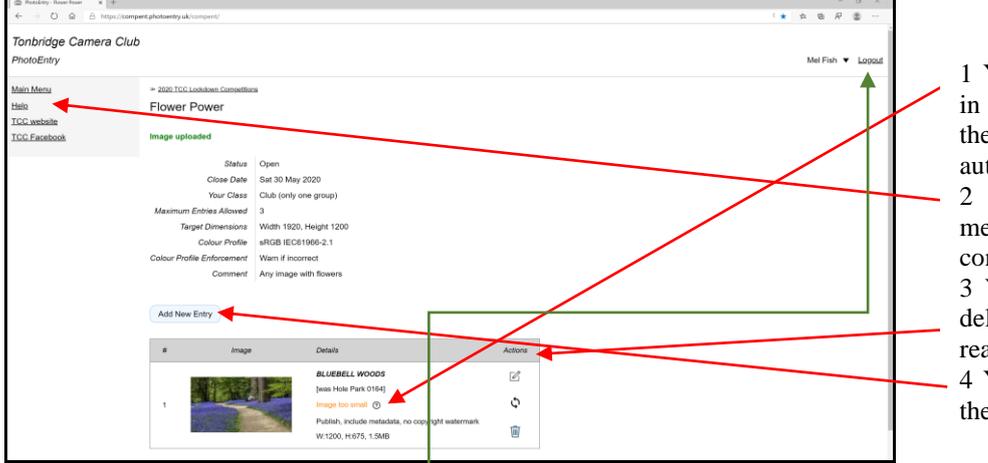


**Fig 08**

- 1 Click “Choose JPEG”, navigate to the correct folder and image and click “Open”.
- 2 The name will appear below the “Choose JPEG...” box
- 3 Click “Upload Image”. The image will upload but this may take a few seconds (the status may appear at the bottom of your screen).
- 4 You will be warned of major errors. Check “Help” for more advice.

Note: PhotoEntry will “warn” you if the Colour Space is not sRGB. Unfortunately, it cannot yet be configured to remove this warning. It is therefore suggested that you simply ignore it.

This screen now appears.



**Fig 09**

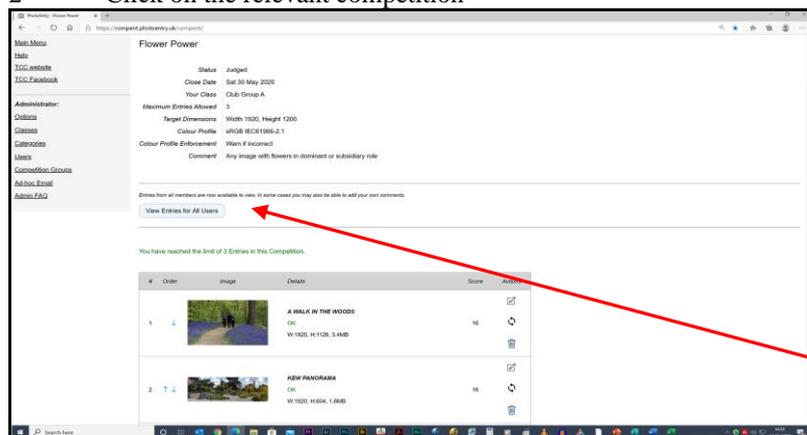
- 1 You will be warned of any problems – in this case, the image was too small but the software had not been configured to automatically reject it.
- 2 If you don't understand an error message, check “Help” first before contacting the competition organiser.
- 3 You can investigate Actions here (e.g. deleting or renaming the image, rearranging the order, etc.)
- 4 You can add further images here up to the maximum allowed.

Finally, if you haven't already done so, add the URL to your favourites: <https://compent.photoentry.uk/compent/>  
 Log Out when you've finished your session  
 See the next pages for important notes on how to view competitions and how to resize.

