

# *PhotoEntry* Notes for *DiCentra* Users



*DiCentra* Application Note 5

Version 2

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Contents

Introduction..... 1

*PhotoEntry's Main Features* ..... 1

Assumptions ..... 1

Concepts and Terminology..... 1

*Entry* ..... 1

*Portfolio/Panel* ..... 2

*Scores/places*..... 2

Getting Started ..... 2

*Options* ..... 2

*Classes* ..... 2

*Categories*..... 2

*Competition Groups* ..... 2

Club Competitions ..... 3

*PhotoEntry*..... 3

*PhotoEntry ZIP File Format*..... 4

*DiCentra*..... 4

*Entrant View*..... 5

*Downloading Images into DiCentra* ..... 5

Inter-Club Competitions ..... 6

*PhotoEntry*..... 6

*PhotoEntry ZIP File Format*..... 6

*DiCentra*..... 6

*Entrant View*..... 7

Portfolio Competitions ..... 7

*PhotoEntry*..... 7

*PhotoEntry ZIP File Format*..... 7

*DiCentra*..... 7

*Entrant View*..... 7

*Downloading Images into DiCentra* ..... 8

All-Comers Competitions ..... 8

*PhotoEntry ZIP File Format*..... 8

*DiCentra*..... 8

Security and Access Control ..... 8

## Contents

*DiCentra* Version: 4.8 or later

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## Introduction

*Photo Entry* provides complementary features to those in *DiCentra*, including uploading of images to the cloud by entrants, downloading competition entries ready to load into *DiCentra* as well as other management functions.

Because it has some competition features that *DiCentra* does not, it is not possible for *PhotoEntry* to automatically create its competition records from *DiCentra* rules. This document is intended to help you set up *PhotoEntry* competitions and compatible *DiCentra* rules.

This document is not intended to be a full user guide for *PhotoEntry*. It does not deal with settings specific to *PhotoEntry* such as mailing options or selection options for extracting high scoring images for your website.

## *PhotoEntry's* Main Features

[PhotoEntry](#) is a web-based service for managing photo competitions and is suitable for both clubs and federations. It allows:

- Administrator(s) to manage club members' credentials as well as their classes for various categories of competition.
- Administrator(s) to create competitions and assign them to a chosen category.
- Entrants to upload images and change them, if necessary, until the administrator closes the competition.
- *PhotoEntry* checks submissions by entrants against the criteria for the competition and warns of or rejects invalid images.
- Once closed, the administrator can export the competition in a suitably formatted Zip file ready for input to *DiCentra* and send confirmation emails to entrants.
- After a competition, administrators can transcribe marks from *DiCentra* to *PhotoEntry* for later analysis.
- Entrants can track their previous entries and the marks obtained.
- Facilities are provided for administrators to aggregate marks in a variety of ways over a group of competitions.

You can register for a trial version of the software by going to the [PhotoEntry](#) website.

## Assumptions

It is assumed that you have a subscription to *PhotoEntry* and that you can log in as an administrator. It is also assumed that you are a licenced *DiCentra* competition organiser and can create competition rules and load images into competitions.

## Concepts and Terminology

A few terms are used differently in *PhotoEntry* and *DiCentra*.

### Entry

For a club or inter-club competition in *DiCentra*, an entry is the total submission by an entrant, typically several images. For *PhotoEntry*, this would be several entries, each containing one image.

For a portfolio competition in *DiCentra*, a portfolio consists of a number of related images. The number of portfolios allowed is not specified in the rules. In *PhotoEntry*, each portfolio is an entry and it contains more than one image.

## Portfolio/Panel

Portfolios in *DiCentra* are called panels in *PhotoEntry*.

## Scores/places

*DiCentra* scores can be either marks or places (1<sup>st</sup> to 9<sup>th</sup>). In addition, images can receive one award, such as Certificate, Gold Medal, etc.. Awards also include 1<sup>st</sup> to 9<sup>th</sup>, so if marks are used, the top scoring images can also be ranked by place.

*PhotoEntry* also allows marks or places as scores. Awards are free text, so you can add whatever you like.

