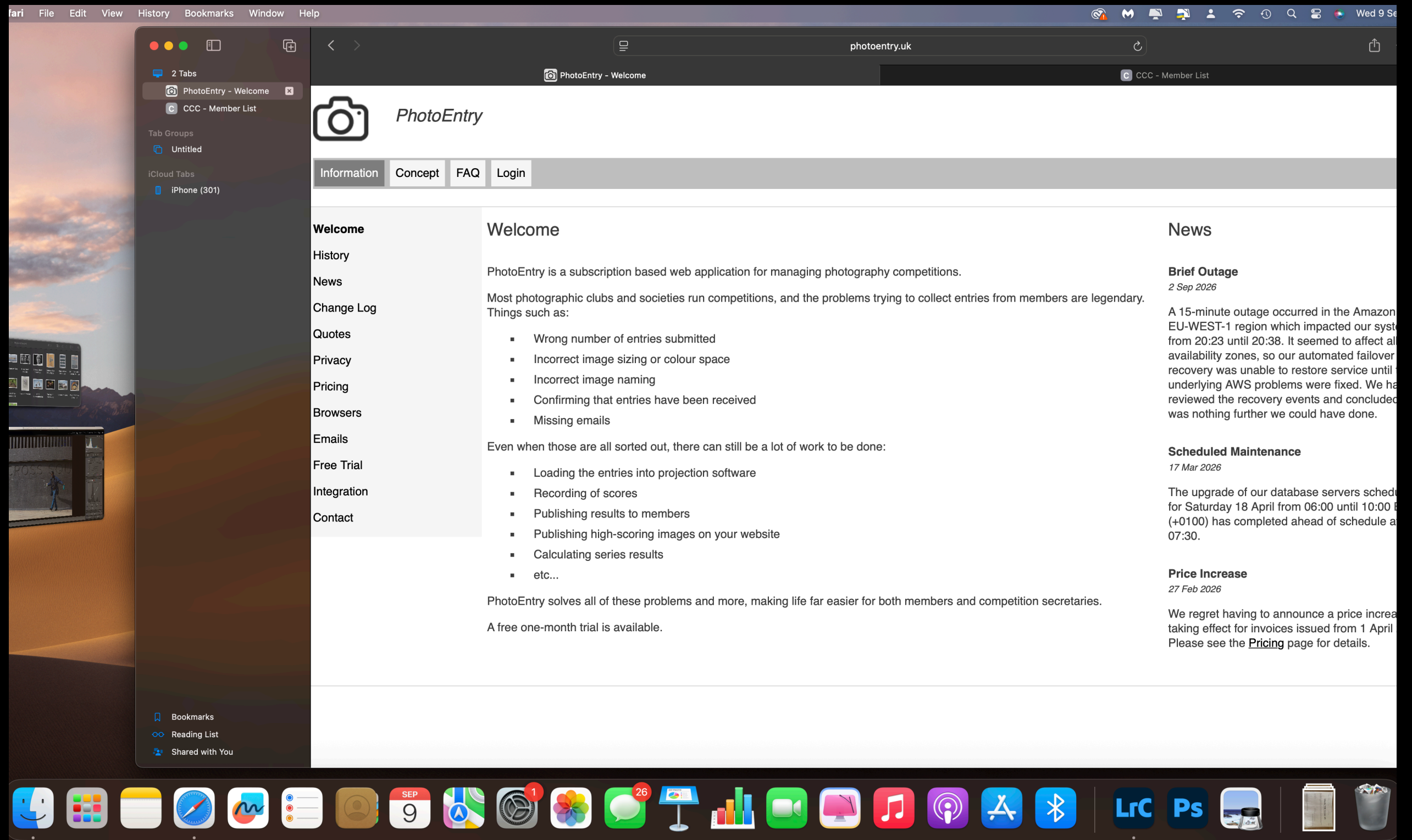


PhotoEntry Use

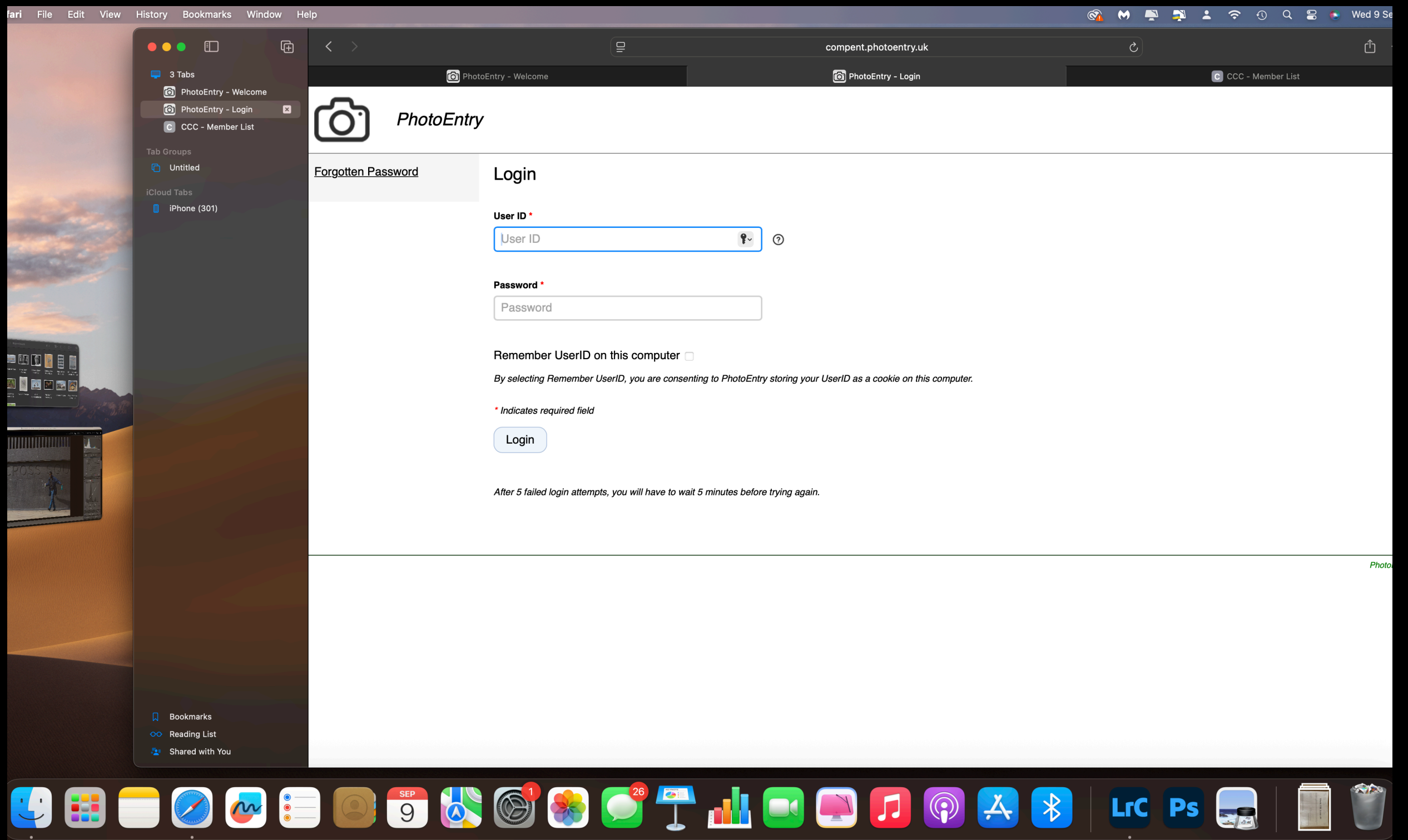
PhotoEntry is the software which Royston Photographic Society uses to manage the collection of images for competitions, exhibitions and club nights.

