

Instructions for using the Rushden Open on-line entry system.


Note : Some screen shots might look slightly different on your computer, depending on which browser you use. The content is the same though.

These are the steps to follow to enter the Rushden Open.

1. Login to system, so that we can identify you, and your entry is private to you.
2. Amend your personal details, if necessary.
3. Enter your images
4. Pay the entry fee
5. Optionally you can delete an image and replace it with another.

For step 1. you obviously need to be known to the system. We have pre-registered people who entered the Rushden Open in previous years, and advised you of your password by e-mail. If you are a new user you will need to enter your personal details (as described below).

On the initial Rushden Open screen you will see some general welcome text, dates and so on, along with a button marked 'Enter the Exhibition'. Clicking this button will take you into the entry system proper.



Rushden Open Photographic Exhibition - 31st year, 2013

Welcome to the Rushden Open 2013 on-line entry.

Please login to the system...

User Id:

Password:

or, if you are a new user, please [Register your details](#)

Either log in, or if you are new to this system* register your details in the system.

- Login by entering your e-mail address and password in the boxes provided.
- OR, click on 'Register my details' if you are a new user.



Rushden Open Photographic Exhibition - 31st year, 2013

Entrant details

First Name: *

Surname: *

Honours:

Address *

Post Code: *

Telephone:

e-Mail: *

Re-enter e-mail: *

* = required

Tick this box if you would like a Mac version of our CD-ROM.

Fill in your details in the appropriate boxes.

Your e-mail address is important so we ask for you to enter it twice in case of mis-types.

You will then see the menu for the system:



Options:

Review and amend your personal details

Here you can see your name and address etc. These can be changed as required.

Please take special care with your e-mail address as this is how we identify you and communicate results etc.

Enter and review images

Here you can upload your images for the exhibition, and review your entry.

Delete images

Should you enter an image in error, it can be deleted here.

Pay the entry fee

Once your entry is uploaded and checked you can pay your fee and finalise the entry here.

Review and amend personal details

You can review your personal details, in order to check that they are correct, and also alter the details if required. Click 'Review and amend your personal details' to do this.

Rushden Open Photographic Exhibition - 31st year, 2013

Entrant details

First Name: *

Surname: *

Honours:

Address *

Post Code: *

Telephone:

e-Mail: *

Re-enter e-Mail: *

* = required

Tick this box if you would like a Mac version of our CD-ROM.

You can change any of these details as required.

If you change the e-mail address please be careful with this, as this is the key that we identify you by.

Click 'Submit' to update your details.

Enter and review your images

In order to enter your images for the exhibition, choose this function.

Initially the screen will appear empty, and you can enter the file names of your images.

On subsequent visits, should you need to make any, the screen will show your current entries. You can add more images in the empty spaces if you wish.

If you decide that an image entered is incorrect you can replace it, but this needs to be done in two steps

1. delete the image in error (see next section)
2. return here to enter the new image.

Rushden Open Photographic Exhibition - 31st year, 2013

Creative section

1: No file chosen

2: No file chosen

3: No file chosen

4: No file chosen

General section

1: No file chosen

2: No file chosen

3: No file chosen

4: No file chosen

Monochrome section

1: No file chosen

2: No file chosen

3: No file chosen

4: No file chosen

Nature section (Please *uncheck* any images which are NOT Wildlife) Wildlife?

1: No file chosen

2: No file chosen

3: No file chosen

4: No file chosen

To enter an image click on the 'Choose file' button (alternatively labelled titled 'Browse').

Locate the file you wish to enter using the normal file-manager on your computer.

For Nature images we assume that images are Wildlife unless you tell us otherwise.

So, if your Nature image is NOT wildlife please un-check the box adjacent to the file name.

Click 'Submit' to send your entry to our system.

This process will take a minute or two (or possibly a little longer if the Internet is busy) so be patient. You can see that something is happening by the status messages your browser will show. e.g. Connecting... Sending request... Waiting...

When the upload is complete, you will be returned to the menu. You can visit this screen again to check your entry if you like.

If you revisit this screen after doing your initial entry you will see something like this:

Rushden Open Photographic Exhibition - 31st year, 2013

Creative section

1: No file chosen

2: No file chosen

3: No file chosen

4: No file chosen

General section

1: Beachuts Southwold sRGB

2: Beachuts, Southwold sRGB

3: Beachuts Southwold

4: No file chosen

Monochrome section

1: No file chosen

2: No file chosen

3: No file chosen

4: No file chosen

Nature section (Please *uncheck* any images which are NOT Wildlife) Wildlife?

1: No file chosen

2: No file chosen

3: No file chosen

4: No file chosen

Previous entries are shown but cannot be changed. Vacant entry 'spots' can be used to enter more images should you wish to.

Should you discover that one of your entries is incorrect, you cannot change it directly. However, you can delete the image then upload a new one.

To delete the image go back to the menu and choose the 'Delete images' option. Once the image in question is gone, return here to upload a new one.

Please note that going through the payment process finalises your entry, and no further changes can be made to the submitted images. You can, however, still use this function to check which images you have entered.

Delete images

Rushden Open Photographic Exhibition - 31st year, 2013

Click the check-boxes to indicate which images you wish to delete.

General

1: Beachuts Southwold sRGB

2: Beachuts, Southwold sRGB

3: Beachuts Southwold

Type 'delete' in this box to confirm.

If you discover that you have entered an image incorrectly, you can delete it from your entry.

Go into this screen and click on the little box next to the image(s) you want to delete (so that a tick is shown).

Type the word 'delete' into the box (as a safeguard against inadvertently deleting an image) and click 'Submit'.

Once the images are deleted you will be returned to the menu. You could go to 'Enter and review your images' to check the deletion if you so wish, or you may also want to go there in order to upload an alternative image to the one you just deleted.

Please note that once you have paid the fee for your entry it is finalised and deletions/changes are not then possible.

Pay entry fee

Rushden Open Photographic Exhibition - 31st year, 2013

Your entry fee is £ for 0 section(s).

To pay now with PayPal, click the 'Pay Now' icon



Alternatively you may wish to

* Please note that once you pay the entry fee your entry is closed and no changes to the submitted images can be made.

Once you are happy with your entry you should pay the entry fee. When you get to this screen you will see that it reminds you how many sections you have entered and what the fee is.

You can choose to pay by Paypal (recommended option) or by cheque.

Click the orange 'Pay Now' button to pay by Paypal, or 'Pay by cheque' to pay with a cheque.

If you choose Paypal, you will then be transferred to the Paypal Web site, where you can complete the payment process. Having paid the fee please do allow the system (it will do so automatically after a few seconds) to return to the Rushden Open where it will confirm your payment and finish off the process.

If you pay by cheque a screen will appear giving details of where to send the cheque to and a reminder of the amount. You can then click the button 'Confirm payment by cheque' to say that you are going to send the cheque.

If you pay by cheque please allow enough time for it to reach us before the exhibition closing date.

In either payment case (once the Paypal payment has gone through or your have confirmed that you will pay by cheque) your entry to the exhibition is then finalised.