

The Yorkshire Photographic Union Annual Exhibition- Online Entry Guide.

Payment of fees and Hand in of Print entries is at the Annual General Meeting of the Y.P.U.

Please note entries are not to be done on the standard Y.P.U. website.

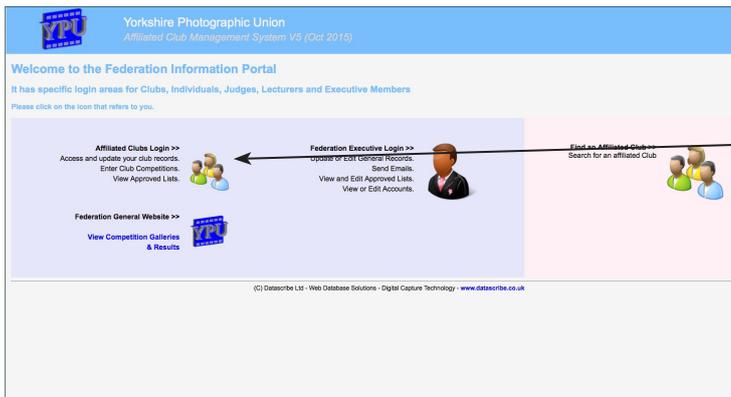
All entry details are to be done by using the website <http://clubsoftware.org/ypu/>

Previous excel forms or email entry details will not be accepted.

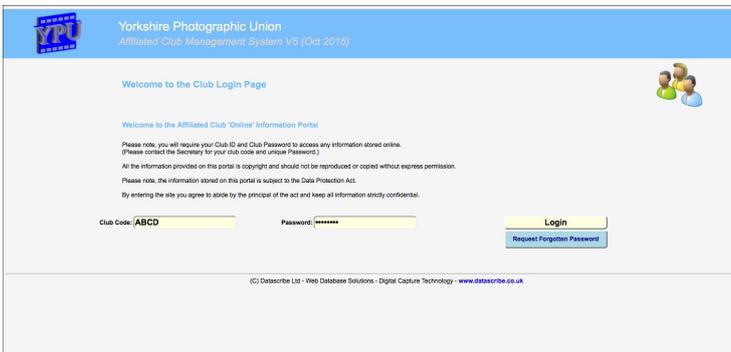
Please follow the instructions below.

Entering the Competition

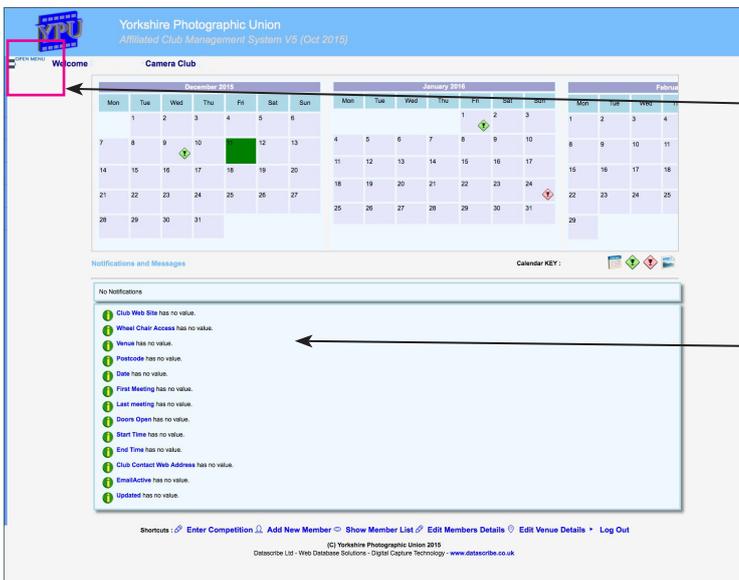
Entry to the competition is open and online only, to enter you should select <http://clubsoftware.org/ypu/>



Select the Affiliated clubs Login section.

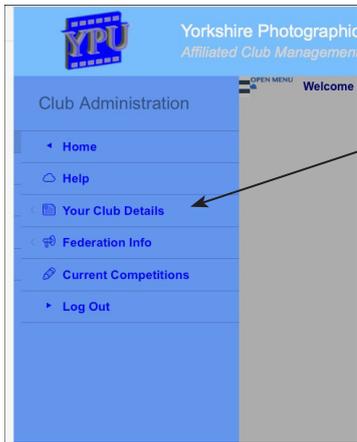


Enter your Four letter club code and password.
This has been sent to your Club Secretary and/or Competition Secretary in a separate Email.



You should see the screen shown. You will need to select the menu section on the upper left.

N.B. At this stage it is not necessary to enter your club officials that can be done at a later date.



The options shown on the left should be shown.
Select Your Club Details.