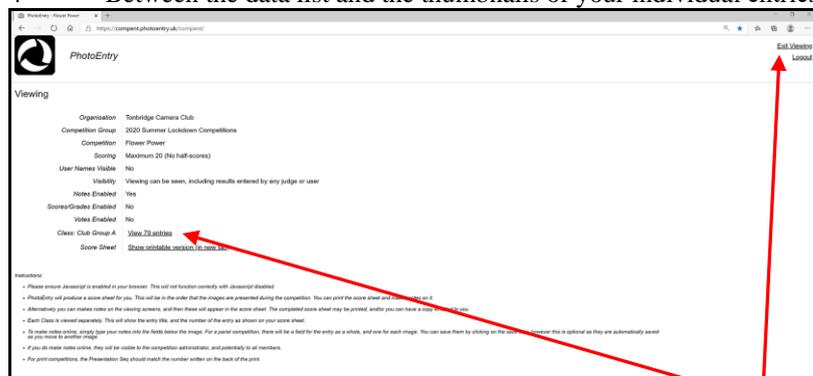
## APPENDIX 3: VIEWING COMPETITION RESULTS

To view the results and image gallery:

- 1 Log-in to PhotoEntry
- 2 Click on the relevant competition



- 4 Between the data list and the thumbnails of your individual entries you'll see "View Entries for All Users". Click on this.



- 5 By the words "Class: Club Group A", click on "View xxx entries"
- 6 The images will appear in random order (this is a deliberate policy by PhotoEntry's creator and currently cannot be altered). The marks and authors' names are in a box underneath labelled "Entry Notes" and/or by the title.
- 7 Use the arrow keys to navigate through the gallery.
- 8 Click on the image to view it full-screen. Click on the image again to return to the normal screen.
- 9 When you've finished, click "Exit Viewing" on the top right.

## APPENDIX 4A: DO I NEED TO RESIZE IMAGES?

**In a word: NO ... but read the rest of this page**

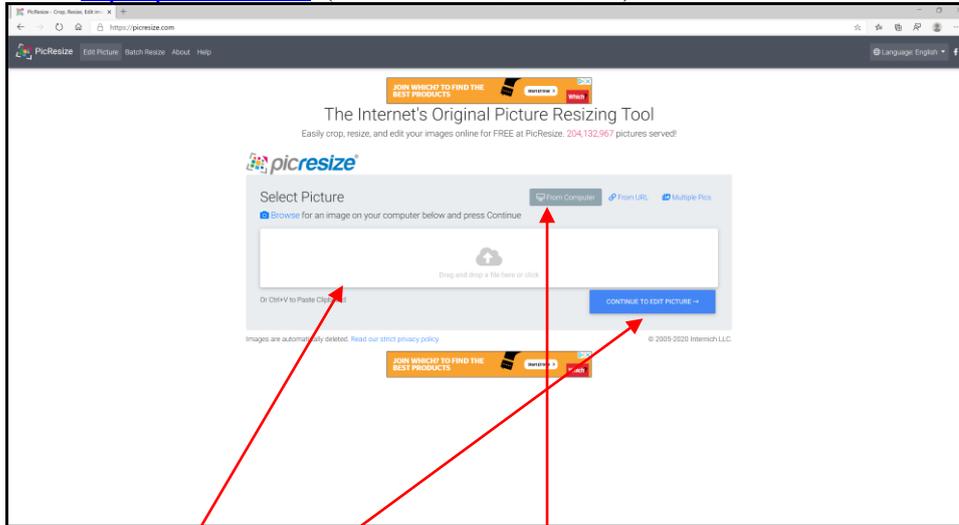
Always check the required dimensions shown on the image upload screen. They will almost invariably be 1920 x 1200.

- DiCentra, the projection software we often use, prefers images to be sized correctly, and has been known to display images in a less than desirable way if they are not.
- To be **absolutely** sure that your image is displayed in the best form, you should resize the image before uploading it (as described in Appendices 4B to 4E). However, PhotoEntry will do an excellent job of resizing it (retaining the same aspect ratio) for you if necessary, although the best results will only be obtained if the uploaded image is substantially **larger** than the required dimensions. For example, if 1920 x 1200 target dimensions are specified, submitting a 1940 x 1237 image will not yield a good result, but submitting (for example) a 3800 x 2400 image will be quite acceptable. Clicking on the thumbnail will show the resized image for you to check. Downsizing always gives better results than upsizing.
- A warning will be triggered if the target dimensions are not met. Depending on how the competition rules are configured, the software may reject your image and tell you to resubmit.
- A very common mistake is to resize for the long side. The size requirements specify a maximum width of 1920 and a maximum height of 1200. This is NOT the same as specifying a height of 1920 and a width of 1200.
- A "LANDSCAPE" format is one in which the width is greater than the height; a "PORTRAIT" format is one in which the height is greater than the width. (1920 x 1200 is also, of course, a landscape format).
- If the image is larger than 10MB, PhotoEntry will reject it.
- **If you're happy to let PhotoEntry resize your images, don't bother reading the next few pages.**

