

# *PhotoEntry* Extension (PEX)

## *DiCentra* User Guide Appendix



*DiCentra* Version 4.18.561  
PhotoEntry 32.8

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*DiCentra* Version: 4.18.561 or later

*PhotoEntry* Version: 32.8

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# 1 Introduction

*PhotoEntry* provides complementary features to those in *DiCentra*, including uploading of images to the cloud by entrants, downloading competition entries into *DiCentra* and uploading results from competitions for entrants or for further processing. To use it you will need to contact *PhotoEntry* (<https://photoentry.uk>) to obtain a trial account or annual licence.

The ***PhotoEntry Extension (PEX)*** described here has been added to *DiCentra* to allow easy access to *PhotoEntry* when interworking between the two systems. Because it has some competition features that *DiCentra* does not, it is not possible for *PhotoEntry* to automatically create its competition records from *DiCentra* rules or *vice versa*. Thus, you need to manually create equivalent rules for a competition in both *DiCentra* and *PhotoEntry*.

This document is intended to help you use *DiCentra's PhotoEntry Extension* to set up *PhotoEntry* competitions and compatible *DiCentra* rules and then download images and upload results.

This document is not intended to be a full user guide for *PhotoEntry*. It does not deal with settings specific to *PhotoEntry* such as mailing options or selection options for extracting high scoring images for your website.

## 1.1 *PhotoEntry's* Main Features

[\*PhotoEntry\*](#) is a web-based service for managing photo competitions and is suitable for clubs and federations.

- It allows administrator(s) to manage club members' credentials as well as their classes for various categories of competition.
- It allows administrator(s) to create competitions and assign them to a chosen category.
- It allows administrator(s) to delegate responsibility for aspects of specified competitions.
- Entrants can upload images and change them, if necessary, until the administrator closes the competition.
- *PhotoEntry* checks submissions by entrants against the criteria for the competition and warns of or rejects invalid images.
- The administrator(s) can import the competition entries into *DiCentra*.
- After a competition, administrator(s) can upload results from *DiCentra* to *PhotoEntry* for later analysis.
- Entrants can track their previous entries and the marks obtained.
- Facilities are provided for administrators to aggregate marks in a variety of ways over a group of competitions.

You can register for a trial version of the software by going to the [\*PhotoEntry\*](#) website.

## 1.2 Assumptions

- You have a subscription (or trial account) for *PhotoEntry*, that you can log in as an administrator and you have some familiarity with managing its competitions.
- Your club is a licenced *DiCentra* user and you can create competition rules and load images into competitions.
- You are using the trial version of *PEX* or have a *PEX* licence.

### 1.3 Requirements

- The *PhotoEntry Extension* requires .NET 4.7.2 or later, which will be installed with *DiCentra*.
- *PhotoEntry* uses TLS 1.2 as its security protocol and *DiCentra/PEX* version 4.12.288 or later is needed. TLS 1.2 is supported on Windows 8, 8.1 or 10.
- TLS 1.2 will run on Windows 7, but it requires a system patch first. See *DiCentra FAQ 6* on the [www.wilburimaging.com/dicentra](http://www.wilburimaging.com/dicentra) web page.
- Windows Vista does not support TLS 1.2. Windows Vista can still be used for *DiCentra*'s non-network activities but PEX cannot be used.
- PEX **cannot** be used on Windows XP. (Windows XP has not been supported by Microsoft since 2014.)

### 1.4 Concepts and Terminology

A few terms are used differently in *PhotoEntry* and *DiCentra*.

#### 1.4.1 Entry

For a club or inter-club competition in *DiCentra*, an entry is the total submission by an entrant, typically several images. For *PhotoEntry*, this would be several entries, each containing one image.

For a portfolio competition in *DiCentra*, a portfolio consists of a number of related images. The number of portfolios allowed is not specified in the rules. In *PhotoEntry*, each portfolio is an entry and it contains more than one image.

#### 1.4.2 Portfolio/Panel

Portfolios in *DiCentra* are called panels in *PhotoEntry*.