Registration

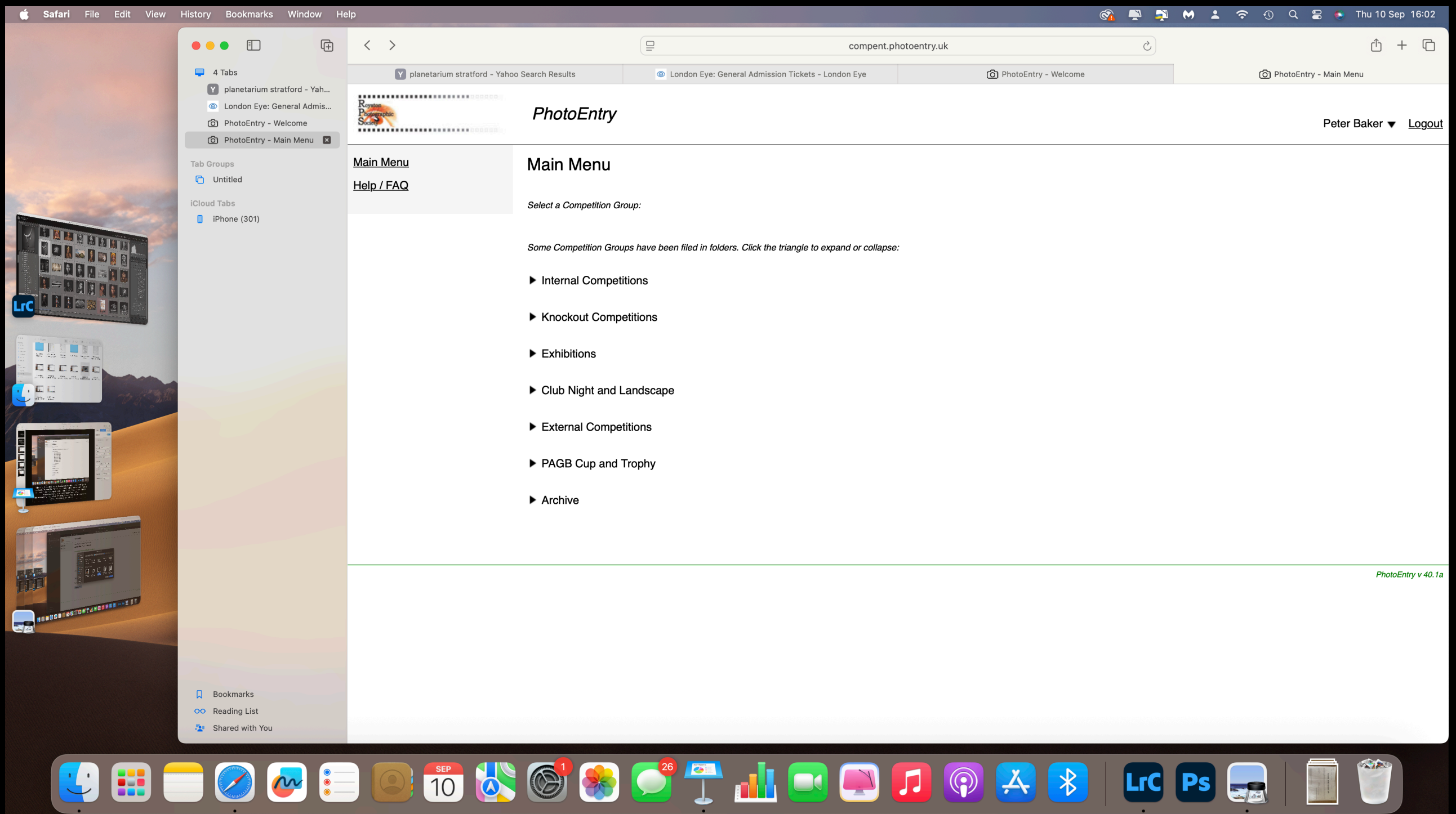
- Once a new member has joined the society Phil will register their email address with PhotoEntry. This will generate an email giving the member their PhotoEntry ID together with a temporary password.
- Use the link in the email to log in with the temporary details and amend your password to one of your choice.
