Wolverhampton Photographic Society

How to Submit PDI photos to WPS Competitions

Fig.1 - enter up to three images using the PDI submission page

Before entering an image into a PDI competition you must ensure you can tick all of the following criteria:

- ☐ **The image width is no more than 1600 pixels**
- ☐ **The image height is no more than 1200 pixels**
- ☐ **The image IPTC metadata has been updated to include (as a minimum) the entry title and your name**
- ☐ **The image uses the sRGB colour space**
- ☐ **The image is saved as a JPEG file (.jpg) with the quality set to maximum**
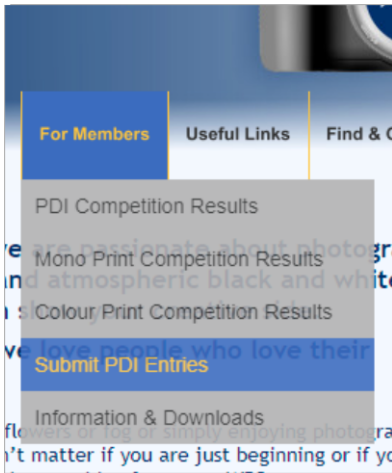- ☐ **The file size of the image is less than 2Mb**

Regarding the file size, in the unlikely event it is greater than this limit you can reduce its size by re-saving it using a slightly lower setting for the JPEG quality. Using 90%, or 10 instead of 12, will reduce the size but will have little impact on perceived image quality. Of course, the highest quality is always best if possible.

The WPS PDI Competition Page

Using the menu link shown in figure 1 you will arrive at the *WPS PDI Competition* page where you can submit your entries for any of the three rounds. You don't have to submit all your entries in one go of course, but you will need to submit entries for any given round by the closing date for that round. You will find all the information you need on this page including general information, submission and competition dates, WPS competition rules and the PDF version of this document.

Submitting Your Entries

The form on the page allows you to send your photos for entry into PDI competitions. It is straightforward to use but you will need a valid **Entry Code** to prove you are a full member of *Wolverhampton Photographic Society*. When you are given this code please keep it secret and do not pass it on to others.
Most fields on the form are mandatory so you will not be able to **Submit Your Entry** unless you have provided relevant information in the fields shown in figure 2, indicated with an arrow.
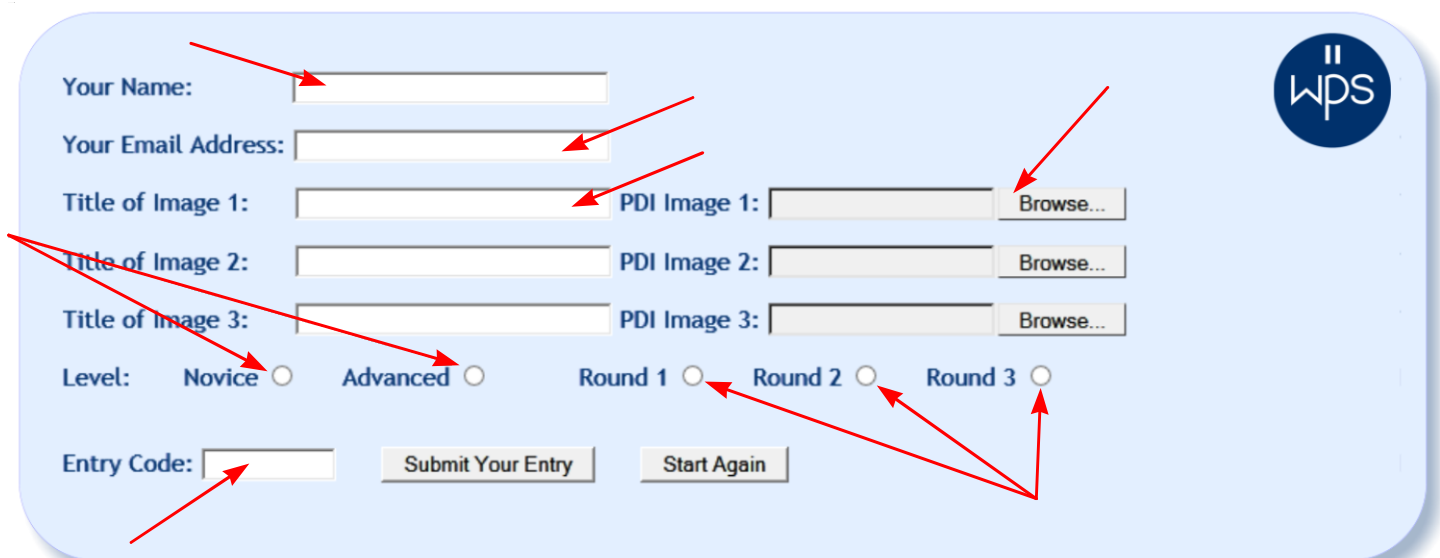
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Figure 2 shows a typical view of the form but it may look slightly different depending on the Internet browser you use. It has been tested using *Chrome, Internet Explorer, Microsoft Edge* and *Firefox* and has also been tested using an *iPad* with *Safari* and *Chrome*. There is therefore no reason to believe it won't work with other Apple systems.

Notes on Completing the Fields

As mentioned above, most of the fields are mandatory and must be completed but you only need to submit one image to successfully submit the form. The following fields must therefore be filled-in:

Your Name:	Enter your first name and surname eg: **Sally Smith**
Your email address:	So that you will be sent an email to confirm your entry
Title of Image 1:	Your image title of 30 characters maximum eg: **Sunset on Ice**
PDI Image 1:	Use the button to browse your computer and select the image for submission
Level:	Choose if you are entering the **Novice** or **Advanced** section
Competition Round:	Choose which of the three rounds you'd like to enter your image(s)
Entry Code:	Enter the **Entry Code** you have been given … it is not case sensitive

If you want to clear the form of all your entries, click the **Start Again** button.

When completing fields only use normal characters and/or numbers and do not include punctuation or symbols. You **must not** use **\ / : * ' " ? < > |** because your entries will be stored as computer files and those characters are not allowed in *Windows* file names. If you do use characters which aren't allowed in a given field, or do not complete a mandatory field, then when you submit your entry the system will list any errors you have made and ask that you go back and make corrections. If your entry is submitted successfully the system will confirm this and send you an email summarising your entry. It will also copy the email confirmation to the Competition Secretary and to the Technical Officer responsible for projecting the entries on competition night.

How do I remove an entry after it has been submitted?

Please email *competitions@wolverhamptonps.co.uk* to request your entry be removed.

I only submitted one image. How do I submit the rest?

Simply go to the *WPS PDI Competition* page and use the form again to submit your other entries. The maximum is strictly three images per round and if you submit more than this your three images will be chosen at random.

I have successfully submitted an image but want to replace it with an improved version

Submit your entry again using <u>exactly</u> the same title you used before then your previous version will be overwritten, but note the information you enter is case sensitive so the title *Northern Lights* is treated as a new entry if you then call it *northern lights*.

Can others see the images I have submitted?

No. It is impossible for anyone to see competition entries other than those who have administrative access to the WPS website. Currently, that is the Chairman and the Technical Officer.

When I submit the form I am shown an error page saying 'Server Error'

A ***Server Error*** is most likely caused when you try to submit an image file which exceeds the size limits set by the company hosting the WPS website. Individual PDI images must be less than 2Mb.

I have tried submitting my images using the website but can't get it to work

You need help. Please email *pdi@wolverhamptonps.co.uk* giving as much detail as possible about the problem you are experiencing.