

Club Entry Manager - Installation and usage instructions

Installation

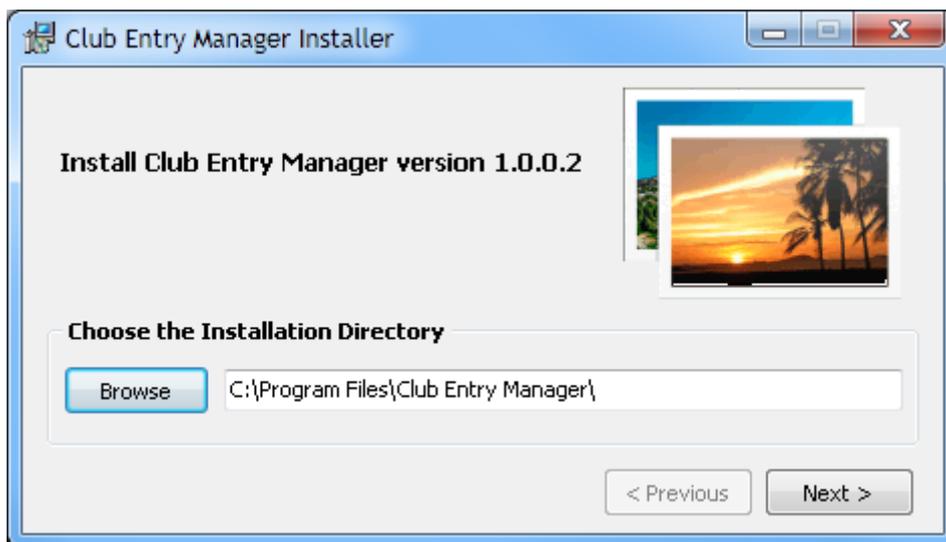
Please note: The Club Entry Manager application will only run under MS Windows.

The first step is to download the installation program. Click on the download link under **Admin Forms - Tools & Applications** on the Paarl Photographic Club website or use the following direct link:

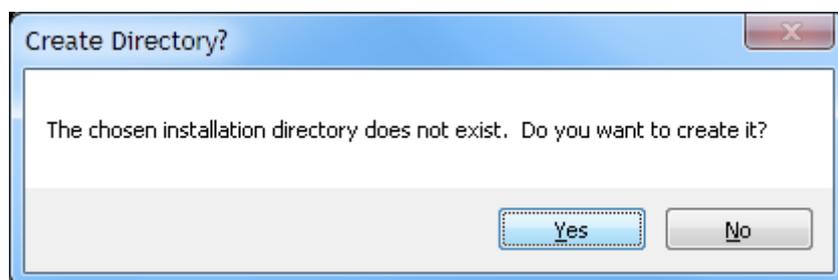
<http://www.paarlphotographic.co.za/apps/ClubEntryManIns.exe>

If your browser displays a pop-up window, select the **Save** option in the pop-up window to **Save** the file. I suggest you save it on the desktop. Now navigate to the desktop (or wherever you have saved the file). If you have saved it to your desktop, it should be visible if you minimize all windows. Next you'll have to run the installer. Windows 8, 7 or Vista users may need to right-click the ClubEntryManIns.exe file and select **Run as administrator** to begin the installation process, otherwise simply double-click the downloaded file.

On the first screen in the Installer you can change the Installation Directory, if you desire. Normally you would just use the default directory. Click the **Next >** button to continue.



