

## How to make your MCPF portfolio entry

These instructions show you how to enter the titles for your club's Colour and Monochrome prints, and titles and image files for projected digital image (PDI) entries. You will do this for each member in turn. When you have finished reading this, click on the link below to start. You will be asked first for your email address, then your name and postal address and then to **select your club from the list of MCPF clubs.**

You can now enter your own images. If you are not entering any images yourself then just click the "No" buttons until you reach a page that says you have no entries and then click "Next".

A title is required for each image but it must not contain the member's name or your club's name.

You do not need to rename the PDI files. PDI images will be projected at 1600 x 1200 pixels. If you upload an image whose dimensions are larger than this it will be resized for you. Note that when you upload an image file, the file name is used to suggest a title. If you use this suggestion, please make sure you edit it to remove any names.

When you have completed the entry for a member, you can..

- Click "Add an entrant to the group" and type in the name of the next member whose images you are using. You have the opportunity to enter each members phone number and an email address if you wish each member to receive their individual result. But these are not required if you want to receive all your club's results in bulk. Again, click yes for the sections that you want to enter and repeat the process for all your members.
- Click "Close the group and view the entries" to be shown a list of the entries you that you can print for your records.
- Click "End your session now, and return later to add entrants"

You do not have to put all the entries in at one time – you can stop the process at any time and return later using the link below. When you return, you will see a list of the members whose work you have entered. If you need to make a change you can select one of these, or you can click the "click here" link to add a new member's work.