## Getting Started

It is recommended that you start by working through the guidance in *PhotoEntry*'s [Administrator FAQ](#) page to set up its Options, Classes, Categories and Competition Groups.

## Options

The following defaults need to be set:

- **Maximum image width and height** – set to your organisation's standard maximum image size. You'll need to set the same image dimensions in any *DiCentra* rules.
- **Default Colour Profile** – set this to sRGB or Adobe RGB (1998) depending on your club standard.
- **Default Image Resizing** – set to **Resize if required** to get *PhotoEntry* to resize oversize images and let entrant see the results or **Accept without resizing** to allow *DiCentra* to resize oversize images. The first of these can be useful where images only need to be down-sized slightly.
- **Default Minimum, Maximum and Half Scores** – set these to your usual scoring range so that you can later publish the results via *PhotoEntry*.

Once you are satisfied with the options click **Update**.

## Classes

Below the update button, you will see the Classes heading.

- Click on **New ...** to create a new class.
- You'll need to specify its name e.g. Standard, and ...
- ... its sort order. So, if you have Standard, Intermediate and Advanced classes you would probably assign sort orders of 1, 2, and 3 respectively.
- Note that if you have competitions which do not have classes, e.g. your annual exhibition, you will also need to create a class None, probably with sort order 0.

## Categories

- Each member of the organisation can be in different classes for each category of competition, so you might have one category for print competitions, another for PDI competitions and one for your exhibition.
- Creating categories is similar to creating classes above.

## Competition Groups

- All competitions within a competition group have the same class structure. So if you have some competitions that have a Standard/Advanced class structure they could go into one (or more) competition groups.

- So, for your annual print and PDI competition rounds where members submit images into an appropriate class they could be one group, e.g. “2016-17 Club Rounds”. Perhaps your exhibition competitions have no classes so that might be another group, e.g. “2016-17 Exhibition”.
- Keep the number of groups to the minimum especially if you plan to use *PhotoEntry*’s **Series** feature. All competitions in a **Series** need to be in the same **Competition Group**.
- On the Administrator’s menu (bottom of main menu page) click on **Competition Groups**.
- Click on **New ...** to create a new group and type in its name and **Sort Order**.
- You will normally want to leave both **Max Entries per User Across the Group** and **Max Entries per User Across Same Close-Date Competitions** set to zero.
- Note: See the *Terminology* section above for *PhotoEntry*’s meaning of “Entry”.
- If you are preparing the competitions and don’t want entrants to see them before you have finalised them, you may want to set the **Competition Group Active** to **No** for now.
- When you have completed your competition group specifications click on **Update Competition Group**.

## Club Competitions

The Zip file output from *PhotoEntry* can be loaded into *DiCentra*, after un-Zipping, provided the rules in both applications are set up appropriately. This will generally mean a slight change to the rules that you have been using previously for *DiCentra* competitions.

The settings suggested in this document produce competitions that closely match those often used in *DiCentra*. *PhotoEntry* defaults or other *PhotoEntry* settings can be used, provided *DiCentra* rules are changed accordingly.

### *PhotoEntry*

- A user account needs to be set up for each member of the club who will be entering competitions. This has to be done by a *PhotoEntry* administrator. Once created the member will be emailed with their account details and password.
- On the administrator **Main Menu** page, click on **Competition Groups**. Select the group to which you want to add a competition, say, “2016-17 PDI competitions”.
- Under **Select a Competition** at the bottom of the page, click on the **New ...** link.
- Fill in details for **Competition Name**, **Category** and **Closing Date**. Note that the closing date is not enforced automatically. You will need to manually close the competition at the appropriate time.
- Continue down the list, adjusting or completing any fields until you get to **Colour Profile and** set the **Colour Profile** to **sRGB** or **Adobe RGB (1998)**.
- Set **Image Resizing** to **Accept without resizing** if you want *DiCentra* to do any resizing, or set it to **Resize if required** to allow *PhotoEntry* to do any resizing.
- Continue down the list, adjusting or completing any fields until you get to **Scoring**.
- If you are using marks in *DiCentra*, choose **Scores**. If your competition will be place-marked, choose **Places**. (See *Concepts and Terminology* above.) This only affects the publishing of results via *PhotoEntry* after the competition has been judged in *DiCentra*.
- Continue down the list, adjusting or completing any fields until you get to **Separate Author Field Required**.
- For club competitions, **Separate Author Field Required** should be set to **No**. (For inter-club competitions it should be set to **Yes**.)
- If awards (certificates, etc.) are being used, set **Enable use of Awards** to **Yes**.