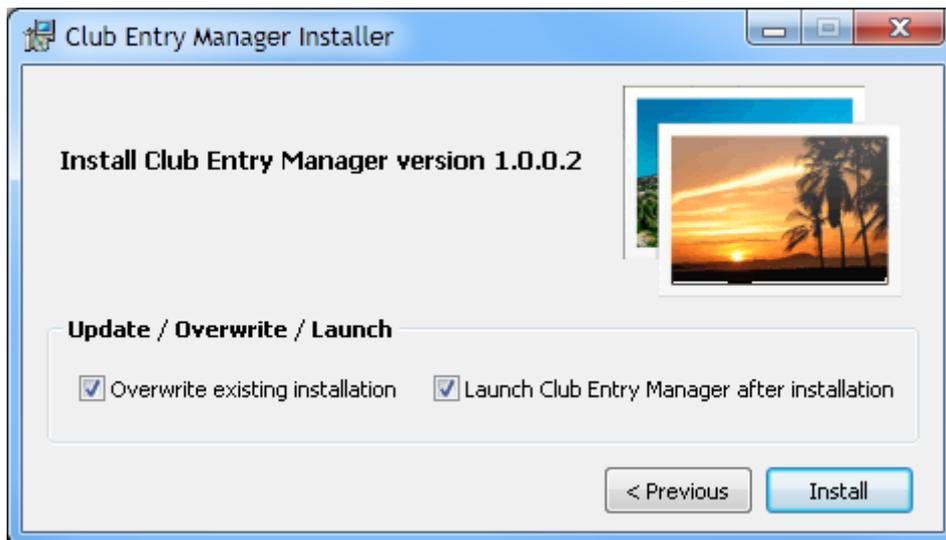
During a first-time installation (or in case the default directory was changed), a confirmation dialogue will be displayed to confirm that the installation directory will be created. Click **Yes**.



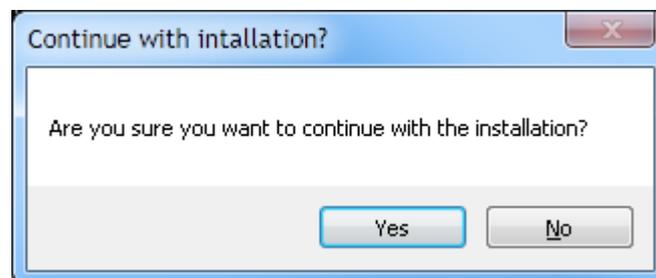
On the following screen, you can select where you want shortcut icons created; by default, icons will be created on the Desktop and in the Start Menu. Uncheck either or both options if you don't want shortcuts created. Click the **Next >** button to continue.



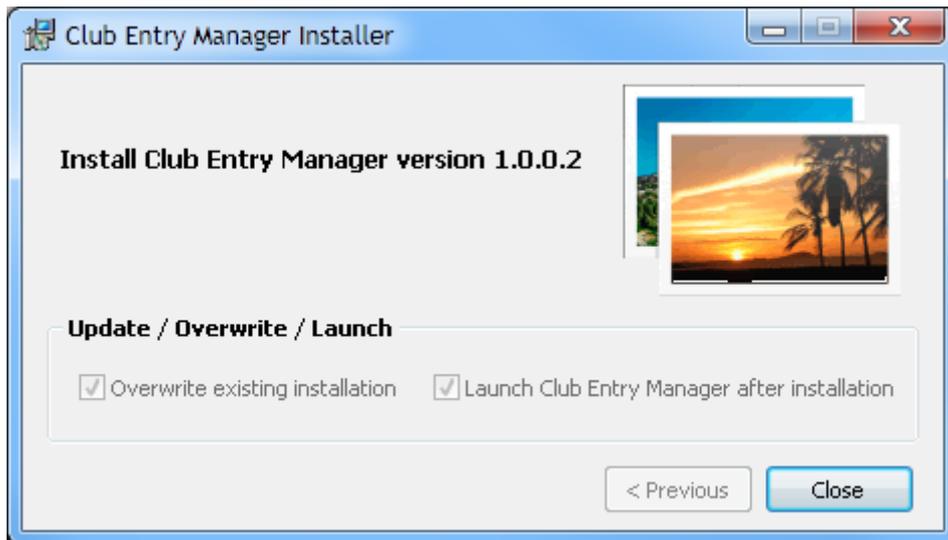
On the following screen, you can select to overwrite (and update) a current installation of the **Club Entry Manager** and you can select to automatically launch **Club Entry Manager** after a successful installation. By default, both options are selected. Click the **Install** button to continue.



