

Beacon Camera Club Malvern
Worcestershire Young Photographer of the Year
Competition - 2012

Co-ordinators' guidance notes for submission of entries

The submission of entries to this competition is by an on-line method only, using the club's website. The first step is to register your interest with the club by emailing wypoty@beaconcameraclub.co.uk with your name, the school you represent, a daytime and evening telephone numbers and an email address to which all competition correspondence will be sent - if a separate address is not given, we will use the 'reply' address of the email you send to us.

When your registration email is received by us, we will issue you by return with a user name and password to give you access to the submission facility on our website. These details will allow you to login and manage your pupils' entries: as your school's co-ordinator, you will be the individual who will upload and manage all the entries for all your pupils - pupils are not to be given the submission system access details!

The competition submission gallery is quite sophisticated and it allows the creation of multiple albums so that you can keep pupils' entries separate. You can add and remove albums and images as you wish up to midnight on the closing date of 29th. February 2012 - those images in your pupils' albums at that point will be considered to be their entries to the competition - no changes will be allowed after that. Please note that only three images are allowed per pupil - if more than that are present in the album, the last three submitted will be used as the pupil's entry.

A feature of the gallery is that every schools' albums are private to the contributing co-ordinator - only you (and of course our judges!) will be able to view your school's submission.

So, having received your login details, you'll want to get started! Let us take you through the process of submitting an entry....

Logging In

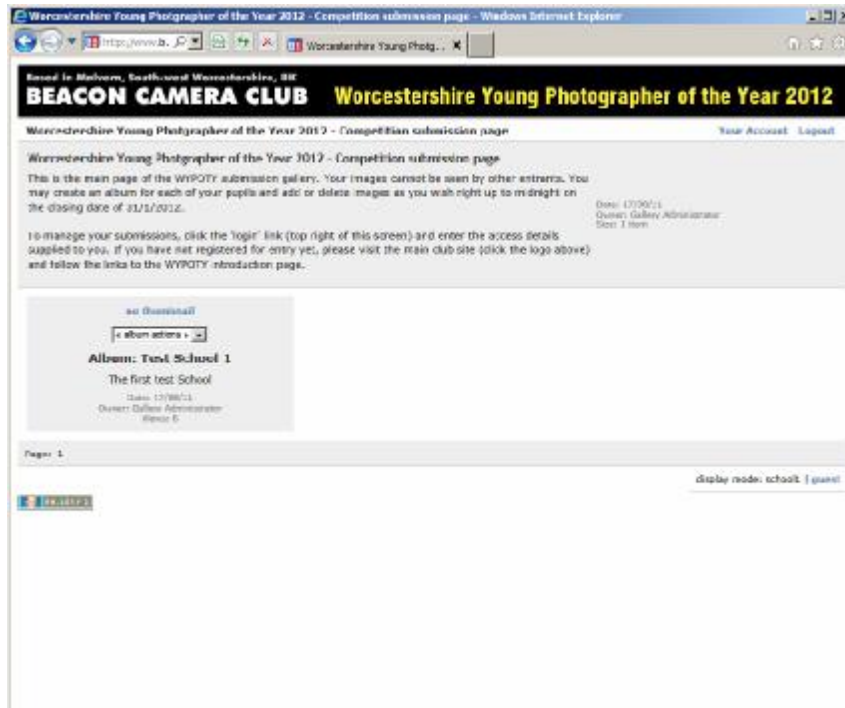
Visit www.beaconcameraclub.co.uk and click the link to the competition page. At the bottom of the screen thus presented, click the link near the bottom of the page - "[You can reach it via this link.](#)" You will then see the following screen:



You will note the message 'this album is empty' - this is because you are not yet logged in. Even when you have uploaded some images, you will see this message prior to logging in! Click the 'login' link to the top right of the screen, and enter the details provided to you, followed by either the 'enter' key on your keyboard, or click the 'login' button below the password entry box.



you will then see the following screen, albeit with your school name after 'Album:'. ...



Now click on the 'no thumbnail' link (this is shown because there are no images in the album yet) and you will see this screen...



You're nearly there! Whilst you can add images to this page (and by all means do so if you wish), this would not give you the opportunity to keep separate your pupils' entries. So, you need to add a 'pupil-specific' album: click the drop-down box at the bottom-left (it shows <<album actions>> at the moment), and select 'add album', so as to create a defined space for a single pupil's images. You will then see the following:



You need only to enter two pieces of information here and to keep things simple, it is best to use the pupil's name.....in the small box under 'Name' enter the pupil's name WITHOUT using a space. Then, in the box under 'Title' enter his/her name in the normal way, with capitals and spaces as necessary. Entries to the other boxes are optional and you needn't bother with them.