- Set the **Maximum Entries (<Class>)** fields to the appropriate value for each class.
- Finally, set the competition **Status**. If it is set to **Future**, the competition name will be shown to entrants, but they will not be able to upload images. **Open** allows images to be uploaded and changed. **Closed** allows entrants to see their images, but not change them. It also allows the administrator to download the Zip file of all entries. Finally, **Judged** allows entrants to view their marks once the administrator has transcribed them from *DiCentra*.
- When you have completed this, click on **Create New Competition**.

### PhotoEntry ZIP File Format

- *PhotoEntry* expects you to define or choose a template for the output format of your competition just before you export it. However, you can prepare for this by creating a Zip file template at this stage. (In some cases you can use *PhotoEntry*'s default, but you will need to create appropriate *DiCentra* rules.)
- Change the competition's status to **Closed** (temporarily) and click on **Update Competition**.
- Some new buttons will appear, including **Download Entries Zip File**. Click on it.
- On the page that opens, click **New**.
- The *Manage Zip Format* page will open.
- Enter the new template's name in the **Zip Format Name** field, for example, "Club Comps".
- *DiCentra* expects each entrant's name to be the folder name, with their images inside that folder. You may want to include sequence numbers too. Note that all fields in filenames exported by *PhotoEntry* will be separated by underscore.
- In the simplest case, where there are no classes, set the fields as follows:
  - Field 1: **User's Full Name**
  - Field 2: **Slash**
  - Field 3: **Entry Title** if you are not including sequence numbers
  - or, otherwise use fields 3 and 4 below:
  - Field 3: **Sequence Number**
  - Field 4: **Entry Title**
- If classes are used for club competitions, then to output entries for each class in a separate folder set the fields as follows:
  - Field 1: **Class Name**
  - Field 2: **Slash**
  - Field 3: **User's Full Name**
  - Field 4: **Slash**
  - Field 5: **Entry Title** if you are including sequence numbers
  - or, if you are using sequence numbers use fields 5 and 6 below:
  - Field 5: **Sequence Number**
  - Field 6: **Entry Title**
- Click on the **Create Zip Format** button to save it. You'll use this template for all club competitions.
- Change the competition status back to **Open** and click on **Update Competition**.

### DiCentra

- You need to create *DiCentra* rules for the competition much as you always did. Of course, if you have multiple classes there will need to be a set of rules for each class.
- Otherwise, the only change is that you need the following under **Folder/Files** in the Rules dialogue:
  - *Folder Name*: **Entrant Name and Distinctions**

- *File Name: Image Title*  
if you are not using sequence numbers, or,
- *File Name: Sequence number | underscore | Image Title*  
if you are using sequence numbers.
- **Save** the rules.

### Entrant View

- When entrants log in to *PhotoEntry* they will see a list of **Competition Groups** on the **Main Menu** page.
- To add entries for a competition they follow the link on the appropriate group, e.g. '2016-17 PDI Comps', then follow the link to the relevant open competition on the next page.
- They can add an image by clicking on **Add Entry**.
- A new page opens and they can add the **Title** for the first/next image. They can also choose a **Copyright** option for the image in case it is later selected (using *PhotoEntry*) for website publication.
- Clicking **Save** brings up the **Upload New Image** page. There are useful notes displayed and the image can be selected from their machine and then uploaded.
- Note: If the image contains the wrong colour profile or no profile, or is the wrong size a warning message will be displayed in orange. Generally, *DiCentra* will handle these issues reasonably. However, if you use *PhotoEntry* to produce images for web pages, those with orange warnings may not be rendered accurately, so entrants should be encouraged to fix and re-submit them.
- Note that there are three buttons associated with each entry/image:
  - **Change Title or Preferences** allows the image title or copyright choice to be changed.
  - **Delete Entry n** deletes the entire entry: title, preferences, and image.
  - **Delete Image** just deletes the image. This is used if the entrant wants to change an image without changing the image order. Once deleted they can then upload a new image to replace it.

