



## DiCentra FAQs - 3

### DiCentra Reference Numbers

Question: I am confused about how the various image reference numbers work. Which ones refer to the club, entrant or image?

Answer: The behaviour of the various reference numbers, entry numbers, sequence numbers and club codes can be confusing. Hopefully, this note clarifies them.

### Portfolio Competitions

The folder and file names for portfolio competitions have a fixed format. This means that entrant codes and image references are not allowed.

### Entrant Code

- An *entrant code* is a reference code:
  - for the photographer in the case of club and all-comers competitions and
  - for the club in the case of inter-club and large inter-club competitions.
- **Club and All-comers Competitions:** Include the code in brackets before the photographer's name in the folder name. Code can be alphanumeric. For example, **(ABC96) Fred Smith ARPS**.
- **Inter-club and Large Inter-club Competitions:** Include the code in brackets before the club name in the folder name. Code can be alphanumeric. For example, **(CA20) Chelsea Globe PS**.
- **Optional:** It is only used if it is included. There is no way to specify that is needed via the competition's rules.
- **Cross referencing:** A text file of code/entrant names and *vice versa* is produced when the competition is made. Duplicate codes are reported in the file.
- If present, the entrant code is included in the following output for the competition:
  - Image details during the competition if author details are selected
  - Leader board (S command) during competition
  - Log, scoresheet and results printable reports
  - Spreadsheet reports.

### Index Numbers

- When DiCentra "makes" a competition, it assigns an integer index that increments from 1 upwards to each image in the competition (1 for first image to be shown, 2 for the second and so on).
- Unless you are using *Presentation Sequencing* (see below) these image indexes will appear in the image's details shown on-screen and in reports.

## Sequence Numbers

- If allowed in the competition's rules, *Sequence numbers* need to be included in the image filename by the entrant.
- They allow the entrant (photographer for club or all-comers competitions or club for inter-club competitions) to indicate the preferred order in which their images should be shown.
- Sequence numbers must be positive, but they do not need to be consecutive, so an entrant may number their images 5, 78, 954 or whatever, if they wanted.
- If sequence numbers are **not specified** in the competition's rules the images will be presented in an arbitrary order.

### “Normal” Randomisation

- The normal sequencing case is when **Randomise:** is specified in a competition's rules as **Once, Every Round, All Images**, or **Reverse Alternate Rounds**.
- The image number shown on-screen or in reports will be the index of the image in the competition (1 for first image to be shown, 2 for the second and so on).
- **Note:** Each time the competition is re-made the competition image numbering is likely to change, so you would need to re-make the competition and re-print scoresheets if late entries are accepted.

### Presentation Sequence

- If the competition's rules specify **Randomise: Use Sequence Number** then the sequence numbers of all entrants' images must be unique, and they are used to determine the overall order of images.
- If you are using *PhotoEntry* and have set it to use **Presentation Sequence** numbers, it will generate suitable random numbers.
- The image numbers shown on-screen or in reports will be the presentation sequence number for the image when it was loaded, so it might be 56 for the first image, 96 for the second etc. corresponding to the sequence numbers used when the images were loaded.
- **Tip:** If sequence numbers for presentation sequences are well-spaced, e.g., 10, 20, 30 ..., they have the benefit that late entries on the night can be given intermediate numbers and can be added without having to re-print the scoresheet. (The late images must be loaded, and the competition re-made, of course, but the scoresheet can just be updated manually.)

### Reference Numbers

- *Reference numbers* are typically unique codes for each image that the competition organiser wants to use for tying the data in DiCentra's spreadsheet report to entries in the club database.
- To use them you must select **Image RefNo** in the rules for club, inter-club and all-comers competitions and **Reference Number** for large inter-club competitions.
- If they are also to be used as the presentation sequence (see below), they must be numeric codes.

### “Normal” Randomisation

- Normal sequencing is when **Randomise:** is specified in a competition's rules as **Once, Every Round, All Images**, or **Reverse Alternate Rounds**.
- If the reference numbers are numeric, they will be used as the entrant's preferred order of presentation (lowest first).

- Reference numbers can be alphanumeric, e.g. A546 or 67PD. In this case, the image's index within the competition will be shown on-screen or on lightbox images and the ordering of an entrant's images will be arbitrary.
- The reference number and the image's index number will both be shown on the scoresheet print report and the spreadsheet report. On-screen and in the other reports just image index numbers are used.

#### Presentation Sequence

- If reference numbers are used with **Randomise: Use Sequence Number** in the competition's rules, reference numbers must be numeric and unique across the competition and they are used to determine the overall order of images.
- If you are using *PhotoEntry* and have set it to use **Presentation Sequence** numbers, it will generate suitable random numbers.
- The reference numbers will be shown on-screen, in the lightbox and on all reports including spreadsheet reports.

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