



MyPhotoClub Instruction

Entering a Competition

Before You Start

You will receive an email from the Pennant Hills Photographic Club informing you that an account has been set up for you, and providing you with a link and log-in credentials (user name/email and password). Your first action should have been to log-in, change your password, and then review and update your profile. A separate instruction for this is provided on our old and new websites.

Navigate to the PHPC MyPhotoClub Website

Using a web browser on computer or a mobile device, open the website as follow:

- The PHPC MyPhotoClub website is at <https://pennanthills.myphotoclub.com.au>.
- There is also a button with a link from the PHPC.org.au website home page.

Please note the screenshots in this document are taken from a desktop browser. Mobile device appearance will be slightly different.

You should see the following (or similar) screen:

The screenshot shows the homepage of the Pennant Hills Photographic Club's MyPhotoClub website. At the top, there is a banner image of the Sydney Opera House and the Sydney Harbour Bridge. Below the banner is a search bar and a blue button that says "Click here if you would like to join our club". The main content area is divided into two columns. The left column contains a login form with fields for "Username or E-mail" and "Password", a "Keep me signed in" checkbox, and a "Login" button. Below the login form is a "Register" button and a link for "Forgot your password?". The right column features a "FEATURED" section with a "Welcome to Pennant Hills Photographic Club" message. Below this is a "SHARE THIS:" section with buttons for Facebook, Email, Print, Twitter, and More. The main content area also displays a featured article titled "Getting Ready for a New Year of Club Activity" with a "SHARE THIS:" section and a "Posted in Status | Leave a reply" link. At the bottom, there is a section for "UPCOMING EVENTS - MOUSE OVER FOR DETAILS" with a calendar view showing dates like FEB 5, FEB 19, and MAR 5.

Enter your username or email and your password in the form and press Login.

In place of the Login menu you will see a set of buttons on the top article on the home page that look something like this:

FEATURED

Welcome to Pennant Hills Photographic Club



Welcome Tony

Your current financial status is 2018-Cash

[Members area](#) [Club Management](#) [Change email, name, password](#) [Edit address, phone, profile](#) [Logout](#)

Please note this site is under construction – the Pennant Hills Photographic Club's current website is here.

Pennant Hills Photographic Club, welcomes all photographers to be part of our club and community and improve and enhance your skills. Our club aims to mentor, support, educate and enhance your skills and passion for photos and to make the experience enjoyable. Photos from our members are throughout our site.

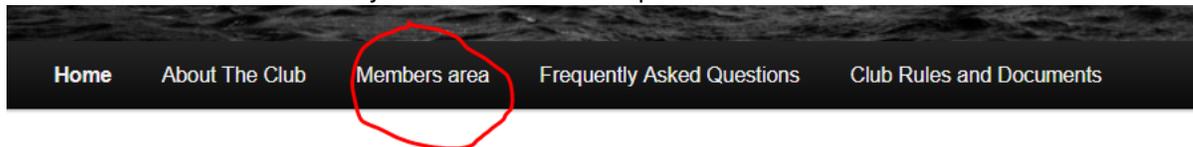
For information on the club and how to join please have a look at this page : [Information about your club](#) (opens in a new tab)

[Help - Contact Us](#)

Posted in [Uncategorised](#) | [Leave a reply](#)

[Edit](#)

Please note the Club Management button is visible only to Committee members. There is also a short-cut menu just below the banner photo:



Click on either of the “Members area” buttons to be taken to the Members’ page, where you will be able to enter the photo competition. The instructions for this follows. To leave the site, click the red Logout button. The public screen will be displayed. You may then close the page in your browser.

Enter a Photo Competition

The Members area page looks like this:

The screenshot shows the top navigation bar with links: Home, About The Club, **Members area**, Frequently Asked Questions, and Club Rules and Documents. Below this is a blue button for "Pennant Hills Photographic Club - Home". The main heading is "Members area". A message reads: "Hi Tony, as a member of Pennant Hills Photographic Club you have access to all items on this page". There are two rows of buttons: the first row contains "Enter a Club Competition" (with a red arrow pointing to it), "View Completed Competitions", and "Competition Results"; the second row contains "View My Entries", "Members Profiles", and "All club information Rules, documents & training links". At the bottom, a blue button states: "My contact details are NOT visible to members - click to change".

The menu items are self-explanatory.

Click on the button "Enter a Club Competition" (shown with a red arrow) to go to the Open Competitions page. The page should look similar to this. The contents will change over time as competitions come and go.

The screenshot shows the "Enter a Club Competition" page. It has a breadcrumb trail: "Pennant Hills Photographic Club - Home > Members". The heading is "Enter a Club Competition". A message reads: "Hi Tony, below are the competitions you can enter as a member of Pennant Hills Photographic Club." A purple banner contains the text: "??? PLEASE READ THIS important information and help regarding our club competitions ???". Below this is the section "Monthly Entry Forms". It lists competitions by month: February (1801 - 19th February - Open, with a red arrow pointing to it), March (1802 - 19th March - Open & Set (Water, moving or still)), April (1803 - 16th April - Open & Set (Abandoned)), and May.

The mauve button (upper vertical arrow) if clicked brings up a pop-up help screen with links to the competition rules and a page describing the subjects for the current year. These links open in separate tabs of your browser so you can refer to them. Close the help pop-up when finished with it.

Important information for members of Pennant Hills Photographic Club

Club Competition information

Competitions are only open to financial members of the club. There is an open competition (any subject) and a nominated set subject on most competition nights.

A Maximum number of two entries is permitted for each category, with a maximum of 6 entries per financial member. Members may choose to enter in any, all or none of the categories. All categories are one grade only.

Monthly Club Competitions are held in the following categories:

1. Small Prints
2. Colour Prints
3. Monochrome Prints
4. Digital Images

Here are the [Competition Rules](#).