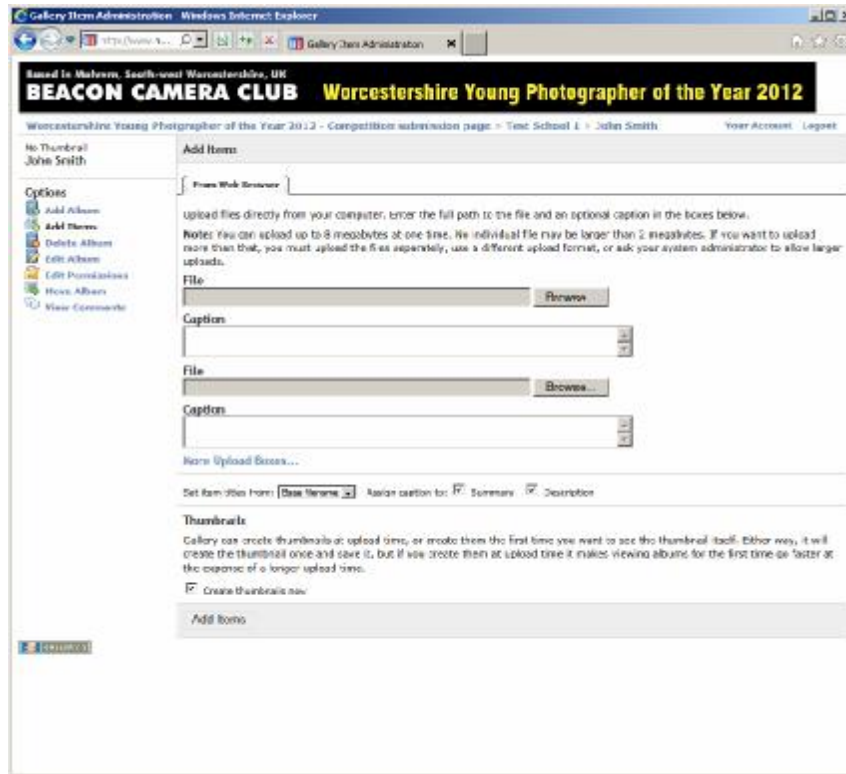
Then click the 'Create' button at the bottom of the screen. Ignore any other input screen you might be offered....you can now get to the new album simply by clicking on the pupil's name at the top of the screen...



You can repeat this process for as many pupils as you wish - just remember to make sure that you are at the 'top' level (i.e. at the album you see when you first log in) before you create each album, otherwise, the newly-created album will be made as a sub-album of the one you happen to be viewing at the time! Which raises the issue that you can create sub-albums for pupils where you can store other images if you wish.

Adding images to albums

Images are inserted into albums by uploading them from your local PC to the club's web-server. All you need to do is click on the 'add a photo' link. This will produce the following screen:



Here, you can upload up to 5 images at a session by clicking the 'browse' button to find on your system the file to be uploaded. Please ensure that the images conform to the competition rules before uploading! Whatever you enter in the 'caption' field will be displayed below the image in the album, so enter the image's title here, followed by the pupil's name REGARDLESS of the fact that the image filename will have been constructed to include both these things (as defined in the rules). This will help you manage the images later on when you have hundreds to attend to! If the 'caption' field is left blank, the title of the image will be derived from its filename for now. Having said all that, don't be concerned if you forget to add the title at this point- this can be entered after the image has been uploaded by selecting the 'edit image' option when viewing the resulting thumbnails.

When you have completed your list of files to be uploaded, click the 'add items' button at the bottom of the screen. Then, be patient! Not much will be seen to happen until the screen tells you that the upload is complete and just one 1Mb file may take a minute and a half to upload via a good broadband connection!

After uploading, the screen will report back on the results of the process. You can then return to the album to see that thumbnail images have been displayed for each file uploaded...



Now, if you wish, you can perform a number of functions on the image(s) by making a selection from the drop-down box under each thumbnail, or to the album via the drop-down at the bottom left. Some of the options have no purpose for you (like 'edit permissions' for instance) but the others may well prove useful if you have given the image the wrong title, or perhaps uploaded an image into the wrong album.

Finally, when you are in an album, clicking on a thumbnail image will give you the large version of that image.

Just remember, anything you do or change will only affect the album or image which is the subject of your current attention.

That just about covers it! There are a few little subtleties in the gallery which you might find useful, but we won't go into that here - if you have any questions or difficulties, please email wypoty@beaconcameraclub.co.uk, or call Ian Thompson, system administrator on 01684 310716 during office hours.

Good Luck!