

Instructions  
on how to  
Login and Upload  
Images to PhotoEntry

## Instructions On How to Enter and Sign In to PhotoEntry

Login

Step 1

User ID \*

?

Password \*

Remember UserID on this computer

By selecting Remember UserID, you are consenting to PhotoEntry storing your UserID as a cookie on this computer.

\* Indicates required field

Login

After 5 failed login attempts, you will have to wait 5 minutes before trying again.

### Uploading Images

To enter any of the competitions you Click on **Login to Photo Entry.** This is where you either register or sign in to set up your Password and ID. For New Members you will need to get your ID from the Competition Administrator by emailing [hyettpeter@hotmail.co.uk](mailto:hyettpeter@hotmail.co.uk)

The following sample illustrations take you step by step through the procedures of Login and uploading your images..

From the Main Menu after login you will see a list of Competitions etc. for the current season

Note: *each category (e.g. mono/colour Dpi or print) in a competition has its own line of entry:* use them in turn to make your entry, adding one image at a time. Our contests/image sharing such as Show and Tell will specify how many entries that you are allowed to make.

### Main Menu

#### Step 2

Select a Competition Group:

[Club Competitions 1-4, 2025-2026](#)

[Set Subjects Competition 2025-2026](#)

[Panels Competition 2025-2026](#)

[Show & Tell on 1st April '26](#)

[Chair's Challenge 29th April '26](#)

### Club Competitions 1-4, 2025-2026

#### Step 3

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:

You are limited to 3 entries across all of these Competitions.

Competition	Status	Close Date	Judge	Comment
Test Comp 1 Colour DPI's	Open	Date	Jo	
Test Comp 2 Colour DPI's	Open	Date	Bob	
Test Comp 3 Colour DPI's	Open	Date	Jane	
Test Comp 4 Colour DPI's	Open	Date	Ann	

However we may need to set priorities. Clubs are required to manage their competition entries to a maximum of about 70-75 each time. This is deemed to be a reasonable maximum for a typical club evening of about two hours. If there are too many images in a competition, we will remove the Priority 3's. If, on closure of a competition the Print Administrator finds the entry exceeding 76 images he will inform you that P3 will be dropped. This can be used for another competition.

## How to Upload Images and Set Up Priority Images - As an example choose Competition 2 Colour Dpi's

- [Click Club Competitions 1-4, 2025-2026](#)
- Then click Competition 2 – [Colour DPI's](#)
- Click 'Add New Entry'

**PhotoEntry**

Main Menu Help/FAQ

➤ [Club Competitions 1-4, 2025-2026](#)

**Competition 2 - Colour DPI's**

**Step 4**

**Step 1**  
Having selected a category such as Colour DPI's in Competition 2

Status	Open
Close Date	Wed 5 Nov 2025
Your Class	Members
Maximum Entries Allowed	2
Target Dimensions	Width 1600, Height 1200
Maximum Image Size	10 MB
Colour Profile	sRGB IEC61966-2.1
Colour Profile Enforcement	Warn if incorrect
Comment	

You do not have any Entries in this Competition.

Click [Add New Entry](#) This will open to

- Put your image title in the red box (No Competition Number, underscore or name is needed)
- In Entry Reference enter your image Priority as P1, P2, or P3.

- Scroll down – in ‘Entry is Publishable’ there is a ‘Yes’ – change it to ‘No’ if you are not willing for the image to be published (e.g. in a newspaper or on EPG’s Facebook page etc)
- Click ‘Add This Entry’

## Profile and Size

- In the next screen Click ‘Choose JPEG’
- Then find your image, click on it, and click ‘Open’ – you will then see the file name appear and its size.
- Click the ‘Upload Image’ box:

## Step 6

» [Show & Tell on 1st April '26](#) » [Show & Tell on 1st April 2026](#)

## Upload New Image

Entry added - now upload the Image for this Entry

Competition	Show & Tell on 1st April 2026
Status	Open
Target Dimensions	Width 1600, Height 1200
Maximum Image Size	10 MB
Colour Profile	sRGB IEC61966-2.1
Colour Profile Enforcement	Warn if incorrect
Comment	Not judged

Show Help

Select a JPEG image to upload.

Choose JPEG...

Click here  
to add  
image

## PhotoEntry

Main Menu  
Help/FAQ

» [Club Competitions 1-4, 2025-2026](#)

## Competition 2 - Colour DPI's

Status	Open
Target Dimensions	Width 1600, Height 1200
Maximum Image Size	10 MB
Colour Profile	sRGB IEC61966-2.1
Colour Profile Enforcement	Warn if incorrect
Comment	

Show Help

## Step 2

Opens to this screen

Enter Entry Details

The title may be up to 50 characters comprising alphanumeric, space, and the characters ,!-%()

Entry Title \*

Entry Title

Add Image Title

(No  
number  
or author)

Entry Reference

P1

Enter your image  
priority as P1, P2  
or P3

Entry is Publishable

Yes

Remember for next time

Add This Entry

## Step 5

## A couple of important points:

Please DO NOT USE either the BACK or REFRESH buttons – doing this may well cause you to lose data and return the system to a previous state. Please navigate using the PhotoEntry buttons provided, and logout when done. While a competition is ‘Open’ you can make changes e.g. delete an image and replace it with another one. Once a competition is ‘Closed’ the images are locked in.

## Size & Profile

This will ask you to login, then another click for the competition. See the screen grabs below and click on the appropriate competition. It will be necessary to make sure your images have the right profile and the right size. The Competition Secretary has written some instructions on how to do this if you have Adobe Photoshop or Lightroom. As you are well aware there is more than one way to do a procedure so any problems please email either of our Photo Entry Administration Officers Peter Hyett on [hyettpeter@hotmail.co.uk](mailto:hyettpeter@hotmail.co.uk) or Sheila Haycox on [sah2@live.co.uk](mailto:sah2@live.co.uk)  
To give an image the correct PROFILE and size:

### In PHOTOSHOP -

Click on "File\Export\Export As...", Ensure Format is JPG, and Quality 100%. (If the image is being resized down to the target dimensions this is unlikely to be a problem in terms of file size). You now need to manually tweak the dimensions. First try setting the Image Size Width to 1600. If the Image Size Height now exceeds 1200, set it to 1200 (the width should drop down accordingly). Default resampling is Bicubic Automatic. Try this first and if not happy experiment with others. Ensure "Convert to sRGB" is checked. Click "Export All..." and select where you want the exported image saved.

### In LIGHTROOM -

In the Library view, click on "Export..." In the "File Settings" section: Set "Image Format" to "JPEG". Set "Quality" to 100. (If the image is being resized down to the target dimensions this is unlikely to be a problem in terms of file size). Set "Colour Space" to "sRGB". Ensure "Limit File Size To:" is un-checked.  
In the Image Sizing section: Ensure "Resize to Fit" is checked. Choose the "Width & Height" option. Set the "W:" and "H:" values to 1600 and 1200, and the units to "pixels". Set "Resolution" to 300 pixels per inch. Ensure "Don't Enlarge" is checked

**Don't forget, there is an area called Images for External Competitions where you can enter/store images that may be suitable for our External Competitions and Events. We need a variety of prints and digital images.**