## APPENDICES 4B – 4E: HOW TO RESIZE IMAGES

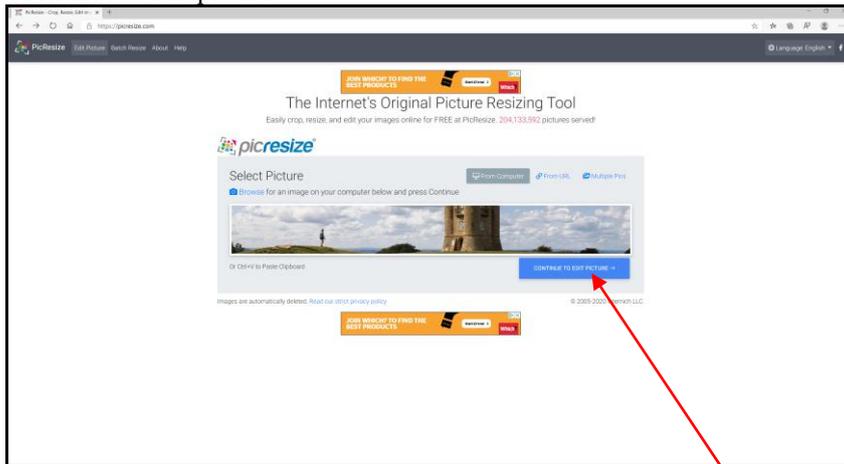
### 4B: A SIMPLE AND FREE WAY TO RESIZE IMAGES ONLINE WITHOUT USING SOFTWARE ALWAYS WORK ON A COPY OF THE ORIGINAL IMAGE

Go to: <https://pikresize.com/> (there are other similar sites)



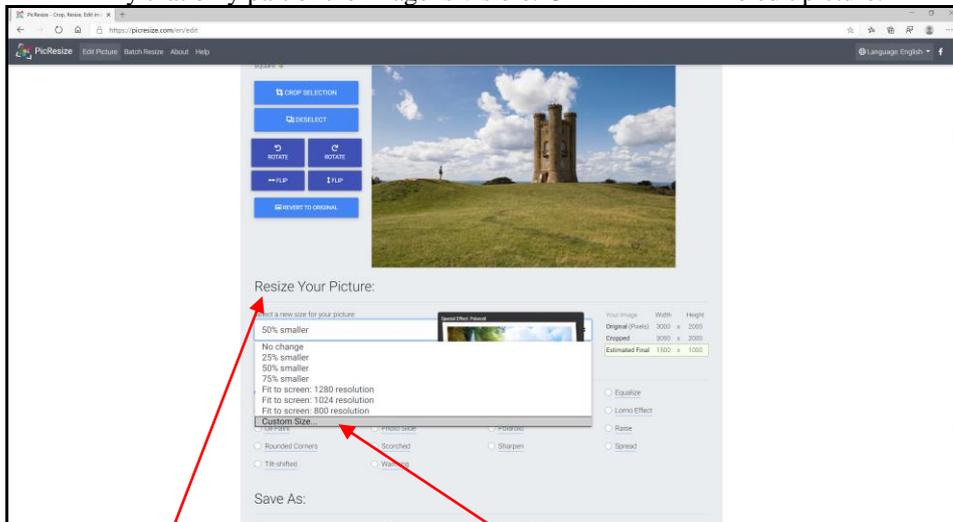
**FIG 10**

Drag an image here (or use the “From Computer” route) – this can be quite slow, depending on the size of the image. Then click “Continue to edit picture”