#### 1.4.3 Scores/places

*DiCentra* scores can be either marks or places (1<sup>st</sup> to 9<sup>th</sup>). In addition, images can receive one award, such as Certificate, Gold Medal, etc.. Awards also include 1<sup>st</sup> to 9<sup>th</sup>, so if marks are used, the top scoring images can also be ranked by place.

*PhotoEntry* also allows marks or places (1<sup>st</sup> to 3<sup>rd</sup> and some other awards and status indications) as scores. Awards are free text, so you can add whatever you like.

## 2 PhotoEntry Extensions (PEX) Overview

Before using PEX, you need to set up equivalent rules for your competition in both *PhotoEntry* and *DiCentra*. If the competition has multiple classes for entrants, you need to create a *DiCentra* competition (rules) for each class.

To open *PEX*, select the **Cloud > PhotoEntry (PEX)** menu item in *DiCentra*. An authentication form will be shown (Figure 1). If you tick the **Remember Password** checkbox your password will be saved in an encrypted form and filled in automatically the next time the dialogue opens. If you use this, most times you will be able to log in with one click.

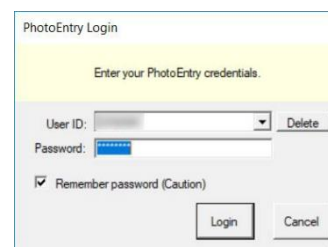
A screenshot of the 'PhotoEntry Login' dialog box. It has a yellow header with the text 'Enter your PhotoEntry credentials.'. Below this, there are two input fields: 'User ID:' with a dropdown arrow and a 'Delete' button to its right, and 'Password:' with a text box. Below the password field is a checked checkbox labeled 'Remember password (Caution)'. At the bottom right are 'Login' and 'Cancel' buttons.

Figure 1: PhotoEntry authentication

This is not recommended if other users of *DiCentra* should not be allowed to manage interactions between *DiCentra* and *PhotoEntry*.

If you choose to have *PEX* remember your password, it will keep it in a list of recently used *PhotoEntry* accounts, to save your typing. To remove an account from this list, select it and then click the **Delete** button.

After clicking on **Login**, the PEX form opens, initially just showing the list of active *PhotoEntry* competition groups on the left-hand side. Clicking on a **+** box expands the group to show the active competitions within it for which you are acting as administrator (Figure 2).

