

Tettenhall Wood Photographic Club – Competition Image Upload

This instruction document describes the Competition Entry Upload System accessible from the Tettenhall Wood Photographic Club website. The Upload System is designed to automate the validation and submission process for members to submit their competition entries. The facility will....

- Validate the image file name to ensure that it doesn't contain illegal characters.
- It will check the resolution size of the submitted images to ensure that they do not exceed the maximum image size – IE, 1400 x 1050 pixels.
- It will resolve meta data issues (but see below for further details).
- It will remove the necessity for members (who use a Mac) to zip their images when submitting them.

In addition, the facility will carry out some 'behind the scenes' processing in preparation for the upcoming competition. It will also ensure that members are aware of submission errors so that they can correct them immediately, rather than finding a rejection email in their Inbox the day after the submission deadline, and therefore find that some (or all) of their images have been rejected.

Important Things To Note:

For the Upload System to work correctly EVERYONE must use it. There cannot be a situation where some members email their entries directly to the Competition's Secretary. Any such entries will be immediately rejected and the member asked to submit their entry via the website.

The Upload interface requires the member to input a 'Code' to prove that they are not a spam robot. This code will be provided to the members separately (IE, It's not included in this document). All members are strongly urged to write the access code down somewhere or save the email that contains it so that they won't lose it.

You should only submit entries for one competition at a time. IE, submit your entries for PDI Round 1, when that competition is due, but DO NOT submit your entries for PDI Round 2 at the same time because all of the entries (for both competitions) will end up in the same place and I will have no idea which is for what competition.

If you want to replace one of the images for any particular competition, I would recommend that you email the Competition's Secretary first so that the original image can be deleted BEFORE you submit the replacement.

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Accessing the Competition Entry Upload System:



From the Tettenhall Wood Photographic Club website, click on the 'Image Upload' button (as shown on the left).

This will display the 'Competition Entry System' main screen as shown on the next page below.

Welcome

Competitions

Image Upload

Image of the Month Vote

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TWPC Home Page



Your Name:

Your Email Address:

Title of Entry 1: PI file 1: No file chosen

Title of Entry 2: PI file 2: No file chosen

Title of Entry 3: PI file 3: No file chosen

Level: General Intermediate Advanced

Entry Code:

Image titles **must not** include the following characters: \ / : * , ? < > | "
 This is because your image will be saved as a file and those characters are not allowed in file names
 The following characters can safely be used: ! ' - () @ % + = £ \$ & # A to Z a to z 0 to 9

Photography Club Competition Entry System
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To return to the Home Page of the TWPC website, click on <TWPC Home Page>.

The Competition Entry System will allow you to submit up to 3 images for any particular competition. You must input your name and email address. This will ensure that you receive an automated email confirming that your entry has been received.