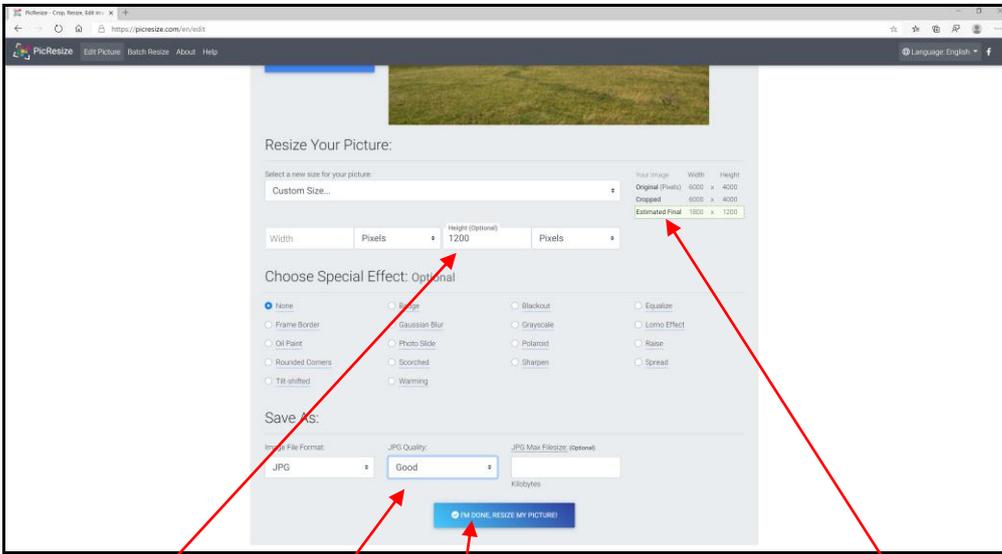
**FIG 11**

Don't worry that only part of the image is visible. Click “Continue to edit picture.”



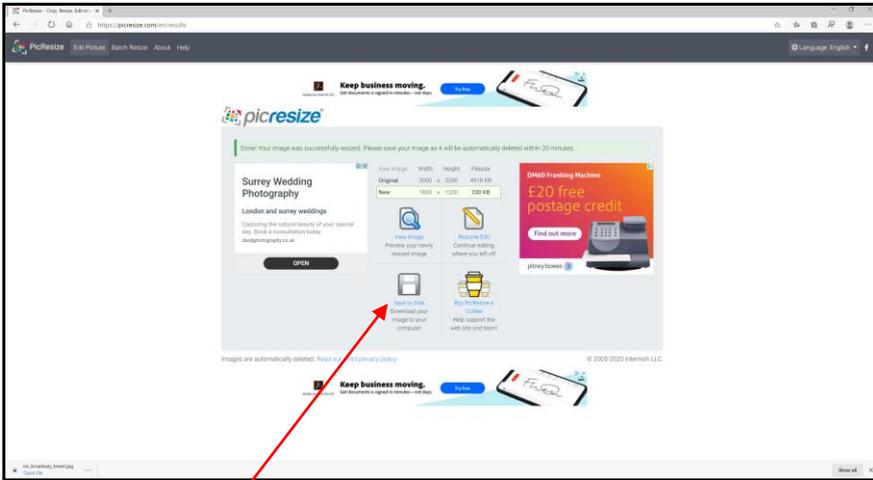
**FIG 12**

Click on “Resize Your Picture” and select “Custom Size” from the drop-down list



**FIG 13**

- 13.1 Type 1200 (pixels) in the Height Box. Click outside the box. If the “Estimated Value” now shows a value of more than 1920 as width, go to 13.2. Otherwise go to 13.3.
- 13.2 Delete the “1200” and type 1920 in the Width box. The height in the “Estimated Value” box should now be 1200 or less. Go to the next stage (13.3).
- 13.3 Choose “Good”
- 13.4 Click “I’M DONE. RESIZE MY PICTURE”



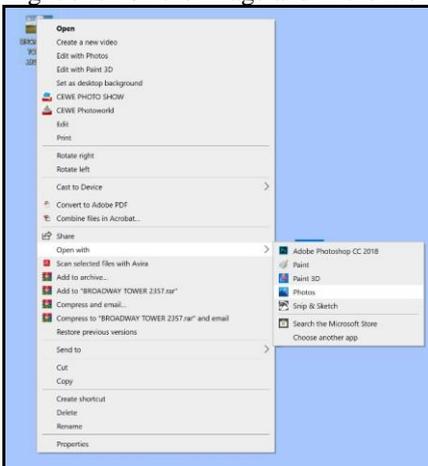
**FIG 14**

Choose “Save to disk”. The image will probably be saved by default in your “Downloads” folder.