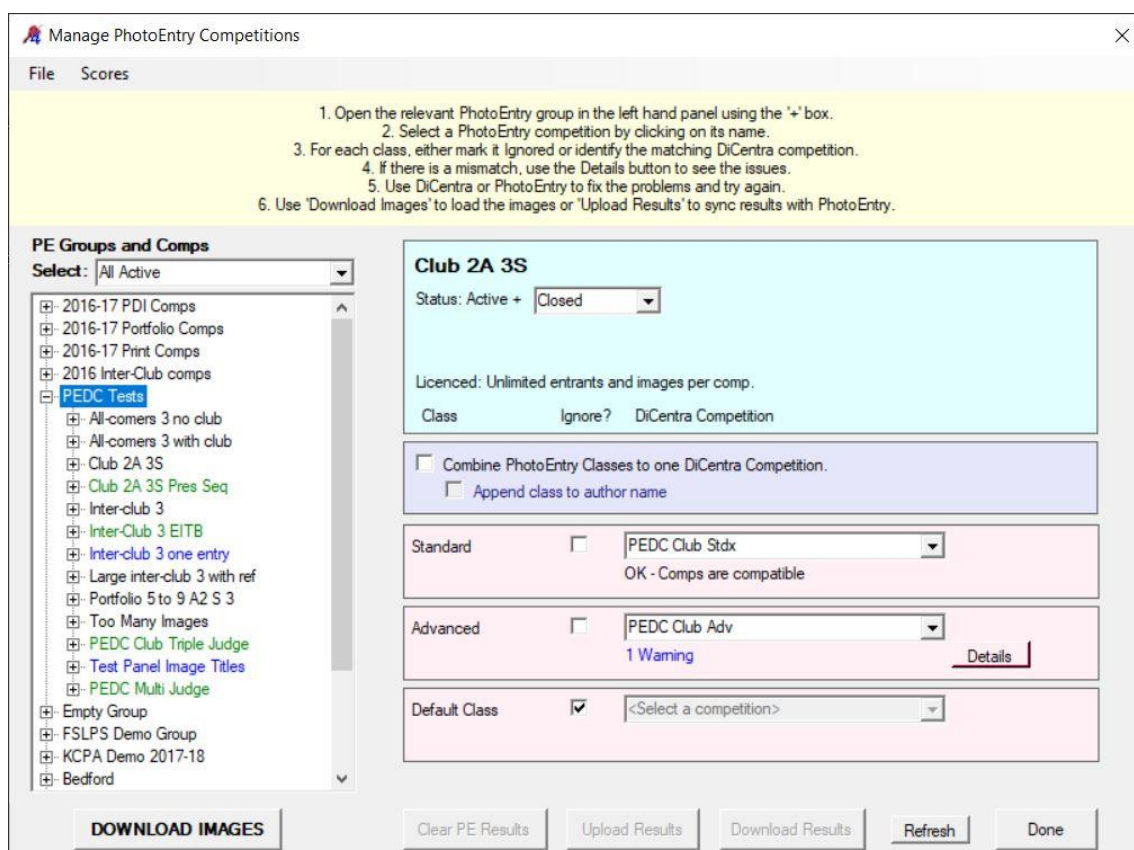
A screenshot of the 'Manage PhotoEntry Competitions' dialog box. It has a title bar with a close button. Below the title bar is a menu bar with 'File' and 'Scores'. A yellow instruction box at the top contains six numbered steps. The main area is divided into two panes. The left pane, titled 'PE Groups and Comps', has a 'Select:' dropdown set to 'All Active' and a list of competition groups with expand/collapse icons. The right pane shows details for 'Club 2A 3S', including its status (Active + Closed), licensing (Unlimited entrants and images per comp.), and class options (Ignore? DiCentra Competition). Below this are sections for 'Standard' and 'Advanced' settings, each with a checkbox and a dropdown menu. At the bottom are buttons for 'DOWNLOAD IMAGES', 'Clear PE Results', 'Upload Results', 'Download Results', 'Refresh', and 'Done'.

Figure 2: Matching PhotoEntry and DiCentra Comps

The competition names are coloured based on their state: e.g. magenta for Future, green for Judged. The selector above the group/comps list can be used to only show competitions of the selected state.

Clicking on the name of a *PhotoEntry* competition displays information on the right-hand side of the form, including the pink boxes for each relevant class.

A *PhotoEntry* competition will need to be matched with one *DiCentra* competition for each class that is used. The selectors in the pink boxes are used for that, or if the class is inappropriate then the **Ignore** box should be checked (the Default Class class here).

When a *DiCentra* competition is selected for a class, a compatibility check is made and an indication of errors or warnings is given. If there are errors or warnings, a **Details** button will be shown so that you can identify the issues. You will then need to close the form to fix any changes to the *DiCentra* competition rules, and/or log in to *PhotoEntry* via your web browser and correct the competition/class details and save them. In the latter case, if you did not close the PEX form you can use the **Refresh** button to re-check compatibility.

It is probably best to do the compatibility checking before the *PhotoEntry* competition is open to entrants, i.e. in **Future** state. Once they match you can change the *PhotoEntry* competition state to **Open** using the selector in the pale blue section at the top of the form.

Once the competitions match (possibly with warnings), the **Download Images** button will be enabled, and you can use it to download images and make the *DiCentra* competitions for all classes. If the *PhotoEntry* competition was not **Closed** before you attempt the download, you will be prompted to do so. Unless there were errors in the entries, the *DiCentra* competitions for each appropriate class will be made after the images have been downloaded.

You can produce a printable **Compatibility Report** between *PhotoEntry* and *DiCentra* competitions.

Once the competitions have been marked the **Upload Results** button becomes enabled and you can use it to upload the results to *PhotoEntry*. If this is successful, the *PhotoEntry* competition state is changed to **Judged**. Note: The results for competitions where some entries were not downloaded from *PhotoEntry* cannot be uploaded.