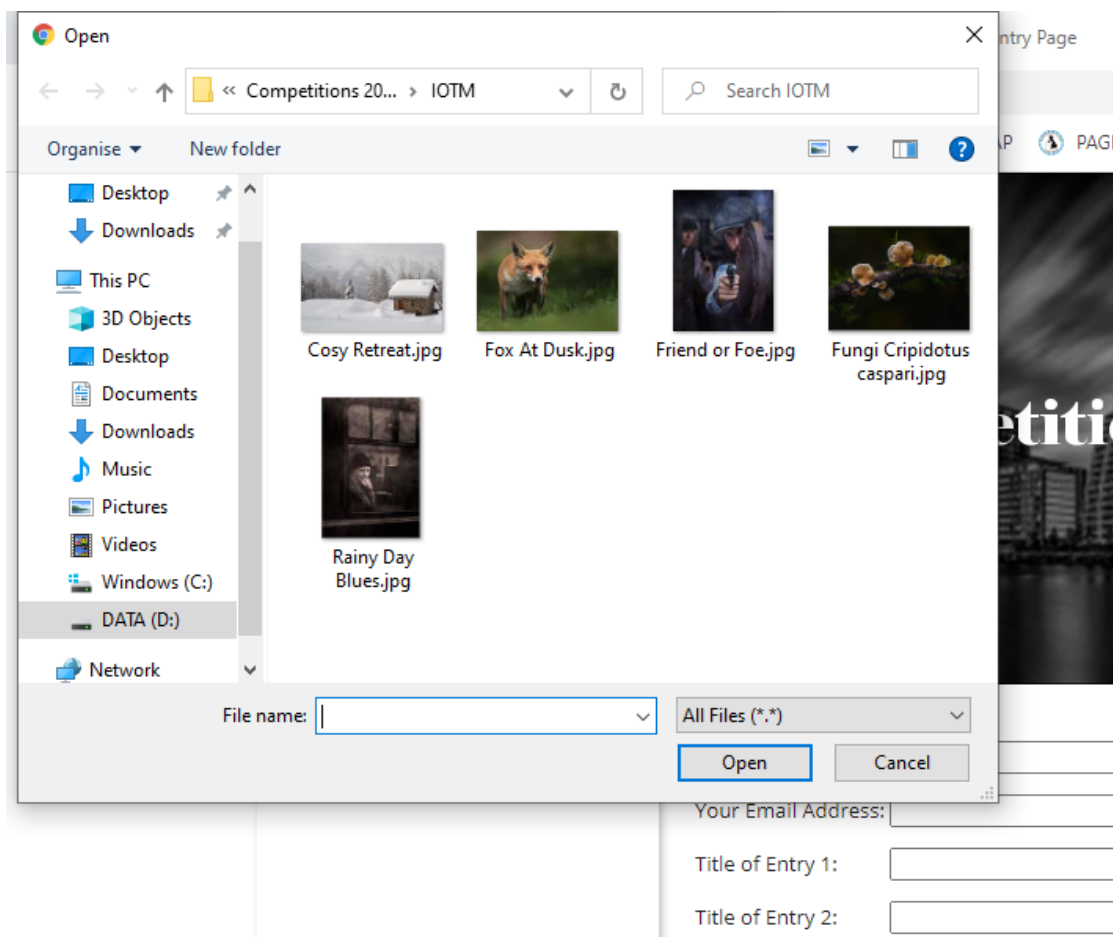
You must also select the correct section – IE, General, Intermediate or Advanced. This will ensure that your entry is grouped correctly and that the Competition's Secretary doesn't have to sort stuff out.

Please familiarise yourself with the list of invalid characters that **MUST NOT** be used either as your image file name, or in the image title or author fields. Attempting to do so will generate and display an error that you will be required to correct.

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Selecting an Image:

To upload an image it will be necessary for you to select it. To do so (and assuming that this is the first image that you are submitting), click on the <Choose File> button (for Entry 1). This will cause the standard file selection dialog box on your computer to be opened. The screen shot below is from a Windows based computer. This will be different on a Mac, but the functionality will be the same.



Navigate to the folder where your chosen image is located and select it. The **No File Chosen** label next to the button on the Competition Entry System screen will change to the name of the file. You will then need to type in the Title of the Entry in to the input box on the left.

Meta Data:

Please note that if you have already included the Image Title in the Meta Data, this Upload system will NOT overwrite it, BUT if you have left the Image Title out of the Meta Data, it will take the name of the image that you type in and insert it in to the Meta Data for you.