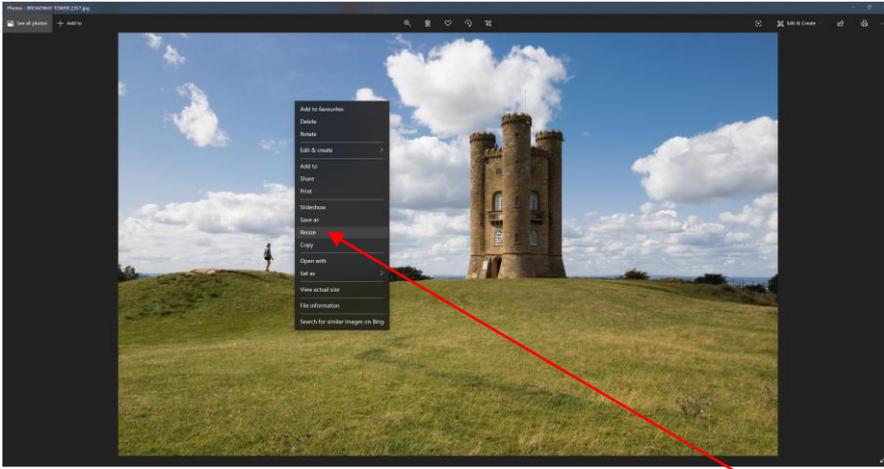
**4C: A SIMPLE AND FREE WAY TO RESIZE IMAGES USING MICROSOFT’S “PHOTOS” APP.**

**ALWAYS WORK ON A COPY OF THE ORIGINAL IMAGE**

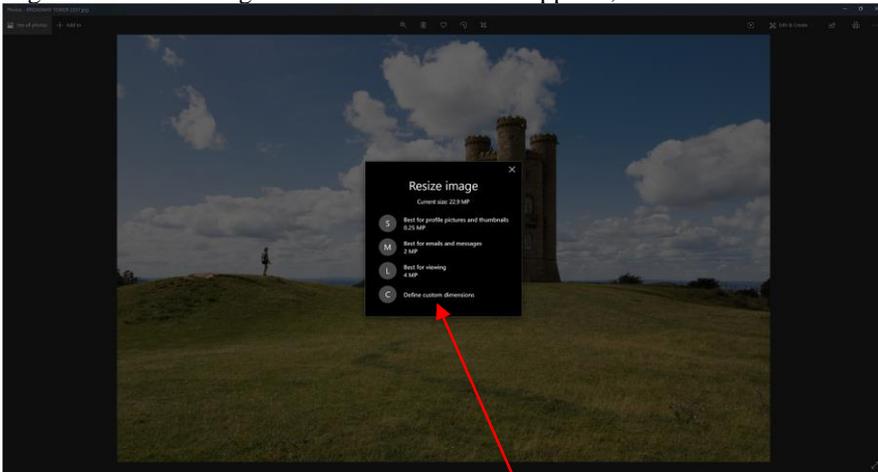
Right click on the image and in the menu that appears click “Open With → Photos”. See Fig 15