If you marked a competition on one machine and uploaded the results to *PhotoEntry*, you can **Download Results** to another machine via PEX rather than exporting and importing via a memory stick.

The **Clear Results** button is used to completely clear the results for a *PhotoEntry* competition. It does not affect the scores in the corresponding *DiCentra* competitions.

In rare cases, clubs use classes but all images are judged in the same *DiCentra* competition. In such cases **Combine PhotoEntry Classes to one DiCentra Competition** should be checked. This will cause the pink boxes for each class to be reduced to one box labelled **<All>** as the class. See Section 9 below for more details.

*DiCentra* does not support classes within a competition so the *PhotoEntry* class information will not be passed to *DiCentra* unless **Append Class to Author Name** is checked. With this, printable and spreadsheet reports will contain the entrant's name and class.

### 3 Preparation for Creating *PhotoEntry* Competitions

It is recommended that you start by working through the guidance in *PhotoEntry*'s **Administrator FAQ** page to set up its Options, Classes, Categories and Competition Groups.

**Options** are typically used for your default settings, such as image size, colour space etc.

**Classes** are as you would expect, e.g. Standard, Intermediate and Advanced. In addition, you should add None, or something similar, for competitions where classes are not used, e.g. your exhibition or open competitions.

Users can be in different classes for the various **Categories** of competitions you run. They might be in Standard class for the Print category, Advanced class for the PDI category and None for the Exhibition category.

**Competition Groups** allow you to keep related competitions together. This is particularly important if you will use *PhotoEntry*'s analysis functions for computing end-of-year scores.

The following sections describe these in more detail.

#### 3.1 Options

The following defaults need to be set (select the **Default** tab blue button):

<i>PhotoEntry</i> Field	Recommended Setting
Default Maximum Image Width Default Maximum Image Height	Set to your organisation's standard maximum image size. You'll need to set the same image dimensions in any <i>DiCentra</i> rules.
Default Image Resizing	Set to <b>Resize down if required</b> to get <i>PhotoEntry</i> to resize oversize images and let the entrant see the results, or <b>Accept without resizing</b> to allow <i>DiCentra</i> to resize oversize images. <b>Accept only if resizing not required</b> corresponds to <i>DiCentra</i> 's <b>Reject oversize images</b> Rules option.
Default Colour Profile	Set this to sRGB or Adobe RGB (1998) depending on your club standard.
Default Minimum Score	You should set the minimum mark to 1 for compatibility with <i>DiCentra</i> .
Default Maximum and Half Scores	Set these to your usual values so that you can later publish the results via <i>PhotoEntry</i> .

Once you are satisfied with the options click **Update**.

#### 3.2 Classes

Below the **Update** button on the Options page, you will see the Classes heading.

- Click on **New ...** to create a new class.
- You'll need to specify its name e.g. Standard, and ...
- ... its sort order. So, if you have Standard, Intermediate and Advanced classes you would probably assign sort orders of 1, 2, and 3 respectively.
- Note that if you have competitions which do not have classes, e.g. your annual exhibition, you will also need to create a class None, probably with sort order 0.



### 3.3 Categories

- Each member of the organisation can be in a different class for each category of competition, so you might have one category for print competitions, another for PDI competitions and one for your exhibition.
- Creating categories is like creating classes above.

### 3.4 Classes for Users

- You, as administrator, will need to assign classes to each user for the various categories of competitions. Use the **Users** button on the Main Menu and select a user. Then select the **Classes** tab blue button.
- You will be presented with items such as **Class for Category "Print":**. For each of these, select the corresponding class for that entrant.
- Once you are satisfied with the options click **Update User**.

