

The Press Photographer's Year

Login and Upload Guide for 2011

The entry process is quite simple but the way it works may be more advanced than any competition you will have entered before. It may help to read these instructions.

If you need it, you will find the **Category list and Rules** on our site at: http://www.theppy.com/downloads/PPY_Categories_and_Rules_2011.pdf

In short, the process is as follows:

1. Login at www.theppy.com/gateway and use your unique Username and Password that you were emailed after you registered.
2. This will take you to your personal Administration page.



You will find all the navigation links you need at the top of the page, including the Help, Categories, Your Profile, Information and the log-out for when you have finished, the log-out link.

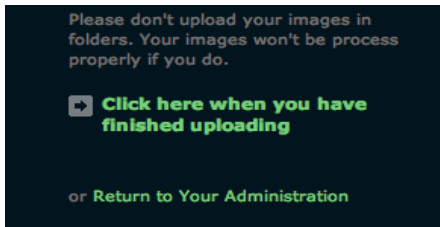


3. To upload your entries, click **UPLOAD PHOTOS**. This can be done either by using your web browser or via FTP then follow the instructions on the **UPLOAD** page. An FTP address will be supplied but your login details will be the same.

DO NOT PUT YOUR PICTURES INTO FOLDERS!



4. When your upload is complete click the button as requested. This will transfer the photos to the **UNASSIGNED PHOTOS** area of your virtual **LIGHTBOX** read for you to put them into categories.



5. From here you can put them into categories, one at a time. Select the photos by clicking on them. This in turn displays a category list with tick boxes on the right so you can choose which categories you would like the photo entered into.

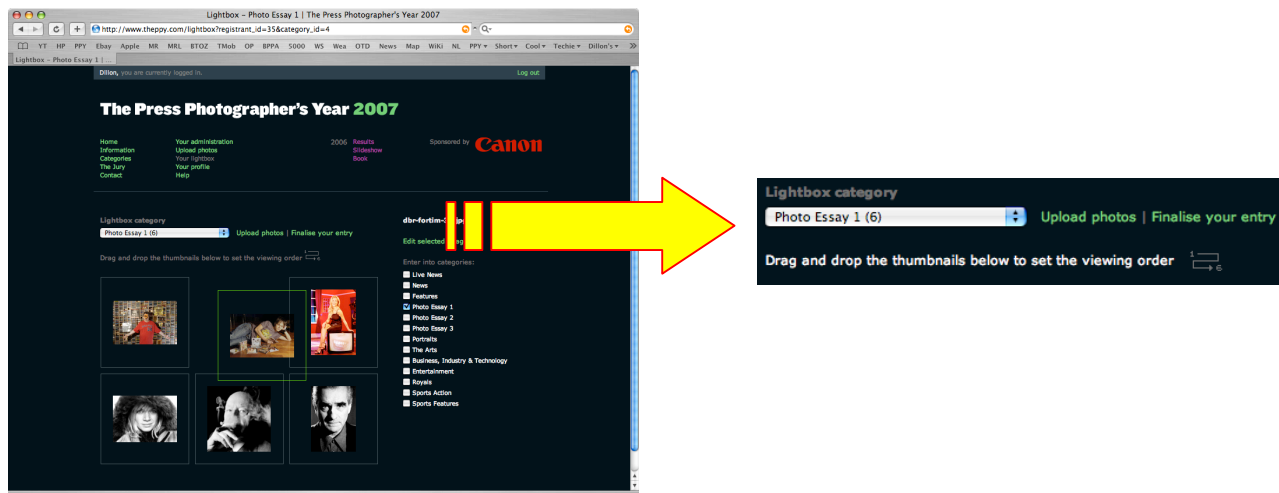


6. Click a tick-box to assign the selected image to a category, click it again if you want to remove it (and YES you can enter an image into more than one category). You will also find by clicking EDIT SELECTED IMAGE you can DELETE and REPLACE files individually. This also allows you to RE-UPLOAD a new photo straight to the right place.



7. Once ASSIGNED, you can view your whole entry as a set in ALL YOUR PHOTOS or by the individual categories from the drop down list.

If you are entering the PHOTO ESSAY category you can enter up to 2 individual stories, but make sure you enter 8 pictures into each. You can drag and drop your files inside this category so that you can put them in the order in which you would like the jury to view them.



8. Repeat the procedures as explained for each of your files, and for each of the categories you want to enter. The maximum number of pictures you can enter per category is 5, except in PHOTO ESSAY which is UP TO 2 sets of 8 or the Folio categories, where you must also enter 8 photographs.

Check your entry is complete and that the YOUR PROFILE section has been updated fully and correctly.



9. When you have finished, click the FINALISE YOUR ENTRY link at the top of your lightbox, then LOCK your entry. Then Log-out at the top of the page.

You can use this area as much as you like to revisit, alter, add or subtract from your entry, up until the closing date at midnight on 17th April. Just login from the website with your username and password.