- To log in on future occasions simply type Photoentry into the search bar and the site is usually the first option.
- The website can also be found by typing photoentry.uk into the search bar.



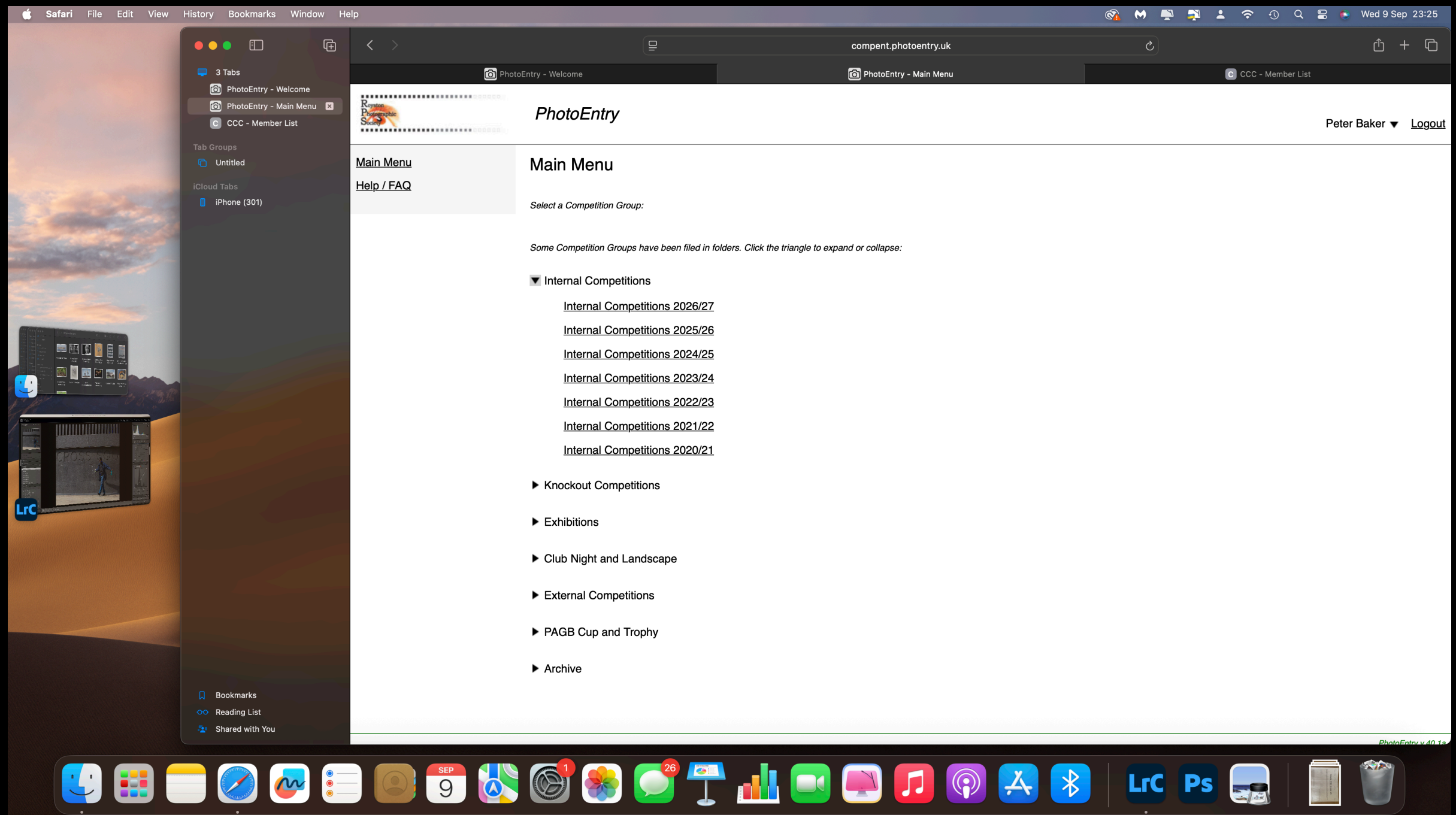
When logging in you will arrive at this welcome screen. Click on Log In, top left.