### 3.5 Competition Groups

- All competitions must be within a **Competition Group**. These groups provide a convenient way for you to organise your competitions.
- For example, for your annual print and PDI competition rounds where members submit images into an appropriate class they could be one group, e.g. "2016-17 Club Rounds". Perhaps your exhibition competitions might be in another group, e.g. "2016-17 Exhibition".
- Keep the number of groups to the minimum especially if you plan to use *PhotoEntry's* **Series** feature. All competitions in a **Series** need to be in the same **Competition Group**.
- On the Administrator's menu click on **Competition Groups**.
- Click on **New Competition Group ...** to create a new group, and type in its name.
- You will normally want to leave both **Max Entries per User Across the Group** and **Max Entries per User Across Same Close-Date Competitions** blank.
- Note: See the *Terminology* section above for *PhotoEntry's* meaning of "Entry".
- If you are preparing the competitions and don't want entrants to see them before you have finalised them, you may want to set the **Competition Group Active** to **No** for now. You will need to change the status back to Active before using PEX as it only has access to Active groups and competitions.
- When you have completed your competition group specifications click on **Add Competition Group**.

## 4 Setting Up Club Competitions

The settings suggested in this document produce competitions that closely match those often used in *DiCentra*.

Each *PhotoEntry* competition includes all its relevant classes. Using PEX, this will generally be matched to several *DiCentra* competitions, one for each class.

It is assumed that you have registered all the entrants and set up their classes etc.

### 4.1 *PhotoEntry*

In *PhotoEntry*, on the administrator's **Main Menu** page, click on **Competition Groups**. Select the group to which you want to add a competition, say, "2016-17 PDI competitions".

Click on the **New Competition ...** link and use the following table as a guide to setting up *PhotoEntry*'s fields. You will need to select the **General**, **Number**, **Image** and **Scoring** tabs in turn by selecting the relevant blue tab button.

Tab	<i>PhotoEntry</i> Field	Recommended Setting
General	Competition Name Category	Fill in as required.
General	Closing Date	Note that the closing date is <u>not</u> enforced automatically. You will need to manually close the competition at the appropriate time. <i>PhotoEntry</i> does not have a field for the competition date.
General	Competition Active	Set to <b>Yes</b> . Otherwise PEX will not be able to process this competition.
General	Presentation Sequence	<i>PhotoEntry</i> can create random sequence numbers for images over the competition. If you use this feature you must select <b>Use Sequence Numbers</b> for <b>Randomise</b> in <i>DiCentra</i> 's rules. For normal competitions, set this to <b>No</b>
General	Status	It is recommended that you set this to <b>Future</b> . This means that entrants cannot use the competition for now. When it is correctly matched with <i>DiCentra</i> competition(s) the status can be changed (within PEX or here) to <b>Open</b> . This prevent entrants from uploading images that do not match the final settings.
General	Separate Author Field Required	Set this to <b>No</b> for club competitions. (For inter-club and all-comers competitions this should be set to <b>Yes</b> .)
Number	Images per Entry Min Images per Entry Max	These must both be set to <b>1</b> .
Number	Maximum Entries (<Class>)	If the class is not appropriate to the competition set the value to <b>0</b> . Otherwise, set the appropriate value for the class.

Tab	<i>PhotoEntry</i> Field	Recommended Setting
Image	Colour Profile	Correct this if necessary.
Image	Image Resizing	Set to <b>Resize down if required</b> to get <i>PhotoEntry</i> to resize oversize images and let the entrant see the results, or <b>Accept without resizing</b> to allow <i>DiCentra</i> to resize oversize images. <b>Accept only if resizing not required</b> corresponds to <i>DiCentra</i> 's <b>Reject oversize images</b> Rules option.
Image	Maximum Image Width Maximum Image Height	Set to the same values as used in the corresponding <i>DiCentra</i> competitions.
Scoring	Scores	If you are using marks in <i>DiCentra</i> , choose <b>Scores</b> . If your competition will be place-marked, choose <b>Places</b> .
Scoring	Minimum Score Maximum Score Half Scores	Set these to your usual values so that you can later publish the results via <i>PhotoEntry</i> . Note: Even if you select <b>Places</b> in the Scores field, you will need to enter dummy minimum and maximum scores.
Scoring	Enable use of Awards	This can be ignored. If awards are found when the competition results are uploaded <i>PhotoEntry</i> will automatically set this flag.

When you have completed this, click on **Create Competition**.