On opening the menu you should see the following options.

Firstly you should complete the details of your club members who are going to enter the competition

Select 'Your Club Members'



Select Add New Member.

Add New Club Member (*) Required Information.

Salutation (*)	<input type="text"/>
First Name (*)	<input type="text"/>
Last Name (*)	<input type="text"/>
Distinctions	<input type="text"/>
Address(1)	<input type="text"/>
Address(2)	<input type="text"/>
Town	<input type="text"/>
County	<input type="text"/>
Post Code	<input type="text"/>
Telephone	<input type="text"/>
Email (*)	<input type="text"/> <small>This email address has to be unique !</small>
Mobile	<input type="text"/>
18+	<input checked="" type="checkbox"/>

Shortcuts : [Enter Competition](#) [Add New Member](#) [Show Member List](#) [Edit Members Details](#) [Edit Venue Details](#) [Log Out](#)

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You should then enter the details of the club member.
At this stage you need only enter details of your members who have work in the Y.P.U. Club Championship competition. The fields marked in pink are essential information.

If a member enters the competition without an EMail you should enter the following:
forename_surname_yourclubcode@noemail.com e.g. *john_smith_ABCD@noemail.com*

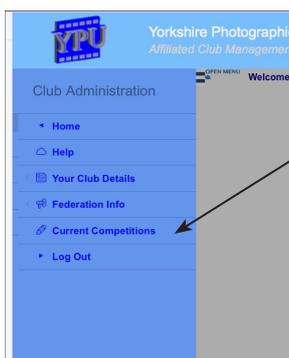
Each entrant's EMail address must be unique. If a married couple share the same EMail, then one must use the 'no email' option as shown above.

Club Members List

2	Stephen Dean	photosjdean@gmail.com
7	Robert	
8	Keith	
6	John	

When complete your list of members should be available if you select List Members from the menu. Each will have an EMail address next to their name.

When you have completed the list of members you are then ready to download your entry.
(The list of members remains for all future competitions and the YPU Exhibition.)

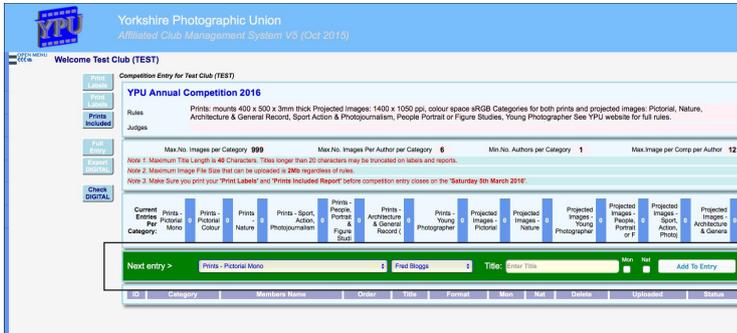


Select Current Competitions from the Menu



You should then see YPU Annual Competition.

Select Enter Competition.



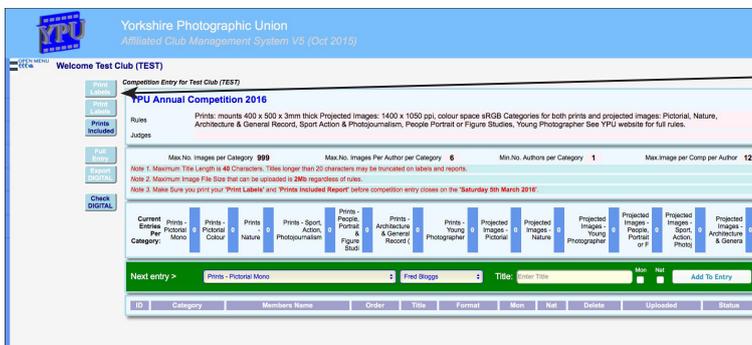
You can then select the Category in prints or projected images and the name of the entrant.

Add the title and download the image. (N.B. The Maximum Title length is 40 characters)

Colour and Monochrome Pictorial Prints

Due to the large numbers of prints involved; the Colour and Monochrome prints are divided into two sections 'Mono Pictorial Print' and 'Colour Pictorial Print'.

In the other sections Monochrome Prints and Colour Prints may be entered into the same section.



If you are entering the Print Exhibition.

You will need to Print the labels to stick on the back of your prints. Avery L7165 (supplied) or L7163 size are to be used.

Please note it is possible that there may be minor changes to the software during the entry period as the development process is still on going.

If you have any enquiries please contact -

Y.P.U. Projected Image Secretary - Richard Littlefair, r.p.littlefair@btinternet.com, Tel. 01423 322037 or

Y.P.U. Print Secretary - Andrew Pell, aphoto@btinternet.com, Tel. 01924 477450