You will be taken to the log in screen to enter your User ID and password.
Then click Log In near the bottom.



Following Log In you will be taken to the Main Menu. You will see options starting with Internal Competitions, Knockout Competitions, Exhibitions, Club Night events plus a couple for external events which you will be notified about when active. Click on the option you need. Let's follow Internal Competitions for a tutorial. Click on the triangle next to Internal Competitions



A drop down box opens. Once you are active, PhotoEntry will save a record of photos you entered over your years of membership. For entries to new competitions click on Internal Competitions 2026/27.

PhotoEntry

Internal Competitions 2026/27

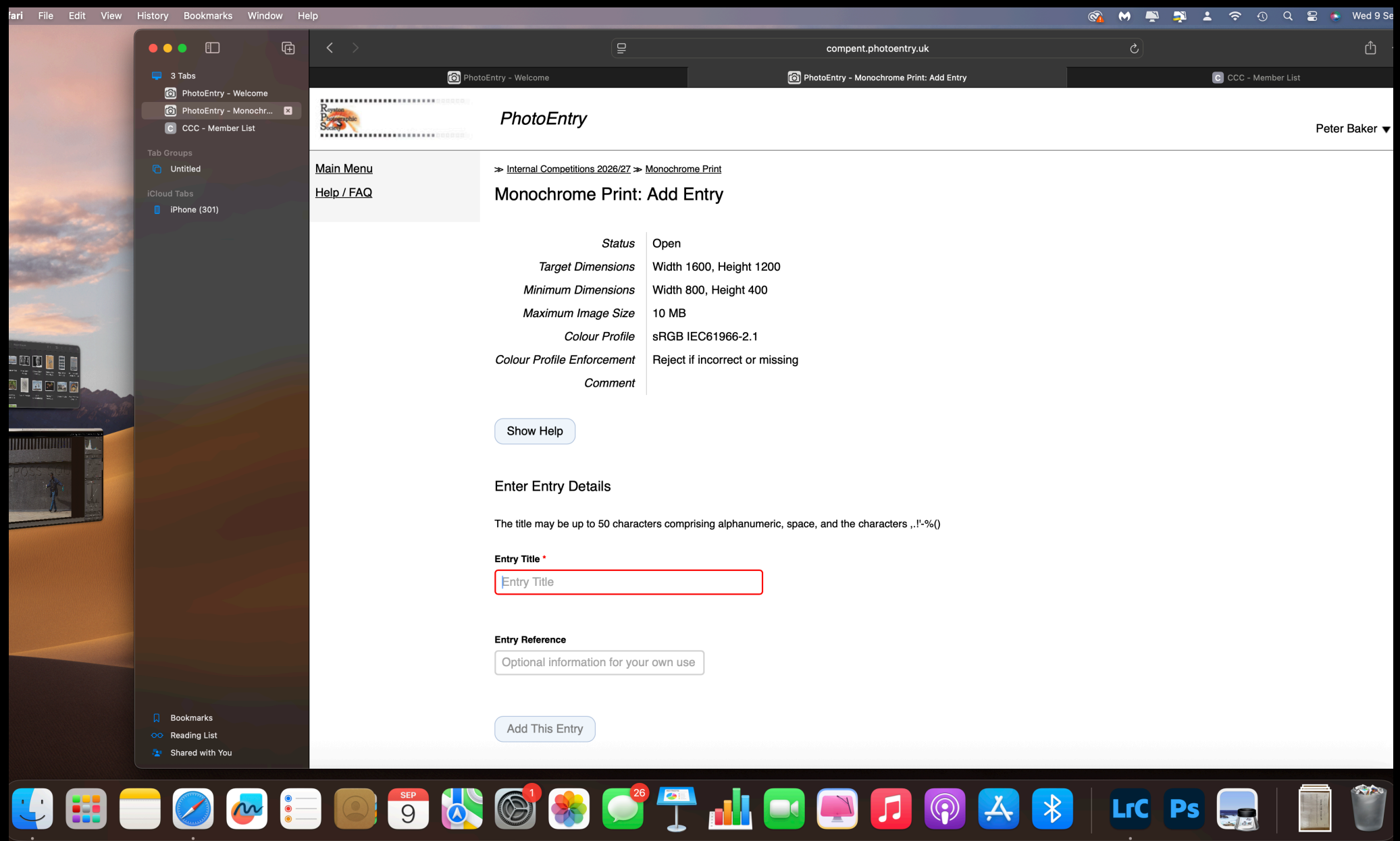
Click on this button to show a consolidated view of all your entries:

Show Your Entries in this Group

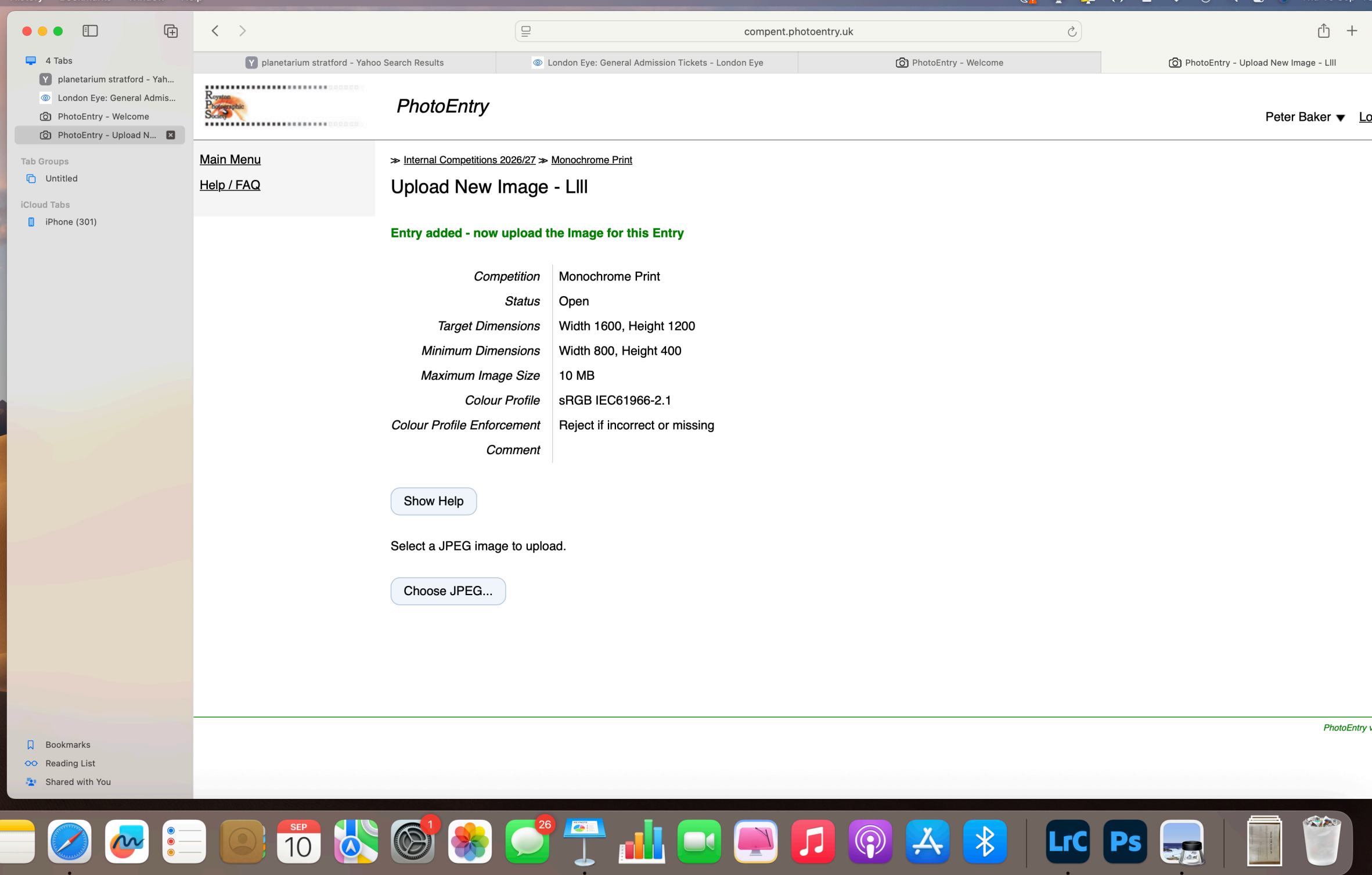
Or click on the name of a competition to create, modify or view entries for an individual competition:

Competition	Status	Close Date	Run Date	Judge	Comment	Run
Summer Challenge - Ecclesiastical	Closed	Tue 8 Sep 2026	Thu 10 Sep 2026	Naomi Saul	PDI Competition	🏃
Summer Challenge - Scapes	Closed	Tue 8 Sep 2026	Thu 10 Sep 2026	Naomi Saul	PDI Competition	🏃
Summer Challenge - Something Old	Closed	Tue 8 Sep 2026	Thu 10 Sep 2026	Naomi Saul	PDI Competition	🏃
Summer Challenge - Sport	Closed	Tue 8 Sep 2026	Thu 10 Sep 2026	Naomi Saul	PDI Competition	🏃
Summer Challenge - Wildlife and Nature	Closed	Tue 8 Sep 2026	Thu 10 Sep 2026	Naomi Saul	PDI Competition	🏃
Monochrome Print	Open	Sun 18 Oct 2026	Thu 22 Oct 2026			🏃
Open Print - 1	Open	Mon 16 Nov 2026	Thu 19 Nov 2026	Jim Bennett		🏃
Open PDI	Open	Sun 13 Dec 2026	Thu 17 Dec 2026	Thomas Peck		🏃
Scape Print	Open	Sun 10 Jan 2027	Thu 14 Jan 2027			🏃
People PDI - Street or Portrait	Open	Sun 21 Feb 2027	Thu 25 Feb 2027			🏃
Open Print - 2	Open	Sun 21 Mar 2027	Thu 25 Mar 2027	David Steel		🏃

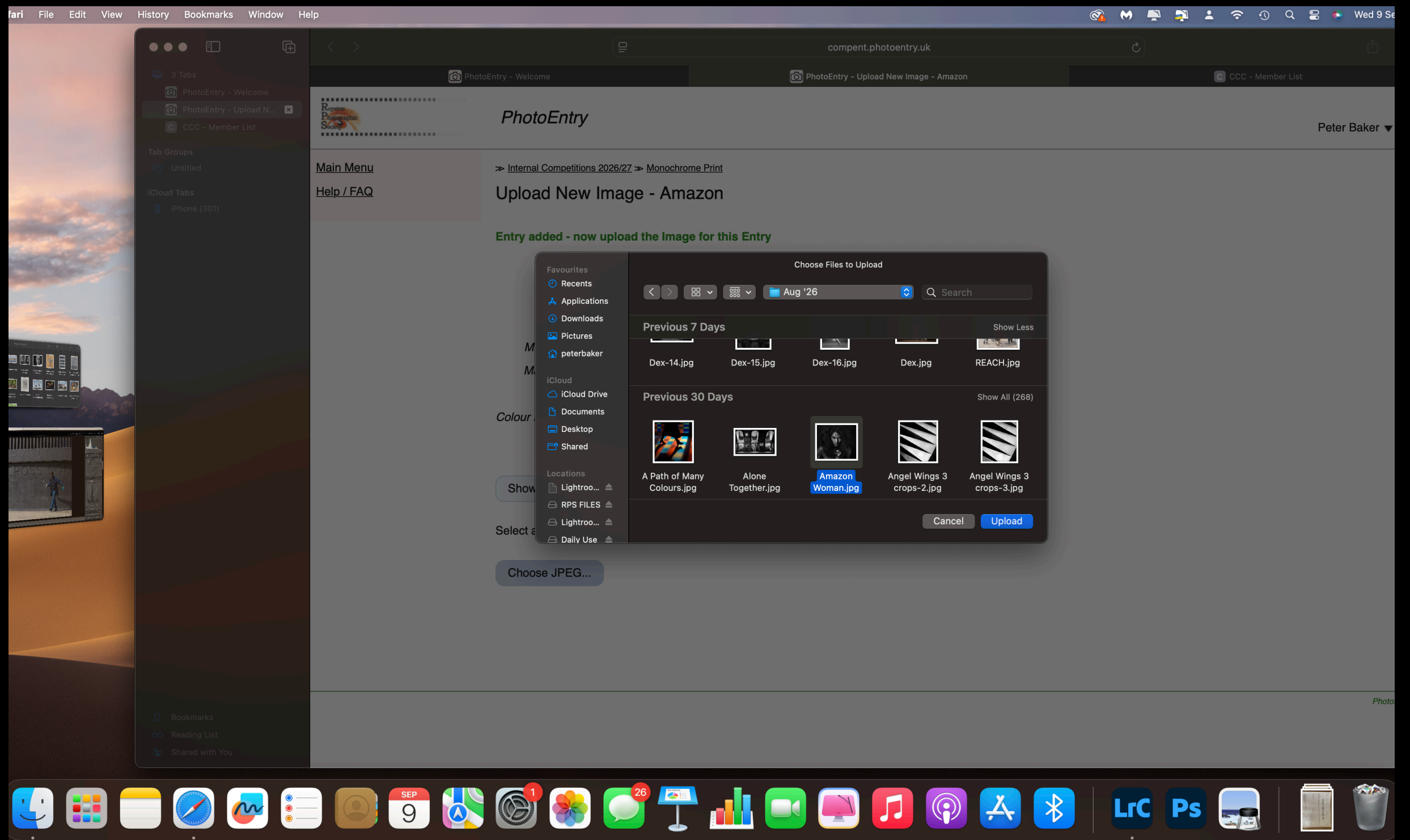
This screen shows all this season's competitions. It gives the type of competition, whether or not it is currently open for entries, the last date for entries, the competition date and, once known, the judge. The type of competition will let you know if it is a print event of Projected Digital Image (PDI). If it is print you need to load a picture to PhotoEntry for records as well as producing a mounted print to show. Click on the competition you wish to enter. Let's follow Monochrome print.