#### 4.2 *DiCentra*

- You need to create *DiCentra* rules for the competition much as you always did. Of course, if you have multiple classes there will need to be a set of rules (a competition) for each class.
- Check that the following *DiCentra* settings match those for the *PhotoEntry* competition:
  - Closing Date*
  - Max images pp*
  - Max Width and Height*
  - Colour space*
  - Reject oversize images* should be set if the *PhotoEntry* comp has *Image Resizing* set to **Accept only if resizing not required**
  - Allowed file type*: set to **JPEG**
  - Randomise* set to **Use Sequence Numbers** if the *PhotoEntry* comp has *Presentation Sequence* set.
- Use these **Folder/Files** settings:
  - Folder Name*: **Entrant Name and Distinctions**
  - File Name*: **Image Title**

#### 4.3 Entrant View

- When entrants log in to *PhotoEntry* they will see a list of **Competition Groups** on the **Main Menu** page.
- To add entries for a competition, they follow the link on the appropriate group, e.g. '2016-17 PDI Comps', then follow the link to the relevant open competition on the next page.
- They can add an image by clicking on **Add Entry**.

- A new page opens and they can add the **Title** for the first/next image. They can also choose a **Copyright** option for the image in case it is later selected (using *PhotoEntry*) for website publication.
- Clicking **Save** brings up the **Upload New Image** page. There are useful notes displayed and the image can be selected from their computer and then uploaded.
- Note: If the image contains the wrong colour profile or no profile, or is the wrong size a warning message will be displayed in orange. Generally, *DiCentra* will handle these issues reasonably. However, if you use *PhotoEntry* to produce images for web pages, those with orange warnings may not be rendered accurately, so entrants should be encouraged to fix and re-submit them.
- Note that there are three buttons associated with each entry/image:
  - **Change Title or Preferences** allows the image title or copyright choice to be changed.
  - **Delete Entry n** deletes the entire entry: title, preferences, and image.
  - **Delete Image** just deletes the image. This is used if the entrant wants to change an image without changing the image order. Once deleted they can then upload a new image to replace it.

## 5 Setting Up Inter-Club Competitions

These are like club competitions with a couple of differences.

### 5.1 PhotoEntry

- A user account needs to be set up in *PhotoEntry* for each club involved. The **Last Name** field should be set up to be the club's name.
- Note: *PhotoEntry* usually uses the member's email address as the login identifier, so if the same person is organiser for a club and a member in their own club that uses *PhotoEntry* they will need to set up and use a unique **User ID** to login for their different roles.
- Set up the *PhotoEntry* competition as shown for a club competition with the following exceptions.

Tab	<i>PhotoEntry</i> Field	Recommended Setting
General	Separate Author Field Required	Set to <b>Yes</b> . This allows the image's author's name to be included when it is uploaded.
Number	Minimum Entries	The number of entries required per entrant.
Number	Maximum Entries (<Class>)	Set this to the same value as for minimum entries. The class will probably be <i>None</i> or something similar.  For a competition using <i>DiCentra's</i> <b>Extra Image Tie Break</b> you will need to specify the <u>total</u> number of images expected including the tie break image as the minimum and maximum number of <i>PhotoEntry</i> entries

### 5.2 DiCentra

- You need to create *DiCentra* rules for the competition much as you always did. Of course, if you have multiple classes there will need to be a set of rules for each class.
- Otherwise, set the following under **Folder/Files** in the Rules dialogue:
  - Folder Name: **Club name**
  - File Name: **Entrant name | underscore | Image Title**

### 5.3 Entrant View

- When the club representative enters their club's images they will find an **Author Name** field on the page where the image title is entered. This needs to be completed with the relevant photographer's name.

## 6 Setting Up Portfolio Competitions

### 6.1 PhotoEntry

- Create a new competition with the field values as described for a club competition, with the following differences.