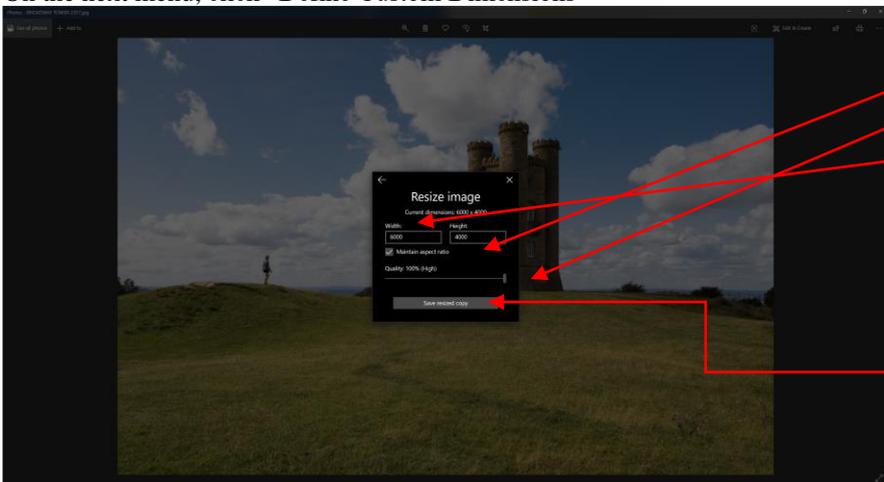
**FIG 15**



**FIG 16**  
Right-click in the image and from the menu that appears, left-click on “Resize”

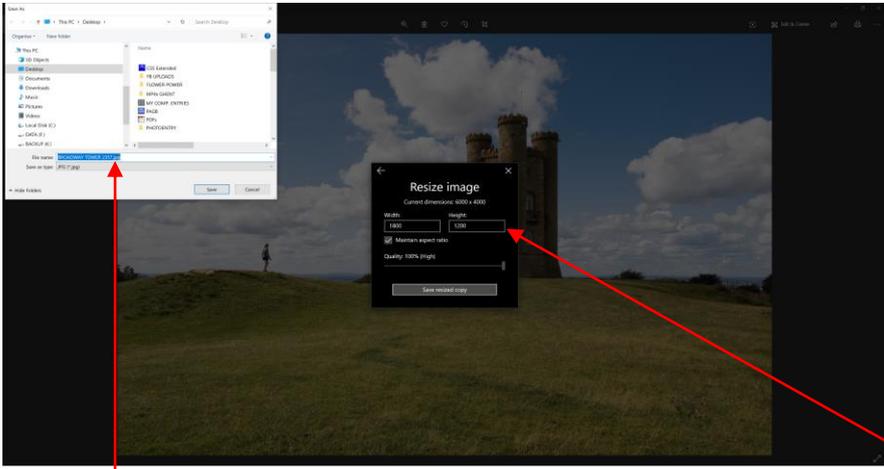


**FIG 17**  
On the next menu, click “Define Custom Dimensions”



**FIG 18**

- In the box that appears:
- 1 Tick Maintain aspect ratio
  - 2 Set Quality to 100%
  - 3 Replace the existing width value with 1920. If the height changes to 1200 or less, click “Save resized copy” **BUT**
  - 4 If the height changes to 1201 or more, overwrite the height with 1200. The width will change to 1920 or less.
  - 5 Click “Save resized copy”



**FIG 19**

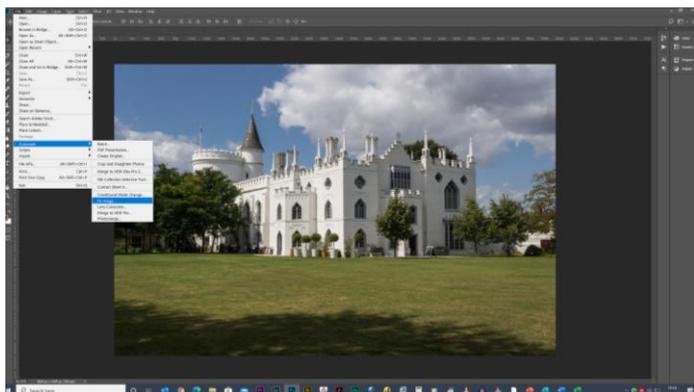
In the dialogue box that appears, decide where to save it. You'll notice the new dimensions here. EITHER the width will be **exactly** 1920 and the height 1200 or less OR the height will be **exactly** 1200 and the width 1920 or less