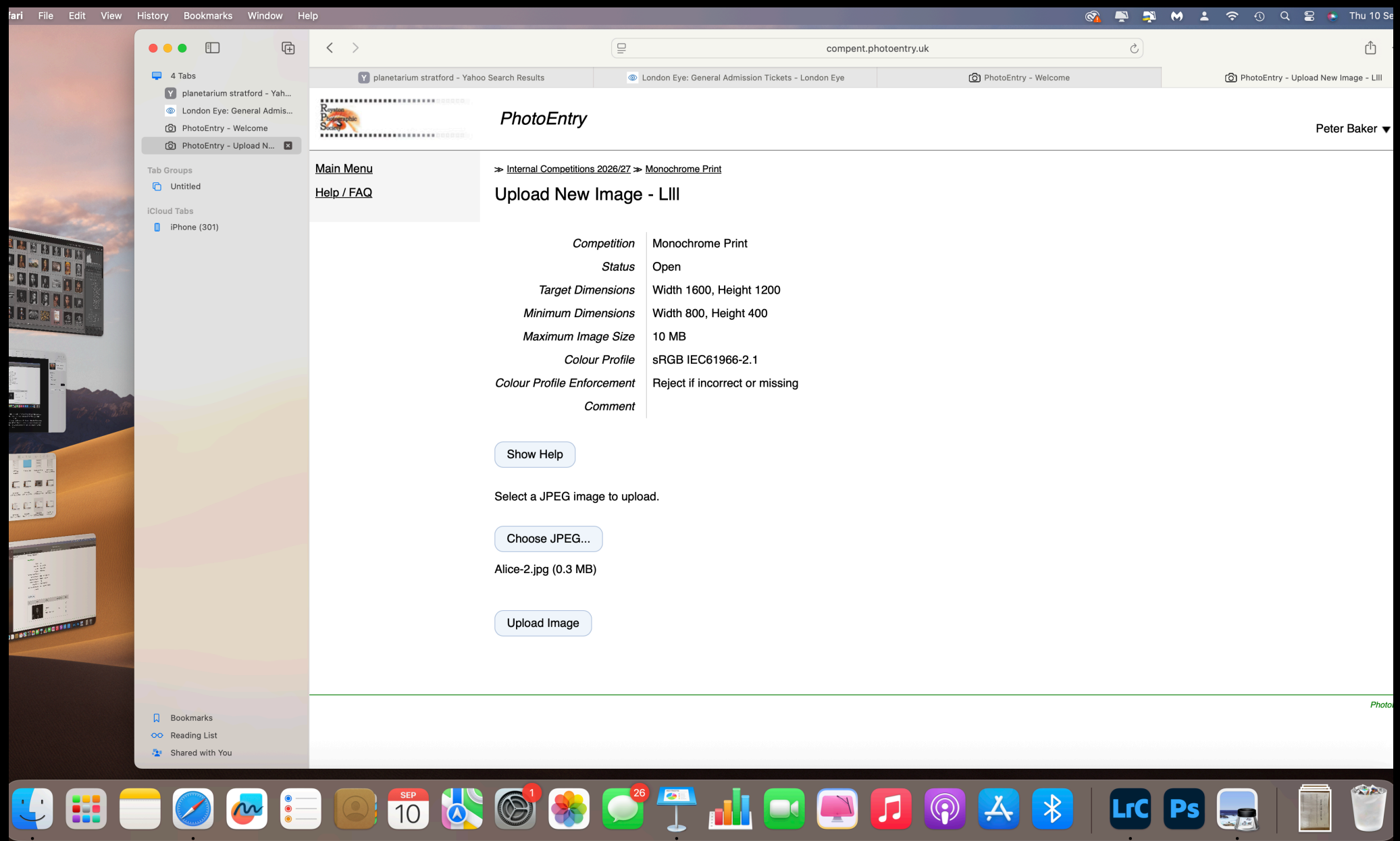
Now we get the first of the entry screens. Normally this screen only requires your title to be entered. This will activate the Add This Entry button. Click it.