Tab	PhotoEntry Field	Recommended Setting
General	<b>Separate Author Field Required</b>	Set to <b>No</b> .
General	<b>Presentation Sequence</b>	<i>PhotoEntry</i> can create random sequence numbers for images over the competition. If you use this feature, you must select <b>Use Sequence Numbers</b> for <b>Randomise</b> in <i>DiCentra</i> 's rules. For normal competitions, set this to <b>No</b>
Number	<b>Images per Entry Min</b> <b>Images per Entry Max</b>	Set these fields to the appropriate values for your competition, for example, min=5 and max=9. Note: <i>DiCentra</i> does not allow a minimum value to be specified, <i>PhotoEntry</i> provides better checking of entries.
Number	<b>Minimum Entries</b>	Set to <b>0</b> .
Number	<b>Maximum Entries (&lt;Class&gt;)</b>	Set this to the maximum number of portfolios that an entrant in that class can submit

### 6.2 DiCentra

You need to create *DiCentra* rules for the portfolio competition as you always did. Of course, if you have multiple classes there will need to be a set of rules for each class.

### 6.3 Entrant View

- When entrants log in to *PhotoEntry* they will see a list of **Competition Groups** on the **Main Menu** page.
- To add entries for a competition they follow the link on the appropriate group, e.g. '2016-17 Portfolio Comps', then follow the link to the relevant open competition on the next page.
- They can add a portfolio by clicking on **Add Entry**.
- A new page opens and they can add the **Title** for the portfolio as a whole. They can also choose a **Copyright** option for the image in case it is later selected for website publication.
- After clicking **Save** they will see buttons to upload each of the allowed images. They can also add a title and reference number for each image. The reference number is ignored by *DiCentra*.
- Note that there are three buttons associated with each entry/image:
  - **Change Title or Preferences** allows the image title or copyright choice to be changed.
  - **Delete Entry n** deletes the entire entry: title, preferences, and all images.
  - **Delete Image m** just deletes the image. This is used if the entrant wants to change an image without changing the image order. Once deleted they can then upload a new image to replace it.

## 7 Setting Up All-Comers Competitions

For these competitions, the entrant is an individual, but their club name might also be needed, for example at federation open competitions. There are two cases:

1. All entrants have an account on the competition organisation's *PhotoEntry* site. In this case, the organisation may be a club or salon set up specifically for the competition(s).
2. The open competition is organised by a federation, where the accounts are in the names of the member clubs. Individual club members will not have their own accounts.

### 7.1 Case 1 – Entries submitted by Photographer

In this case, entrants will log into their account and enter their club name in *PhotoEntry*'s **Author Name** field.

The *PhotoEntry* competition needs to have **Separate Author Field Required** set to **Yes**. Beware though, the caption for the club name field will indicate **Author Name**. You will need to remind entrants of this quirk.

#### 7.1.1 DiCentra

- You need to create *DiCentra* rules for the competition much as you always did. Of course, if you have multiple classes there will need to be a set of rules for each class.
- Otherwise, the only change is that you need the following under **Folder/Files** in the Rules dialogue:
  - **Folder Name:** **Entrant name**
  - **File Name:** **Club name | underscore | Image Title**

### 7.2 Case 2 – Entries submitted by Club

In this case, each club's competition organiser will submit images on behalf of their club members. As a result, *PhotoEntry*'s maximum number of entries must exceed the total number of images entered by the largest club. There is, therefore, no way that *PhotoEntry* can check for any limit on the number of individual entries; this must be done in *DiCentra*.

Also, extra care must be taken when entrants' names are entered in *PhotoEntry*'s **Author Name** field as there is no check for mis-typing or for accidental omission of distinctions. 'Freia Smith ARPS' and 'Freia Smith' are taken as two different individuals.

#### 7.2.1 DiCentra

- You need to create *DiCentra* rules for the competition much as you always did. Of course, if you have multiple classes there will need to be a set of rules for each class.
- Otherwise, the only change is that you need the following under **Folder/Files** in the Rules dialogue:
  - **Folder Name:** **Entrant name**
  - **File Name:** **Club name | underscore | Image Title**
- The **Max. images pp.** in the rules should be set to the intended personal limit.

### 7.2.2 PhotoEntry

- The important settings in the PhotoEntry competition are:

Tab	PhotoEntry Field	Recommended Setting
General	<b>Separate Author Field Required</b>	Set to <b>Yes</b> . This allows the images' author's name to be included when it is uploaded.
Number	<b>Maximum Entries (&lt;Class&gt;)</b>	Set this to a value larger than the number of entries likely to be submitted by the largest club, e.g. <b>200</b> . The class will probably be <i>None</i> or something similar.