**Resizing images using Photoshop (Simple way and Advanced way) – see next page.**

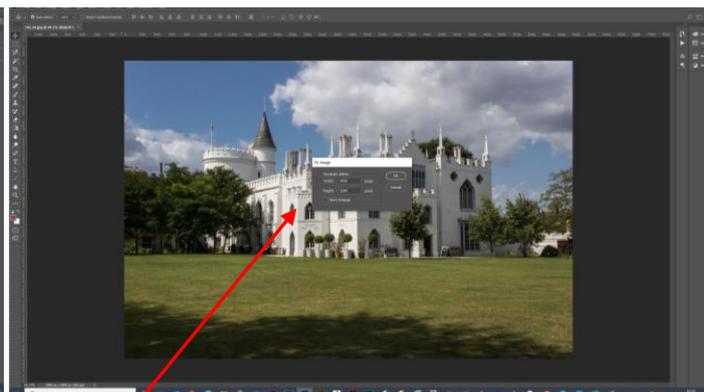
## Resizing images using Photoshop (Simple way and Advanced way).

### 4D: THE SIMPLE WAY

ALWAYS WORK ON A COPY OF THE ORIGINAL IMAGE



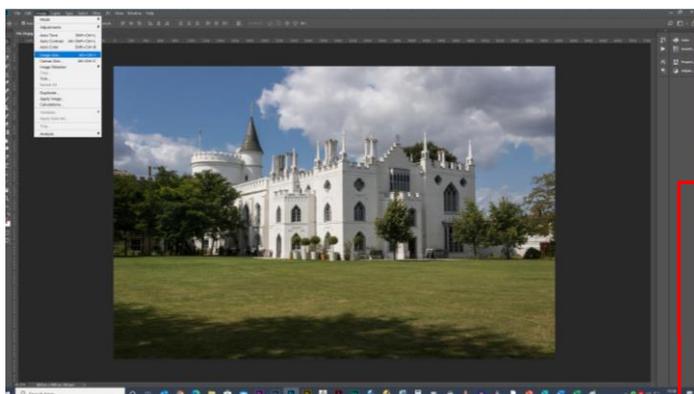
**FIG 20**  
File → Automate → Fit image



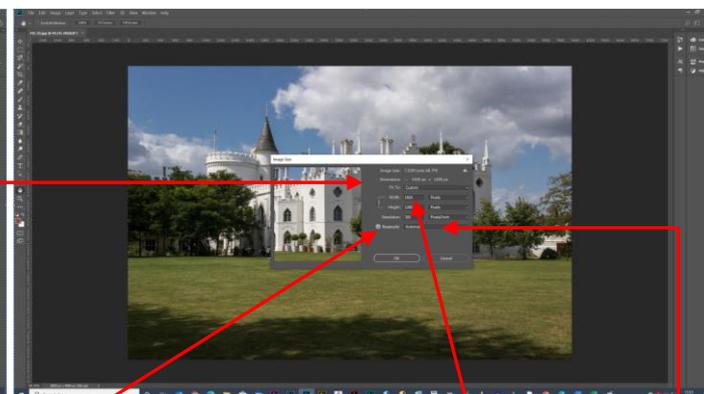
**FIG 21**  
In the dialogue box which appears, type 1920 in the “Width” box and 1200 in the “Height” box. The image will be resized correctly.

### 4E: THE ADVANCED WAY (for more fine control of the result)

ALWAYS WORK ON A COPY OF THE ORIGINAL IMAGE



**FIG 22**  
Image → Image size.



**FIG 23**  
In the dialogue box which appears:

1. Ensure “pixels” is selected from the “Dimensions” drop-down box.
2. If the image is in “Landscape” format, enter “1920” in Width box. The “Height” will then adjust automatically. If the height adjusts to a value greater than 1200, then go straight to point 3.
3. If the image is in square or “Portrait” format, enter “1200” in Height box. The “Width” will then adjust automatically. If the width adjusts to a value greater than 1920, then go back to point 2.
4. Ensure “Resample” is ticked.
5. Most members use the default “Automatic” setting of this box.
6. However, you may prefer to carry out some research to determine if one of the other options in the drop-down list would be more suitable for you.
7. Click “OK”
8. Save the image at the highest quality, making sure you don’t overwrite the original.