

## Using The Digital Entry System For Weekly Competitions

- Please print out this PDF so you can easily follow the simple steps.
- Step 1 is to “log in” to the digital entry web page.
- To reach the log in screen, click on <http://www.stlcameracub.com/digital-entry/index.php> or any of the weekly competition entry links.
- Your user id is your email address.
- If you have never logged in before, your password is temp and the system will ask you for a new password the first time you log in. After you provide it to the system, you will be brought back to the log in screen where you input your email address as user id and your new password.
- If you have logged in, then you know your password. If you have forgotten your password, go to the left of the log in screen where it says “click here if you have forgotten your password”. The system will create a new password and send it to your email address.
- After you enter the user id and password and click on the login, you will be brought to a digital entry screen “welcoming you back” and showing the activated competitions.
- The first column on the left has the judgments in date order for the competitions which are now open
- The column to the right shows the competition category such as color, nature, etc. and whether it is open or a theme.
- The column to the right shows the deadline for entering. For the typical weekly competition it will be 12:01 AM two days before the judging date (typically Wednesday).
- The column to the right shows the status of your entry. If you have not entered, then it will show “Not Entered” and if you have entered, it will show “Entry Received” - one confirmation that your entry has been received and is waiting for the judging.
- The column to the right shows “Options”. If you have not entered, then it will display “Enter Now” and if you have entered, you may “View Entry” and/or “Remove Entry”.
- If you have a change of heart about the image you have entered, you may replace it at any time prior to the judging by clicking on “Remove Entry”. Until you

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do this, you will not have the “Enter Now” option. Thus there cannot be duplicate entries for an individual in a single weekly competition.

- The next column to the right shows you how many people have entered the competition. This is a total and not by Class A, Class B or Salon Class. When you submit your entry, it is given a computer-generated random number. The competition is judged by this order. Thus, where your image ends up in the competition has nothing to do with when you submitted your entry.
- If you click on “Enter Now” for the December 31, 2011 “Test” competition, you will be taken an input screen which contains your name, your competition class and other information..
- You type in the image title (not more than 25 characters including spaces).
- Then click on browse to select and link your image.
- Then click on submit.
- Then you will see a display which reflects your entry being downloaded to the web site and processed (renaming among other things).
- When the web server has processed your entry, a screen will appear which contains a thumbnail of your just submitted image. This is your first verification of a successful entry.
- When you have looked at the verification message and are ready to move on, go to the top navigation bar and click on “digital entry”.
- If you entered the “Test” competition, you will notice the status has changed from “Enter Now” to “Entry Received” (another verification that your entry has been received. If you would like to look at the image again, go to the “options” column and click on “view”.
- If you would like to replace that image, go to “Delete” and click and confirm you really want to delete. This will change the status back to “Enter Now” so you can enter again. With this system, you, the competitor, are now completely in charge.
- If you wish to enter other competitions, select the competition, click on enter now and repeat the process. If you are through, go up to the navigation bar and click on logout.

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