### 7.2.3 PEX

When it comes to matching the *PhotoEntry* and *DiCentra* competitions, *PEX* will recognise the difference in entry counts as a “club-submitted open competition” and will flag a warning. If this is what was intended then entries can be downloaded and results uploaded in the usual way.

## 8 Compatibility Log

Particularly at the beginning of a season you may be creating several competitions within *PhotoEntry* and *DiCentra*. It can be easy to overlook some differences you meant to fix, so you can produce a printable compatibility log that may be more convenient.

To do this use **File > Save Compatibility Log > Show All PE Groups** to produce a log of all *PhotoEntry* competitions in all groups. You can use **File > Save Compatibility Log > Show Selected PE Groups** to just select one or two groups.

Normally, any *Ignored* classes are not shown in the log, but there is an option on the **Save Compatibility Log** menu to show them if you want.

## 9 Combine Classes

If one of the classes for a particular competition has too few entries to be viable, you may want to combine its entries with those of another class.

Let us assume we have 3 classes: Standard, Intermediate and Advanced. The Standard class is not viable on this occasion, so needs to be combined with intermediate. Here is how.

- Set up the competition in *PhotoEntry* in the usual way, including details for all classes, because *PEX* needs this information.
- Set up the rules in *DiCentra* as usual for each class.
- Start *DiCentra* and log in via *PEX*. Navigate to the competition in the usual way within *PEX*.
- Advanced class:** This is to be run in the usual way, so select the appropriate *DiCentra* rules in the Advanced class **<Select a competition>** field.
- Set the **Ignore checkbox** in the Intermediate and Standard panels to ignore these two classes for now.
- Click **DOWNLOAD IMAGES** to download images from *PhotoEntry* and build the competition in the usual way. *PEX* will warn that the two ignored classes have images. Just dismiss the warning.
- Standard and Intermediate classes:** Set the **Ignore checkbox** in the Advanced panel to ignore this class.



8. Unset the *Ignore checkbox* in the Intermediate and Standard panels and select the appropriate *DiCentra* rules in the *<Select a competition>* fields.
9. Set the *Combine PhotoEntry Classes into one DiCentra competition* checkbox.
10. If you want the class name to be added to entrants' names set the *Append class to author name* checkbox.
11. A single panel with the class name of *<ALL>* will replace the three original ones. The competition name will be set to the first non-ignorable class's competition name. (The remaining class competition will not be processed.)
12. Click *DOWNLOAD IMAGES* to download images from *PhotoEntry* and build the competition in the usual way. PEX will warn that the ignored class has images. Just dismiss the warning.
13. You will now have two *DiCentra* competitions ready to run.
14. **Late entries:** If last minute entries arrive after you have made these two competitions and they would make all classes viable, do the following:
15. Close PEX and in *DiCentra* select the combined competition you made (the one with images from the Standard and Intermediate classes). You need to delete the images from this, so *Setup > Delete Competition* and answer Yes, No and OK to the dialogues that will appear.
16. Log in to PEX again and select the *PhotoEntry* competition you are dealing with. Clear the *Combine PhotoEntry Classes into one DiCentra competition* checkbox.
17. The Advanced class should be *Ignored*, and the other classes will have *DiCentra* rules specified.
18. Click *DOWNLOAD IMAGES* to download images from *PhotoEntry* and build the Standard and Intermediate competitions in the usual way. You should now have the three competitions you need.

## 10 Security and Access Control

*PhotoEntry* administrators can delegate administration rights to other registered users for specific competitions. This can be useful where a club is hosting and managing a competition on behalf of a federation. When the delegate uses PEX they will only see those competitions where they have administration rights.

As has been mentioned above, by default *PhotoEntry* uses a club or individual's email address as their login id. However, they can create other accounts for different clubs or federations with unique user IDs (generally a text string). In this way, individuals may be members of several clubs that use *PhotoEntry* and have access to their entries for each club.