### Downloading Images into *DiCentra*

- **In *PhotoEntry*:** The administrator can close the competition and download the image files for loading into *DiCentra* as follows.
- From the **Main Menu** click on the **Competition Groups** button, then follow the link to the relevant **competition group**, and then the link for the **competition**.
- On the **Manage Competition** page, setting the status of the competition to **Closed** will show some additional buttons: **Download Entries Zip File** and **Email Entries to Active Users**.
- Clicking the **Download Entries Zip File** button brings up the page with the Zip file templates you have defined. Click on the **Download** button adjacent to the correct template to download the Zip file to your computer.
- Un-zip the downloaded file. The resulting folder will contain entries for the competition or each competition class in separate folders.
- **In *DiCentra*:** Select the rules for one of your classes and use **Setup > Load Entry**.
- Navigate within the relevant class folder from the download, select one of the entrants' folders and load all the entrants' images.
- Make the competition.



## Inter-Club Competitions

These are very similar to club competitions with a couple of differences.

### PhotoEntry

- A user account needs to be set up in *PhotoEntry* for each club involved. The **Last Name** field should be set up to be the club's name.
- Note: *PhotoEntry* uses the member's email address as the login identifier, so if the same person is organiser for a club and also a member in their own club that uses *PhotoEntry* they will need to have two distinct email addresses, one for each role.
- The competition is defined in the same way as for a club competition, except that when defining the competition, **Separate Author Field Required** should be set to **Yes**.
- For a competition using DiCentra's **Extra Image Tie Break** you will need to specify the total number of images expected including the tie break image as the number of *PhotoEntry* entries.

### PhotoEntry ZIP File Format

- To define a suitable Zip file format for exporting inter-club comps.
- Change the competition's status to **Closed** (temporarily) and click on **Update Competition**.
- Some new buttons will appear, including **Download Entries Zip File**. Click on it.
- On the page that opens, click **New**.
- The *Manage Zip Format* page will open.
- Enter the new template's name in the **Zip Format Name** field, for example, "Inter-Club Comps".
- For inter-club competitions, *DiCentra* expects the club's name to be the folder name, with their images inside that folder. We'll assume you want to include sequence numbers too. Note that all fields in filenames exported by *PhotoEntry* will be separated by underscore.
- To achieve this set the fields as follows:
  - Field 1: **User's Full Name** (club name)
  - Field 2: **Slash**
  - Field 3: **Sequence Number**
  - Field 4: **Author** (image author)
  - Field 5: **Entry Title**
- Click on the **Create Zip Format** button to save it.
- Change the competition status back to **Open** and click on **Update Competition**.
- Note: For **Large Inter-club competitions**, the user's **Entry Reference** field can be included as one of the fields, to correspond with the **Reference Number** field in the *DiCentra* rules.

### DiCentra

- You need to create *DiCentra* rules for the competition much as you always did. Of course, if you have multiple classes there will need to be a set of rules for each class.
- Otherwise, the only change is that you need the following under **Folder/Files** in the Rules dialogue:
  - **Folder Name: Club name**
  - **File Name: Sequence number | underscore | Entrant name | underscore | Image Title**
- **Save** the rules.

## Entrant View

- When the club representative enters their club's images they will find an **Author Name** field on the page where the image title is entered. This needs to be completed with the relevant photographer's name.

## Portfolio Competitions

### PhotoEntry

- Create a new competition as described above for a club competition.
- Fill in details for the fields down to **Images per Entry Min**. Note: **Separate Author Required** should be set to **No**.
- Set **Images per Entry Min** and **Images per Entry Max** to the appropriate values for your competition, for example, 5 and 9 respectively.
- Set the **Maximum Entries (<Class>)** fields to the number of portfolios that an entrant in that class can submit.
- Finally, set the competition **Status**.
- When you have completed this, click on **Create New Competition**.