Here are the [Competitions Subject Definitions](#).

To edit what appears on this page go to Settings -> Club Content on MyPhotoClub pages -> **Competition Entry**

Close

The green buttons below are ordered by month and show the competitions that are currently open. You may enter any / all of the currently open competitions and also change your entries until their respective deadlines. Click on a competition button to open the entry form for that competition (an example is shown with a horizontal red arrow on the prior diagram).

[Pennant Hills Photographic Club - Home](#) > [Members](#)

Enter a Club Competition

Hi Tony, below are the competitions you can enter as a member of Pennant Hills Photographic Club.

??? PLEASE READ THIS important information and help regarding our club competitions ???

Monthly Entry Forms

February

1801 - 19th February - Open

March

1802 - 19th March - Open & Set (Water, moving or still)

April

1803 - 16th April - Open & Set (Abandoned)

May

A page showing the entry form will open, as is shown below:

[Pennant Hills Photographic Club - Home](#) > [Members](#) > [Enter a Competition](#)

Entry Form - 1801 - 19th February - Open

Hi Tony

Important entry information

1801 - 19th February - Open
Entries will close at 11:45 pm February 18, 2018

*Category	*Title	*Image File
<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen

[Print your labels for 1801 - 19th February - Open](#)

Some items of information to note on this page:

- Blue text at top, and small text below the mauve button contains the competition title – we use the following notation: “YYCC – Day & Month – Open Only/Set Only/Open & Set (Subject for Set)”
- The mauve button replicates the previous pop-up help screen.
- The second row of small text specifies the closing time and date for the competition.
 - Note that mid-year competitions’ deadlines will show an hour earlier but will adjust when we change back to Eastern Standard Time. This is just the way the system handles daylight savings time.
- Then there is a form whose fields are appropriate for the competition. Most of our competitions allow a maximum of 6 entries across 4 categories (Small Print, Colour Print, Monochrome Print, Digital Image) with a maximum of 2 entries in any category. Each category will have drop down selections for Open or Set as appropriate for the competition. The Poster Competition at the end of year allows for a maximum of 2 entries which are Open and in Colour or Monochrome.
- Each row of the form represents a single entry:
 - Select the category, media and Open/Set using the drop-down list in the Category column.
 - Type in the title of your entry.
 - Upload a reduced copy of your entry image file. It must be a JPEG file with maximum dimensions of 1920 pixels width x 1200 pixels height, and maximum file-size of 2 Megabytes. Note that portrait orientations must also be no taller than 1200 pixels to upload. Please orient your uploads correctly. There is no requirement for naming, but the name must contain only alphanumeric characters and spaces. The system will inform you of any contraventions. For Digital Images, this will be the image that will be projected and judged. For prints, bring your print to the competition to be displayed and judged.
- The green button at the bottom of the form provides a facility for you to print a sheet containing your entry information and thumbnail images which you can then cut-up and stick to the back of your prints as labels.
- When you are finished, press the Submit button to complete your entry.

A partially completed entry form will look similar to this:

Home About The Club Members area Frequently Asked Questions Club Rules and Documents

Pennant Hills Photographic Club - Home > Members > Enter a Competition

Entry Form - 1801 - 19th February - Open

Hi Tony

Important entry information

1801 - 19th February - Open
Entries will close at 11:45 pm February 18, 2018

*Category	*Title	*Image File	
Colour Prints Open ▾	Test Image	<input type="button" value="Choose File"/> Sample 1.jpg Name: Sample 1.jpg Size: 1.6 MB Type: image/jpeg Width: 1543 Height: 1080 	<input type="button" value="Clear"/>
▾		<input type="button" value="Choose File"/> No file chosen	<input type="button" value=""/>
▾		<input type="button" value="Choose File"/> No file chosen	<input type="button" value=""/>
▾		<input type="button" value="Choose File"/> No file chosen	<input type="button" value=""/>
▾		<input type="button" value="Choose File"/> No file chosen	<input type="button" value=""/>
▾		<input type="button" value="Choose File"/> No file chosen	<input type="button" value=""/>

You may press Submit at any stage and do not need to submit all entries at once. After pressing Submit, the above form will look something like this:

Home About The Club Members area Frequently Asked Questions Club Rules and Documents

Pennant Hills Photographic Club - Home > Members > Enter a Competition

Entry Form - 1801 - 19th February - Open

Hi Tony

Important entry information

1801 - 19th February - Open
Entries will close at 11:45 pm February 18, 2018

Entries currently stored for Tony Strasser:

Category	Title	Image File
Colour Prints Open	Test Image	 18-feb-O-mix-X-2681-Sample_1_-1.jpg

From here you may:

- Add, Change or Delete your entry (top red arrow)
- Print labels for your entry (green button)
- Go back to another page by using any of the blue buttons at the top of the page or the shortcut menu in the black bar.

What Happens Next?

The purpose of the entry form is to register and record your entry ahead of the competition.

When the competition deadline is reached, the competition will be closed and prepared for judging.

It will not be possible for you to enter images after the competition deadline.

The Competition Secretary may consider admitting late entries if contacted and a compelling reason is provided, and there is sufficient time left for judging preparation.

Entries that have not registered using this system will not be accepted for judging on competition evenings!

On competition nights, the Competition Secretary will have scoring sheets and/or an online tool that will record the judge's scores in the system. It is anticipated that both a manual record and an on-line record will be kept, at least initially.

Once the scores are entered and checked, the competition results will be published.

The scores and all competition entries will then be available for viewing on the website. Buttons for these functions are available in the Members area.

If you need help with this procedure, then please call or email the Competition Secretary. Contact details are on the website. The relevant email is competition@phpc.org.au.

-End-