



NEW ENGLAND CAMERA CLUB COUNCIL, INCORPORATED

## 2023-2024 Digital Interclub Competitions

### Instructions for Using the Electronic Entry System

1. Gather your 4, 8 or 12 images (or less if you are not entering a full complement of images) into one directory or folder on your computer. Make sure each is identified so that you will be able to choose the correct image to match the maker and title you supply.
2. Go to [https://www.greaterlynnphoto.org/neccc\\_entry.php](https://www.greaterlynnphoto.org/neccc_entry.php).
3. Please note the competition dates, entry deadlines, categories and awards at the top of the form.
4. Step 1 on the Entry Form. Please read the Technical Specifications information noted on the Entry Form.
5. Step 2 on the Entry Form. You will be listing information as the Interclub Director for your club. From the drop down list, select the name of your club which you will notice are grouped together by state. If this is the first time you are entering for your club, you will need to assign a password of **no more than 8 characters**. Then fill in the other required information on the form. Please proof read the information you put in before going to the next step. The person listed here will receive the ribbons and awards. This information will only need to be supplied one time for the competition year. Each time you access your club on this form, it will bring up the information that is already there. This holds true for images submitted. More on that below.
6. Step 3 on the Entry Form.

**Competition Date.** You will select which Competition Date you are entering.

**Class.** Note the three sections: **Color, Nature and Monochrome**. If your club competes in two different classes – one for Color and one for Nature – select the class of the section you wish to enter now. After completing that section, you will click on the *Next Competition/Class* button to come back to this Entry Form page to select the next Class. If you are also entering images for the Monochrome competition, that section is not being run by class, so again you will come back to this Entry Form page by clicking the *Next Competition/Class* button where you can enter those images and information.

Once you select the Class, you will automatically be brought to a page where you will fill out information about each image being entered. Images will be shown and scored by rounds within each section, meaning each club's first image is shown, then their second, then third, then fourth. Thoughtful care should be taken as to the order images are entered.

7. Image Entry. You will see both the Color and Nature sections to be completed, even if your club is in a different class for each section. Fill out the information for the first image in the section you are entering, namely **Maker's First Name, Maker's Last Name, and Image Title**. Then click on **Choose File** and select the image file from the directory or folder containing the images. It doesn't matter what name that file currently has; the system will rename it correctly using the information you enter.
8. Continue for the remaining images for however many sections you are entering: **Color, Nature, and/or Monochrome**. **NOTE:** You do not need to complete the entry form in one day/session. It is not necessary to enter everything at one time. You could work on the Color section, take a 2-day break, work on Nature, take a 2-day break, and work on Monochrome. You may also complete the sections in any order. When you log in the next time, all the previously entered information will be shown.
9. **Carefully** proof read your entries. **BE SURE** you have correctly selected your club name, the competition date and correctly entered maker names and titles. It is important to check this information carefully since the makers' names and titles are taken directly from your input to web galleries and ribbons.

10. When you are satisfied with the entry, click on the *Check entry for errors* button. You will see the form with small thumbnails of the images, the original file name and the sizing information. If there are any errors, you will see that thumbnail in **red**. You can go off and correct the sizing of any incorrectly sized images and come back here to this page.

**To correct the image on the Entry Form**, click on the *Access to Update/Correct Entry* button. Now you will notice on the **red** error just under the thumbnail a *Choose File* option. Clicking on that will allow you to select the corrected file. Once you have selected the corrected file, click again on the *Check entry for errors* button. If you still have errors, you will again see the **red** thumbnail.

If there are no errors, the thumbnails will show as normal with correct sizing information. You can now click on *Complete Entry for Class* \_\_. **OR** if you need to enter another section in a different class, you will click on the *Next Competition/Class* button to come back to this Entry Form page to select the next Class. **OR** if you do not wish to submit your entry just yet, you may also click on *Exit and save entry without submitting entry*. If you are also entering images for the Monochrome competition, that section is not being run by class, so again you will come back to this Entry Form page where you can enter those images and information.

At this point, your entry for the class and section you selected is complete.

11. After a successful entry you will receive an e-mail confirming your submission. Check to be sure that this information is correct. If it isn't (say you have a typo in a maker's name or the title of an image), you can go back to the entry form, select the club where you will see the information you entered the first time you accessed the form. Enter the password and then select the Competition Date and Class from the email, which will bring you to the page with the entries that you have submitted. Here is where you just correct the errors following the above process.

**12. If after submitting your entry, you need to make changes to any title or image to be entered, you will go back to the Entry Form and make those changes needed. We ask that you please add a note in the new Comment field stating that this is a Correction for Round # in Color (or Nature or Monochrome as the case may be).** That will help the committee keep track of changes.

If you have any questions or problems making these corrections, please contact Pam Lintner (address below). Hopefully you will find this new system easy to use. This system will not catch two images by the same maker which we will hand check and notify the clubs. Be careful that none of your members are submitting images from another club **for any current competition**. We will also be reviewing the Nature submissions to be sure they are in compliance with the PSA Nature rules. If there are issues, we will notify the club to come to a resolution with a new image submission.

If you have any problems, just send an e-mail to Pam Lintner (address below) and we will help you. Also, we suggest that you submit your images as early as possible so that we will have time to work out any problems that may arise and get any replacement images in a timely manner.

## Additional Information

If you have any questions, please contact the NECCC Digital Interclub Competition Co-directors:

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