I realise that this can be seen as a lazy way to input the Meta Data, but I would recommend that you still insert the image Meta Data manually yourself, so that you have complete control over what is input. Please also be aware that if you leave something to an automated system, occasionally 'odd' things can happen, and the first

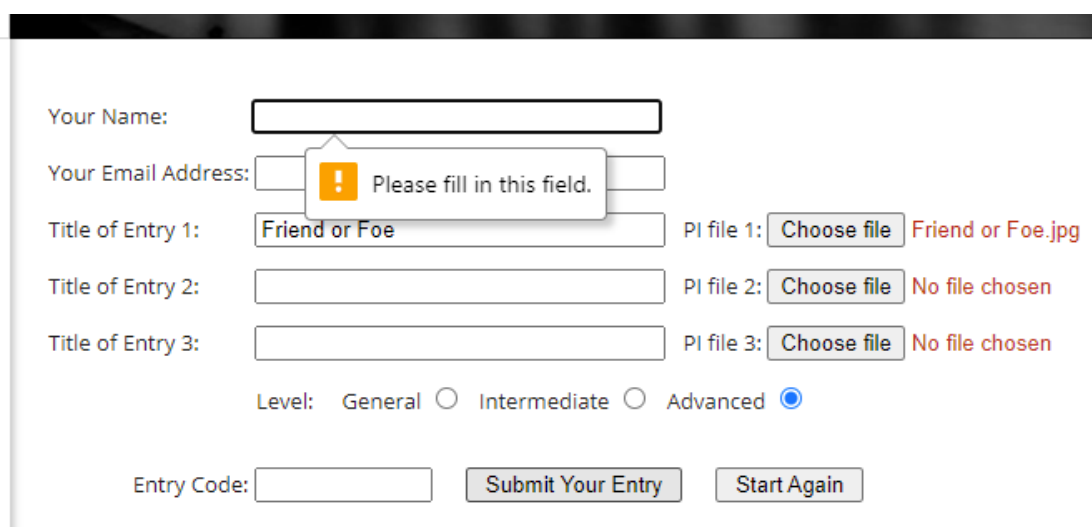
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that you might become aware of it is when you see the ‘wrong’ title being displayed for your image. Remember, the Competition’s Secretary won’t know if it’s right or wrong.

The same is also true for the author details. If they are missing, the ‘Your Name’ entry will be used instead.

Validation:

If you click on the <Submit Your Entry> button and any of the mandatory fields are empty, an appropriate error message will be displayed.



The screenshot shows a web form for image upload. It includes the following fields and elements:

- Your Name:** An empty text input field.
- Your Email Address:** An empty text input field with a validation error message: "Please fill in this field." (indicated by a yellow exclamation mark icon).
- Title of Entry 1:** A text input field containing "Friend or Foe".
- PI file 1:** A "Choose file" button followed by the text "Friend or Foe.jpg".
- Title of Entry 2:** An empty text input field.
- PI file 2:** A "Choose file" button followed by the text "No file chosen".
- Title of Entry 3:** An empty text input field.
- PI file 3:** A "Choose file" button followed by the text "No file chosen".
- Level:** Radio buttons for "General", "Intermediate", and "Advanced". The "Advanced" option is selected.
- Entry Code:** An empty text input field.
- Submit Your Entry** and **Start Again** buttons.

If you make a complete mess of things and want to start again, click on the <Start Again> button and all of the input fields will be emptied.

Once you have completed the form and clicked on the <Submit Your Entry> button, please be patient as the system is uploading your images and this might take a while depending on your bandwidth.

You will get a success or failure message once the upload has completed.

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Image File Problems:

The following is a sample error message that might be generated if there is a problem with one or more of the submitted images. In this example, only two files were uploaded. The first one was correctly sized, but the second one was too high.



Your entry has been rejected because something you've done isn't correct

1 Image 2 rejected: the height for a portrait format image is 1050 pixels - this image is 2050 pixels high

Your PDI submission has been cancelled so you must begin your entry again.

Please press your browser back button and correct your entry. Thank you.

Success:

Once you have selected your images, completed all of the mandatory fields and clicked on the <Submit Your Entry> button; assuming that everything is OK, you will receive the following message on screen...



Thank you. Your competition entry was successful:

You have submitted your entry of 1 image on Monday 1 February 2021 at 20:31:45

An email confirmation will be sent to you shortly.

[TWPC Home Page](#)

The confirmation email should appear in your Inbox fairly shortly thereafter.