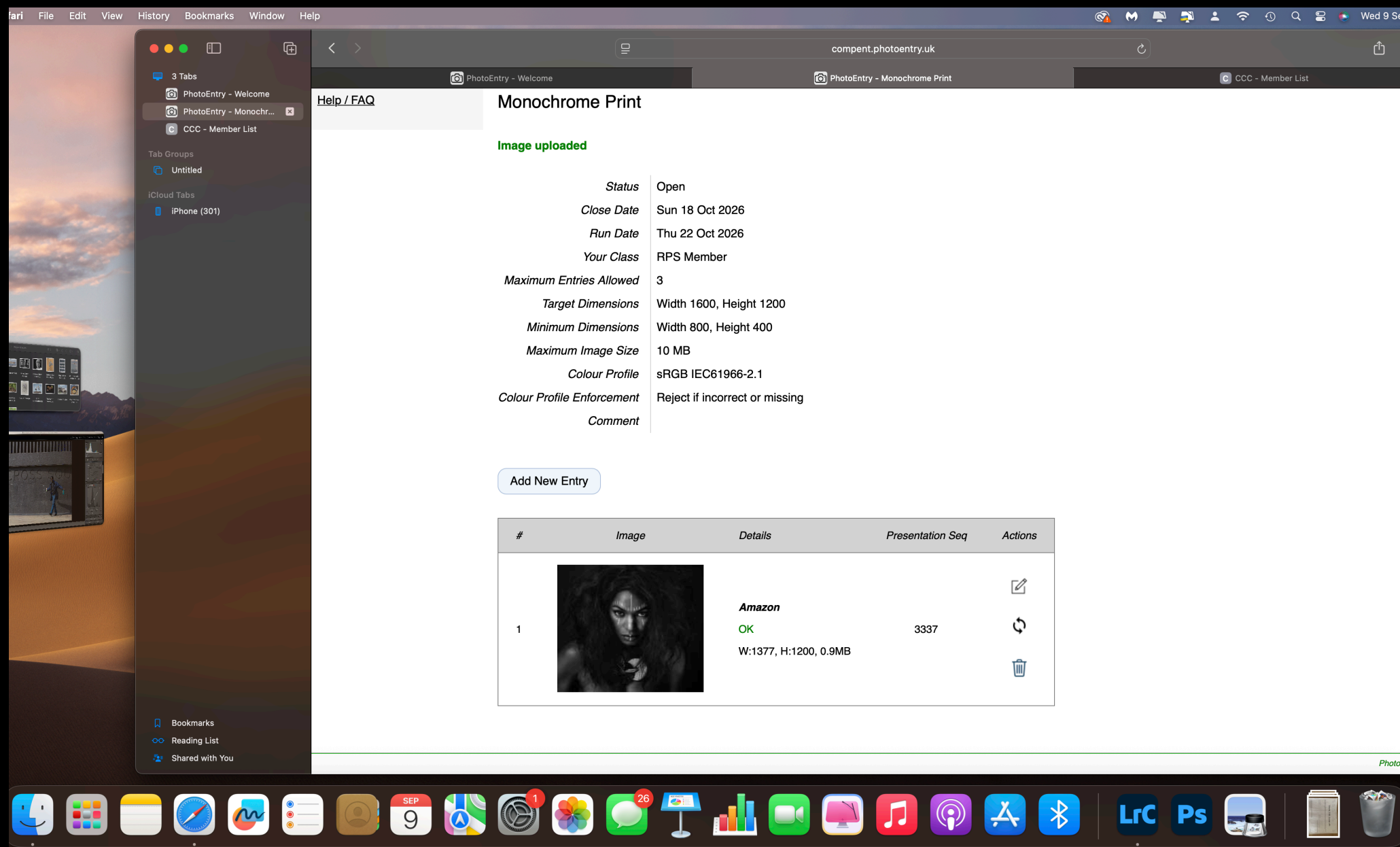
The second entry screen asks you to choose the jpeg picture you wish to enter. Photos you wish to enter will be held on your computer. You should export them there from your editing software as: jpeg, sRGB colour space, dimensions 1600 x 1200, maximum quality. PhotoEntry will resize images if needed but your software will do a better job. Click Choose JPEG.



Your computer picture menus will open with PhotoEntry, navigate to where your chosen picture is stored, highlight it and click Upload.



Photoentry 'holds' your choice and asks you to confirm Upload Image. Click it.



PhotoEntry uploads your picture as your first entry. It also offers Add New Entry which will take you through the same routine for your second entry. Most competitions have a maximum of 3 entries. Log out when finished.

In the top left (not showing in this screen shot) is an option Main Menu. It takes you to the Main Menu screen. If you follow the route to Competitions, Season 2026/27, Mono Print, as you did previously, you can review your entries to that competition - to view their beauty or make amendments including changing the picture itself.