### PhotoEntry ZIP File Format

- Create a new Zip File Template as before, calling it "Portfolios" or something similar. (*DiCentra* does not permit variations in the file/folder structure for portfolios, so you'll only need the one template.)
- Set the fields as follows:
  - Field 1: **Entry Title**
  - Field 2: **User's Full Name**
  - Field 3: **Slash**
  - Field 4: **Image Number (Within a Panel)**
  - Field 5: **Image Title (Only for panel competitions)**
- Click on the **Create Zip Format** button to save it. You'll use this template for all portfolio competitions.
- Change the competition status back to **Open** and click on **Update Competition**.
- Note: You will probably see the warning "**Should include Image Number for panel competition**" against Zip File templates that have been created for non-panel competitions. Since you won't be using such templates for panel competitions the warning can be ignored.

### DiCentra

- You need to create *DiCentra* rules for the competition much as you always did. Of course, if you have multiple classes there will need to be a set of rules for each class.
- **Save** the rules.

## Entrant View

- When entrants log in to *PhotoEntry* they will see a list of **Competition Groups** on the **Main Menu** page.
- To add entries for a competition they follow the link on the appropriate group, e.g. '2016-17 Portfolio Comps', then follow the link to the relevant open competition on the next page.
- They can add a portfolio by clicking on **Add Entry**.
- A new page opens and they can add the **Title** for the portfolio as a whole. They can also choose a **Copyright** option for the image in case it is later selected for website publication.

- After clicking **Save** they will see buttons to upload each of the allowed images. They can also add a title and reference number for each image. Only one of these can be sent to *DiCentra*.
- Note that there are three buttons associated with each entry/image:
  - **Change Title or Preferences** allows the image title or copyright choice to be changed.
  - **Delete Entry n** deletes the entire entry: title, preferences, and all images.
  - **Delete Image m** just deletes the image. This is used if the entrant wants to change an image without changing the image order. Once deleted they can then upload a new image to replace it.

### Downloading Images into *DiCentra*

- Once the competition is closed, the Zip file of images can be downloaded as before using the 'Portfolio' Zip file template.

### All-Comers Competitions

- For these competitions, the entrant is an individual, but their club name might also be needed, for example at federation open competitions.
- This can be achieved when defining the competition by setting **Separate Author Field Required** to **Yes**. Beware though, the caption for the club name field will indicate **Author Name**.

### PhotoEntry ZIP File Format

- Create a new Zip File Template as before, calling it 'All Comers' or something similar.
- Set the fields as follows:
  - Field 1: **User's Full Name**
  - Field 2: **Slash**
  - Field 3: **Author** (Note: this will actually be the entrant's club name.)
  - Field 4: **Image Title**
- Click on the **Create Zip Format** button to save it. You'll use this template for all portfolio competitions.
- Change the competition status back to **Open** and click on **Update Competition**.

### *DiCentra*

- You need to create *DiCentra* rules for the competition much as you always did. Of course, if you have multiple classes there will need to be a set of rules for each class.
- Otherwise, the only change is that you need the following under **Folder/Files** in the Rules dialogue:
  - **Folder Name: Entrant name**
  - **File Name: Club name | underscore | Image Title**  
if you are not using sequence numbers, or,
  - **File Name: Sequence number | underscore | Club name | underscore | Image Title**  
if you are using sequence numbers.
- **Save** the rules.

### Security and Access Control

1. At present, all *PhotoEntry* administrators have the same access rights, that is, complete control over any and all competitions and features. This can be an issue for federations where a competition might be created by the federation competition organiser, but the actual competition checking, emailing, downloading etc. is delegated to one of the member

clubs. Clearly it is inappropriate for delegated clubs to be able to affect other competitions beyond their remit.

2. As has been mentioned above, *PhotoEntry* uses a club or individual's email address as their login id. This means that club organisers must use two different email addresses if their club and federation both use *PhotoEntry*.
3. A similar problem arises for salons that use *PhotoEntry*. For each salon, entrants must use a different email address.

These issues are being worked on.