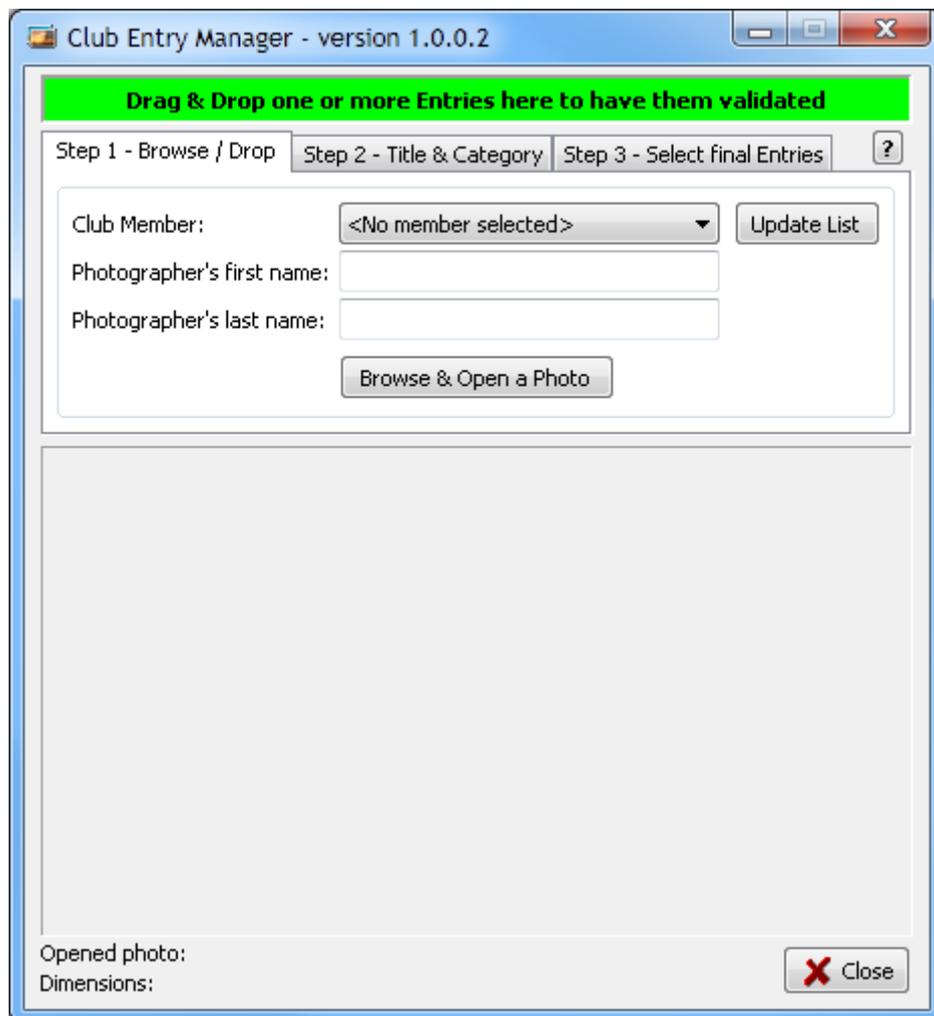
A confirmation dialogue will be displayed to confirm the start of the installation. Click **Yes**.



After a successful installation the following window will be displayed – click on the **Close** button.



If the option to launch the application was selected during the installation process, the **Club Entry Manager** should open automatically.



Usage

The **Club Entry Manager** can be used to either Validate Competition Entries and/or Rename the Entries according to the Competition Rules as found under **Admin Forms** on the PPC website:

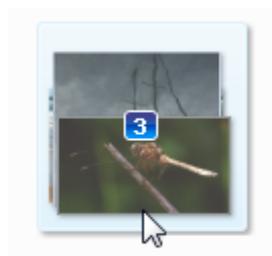
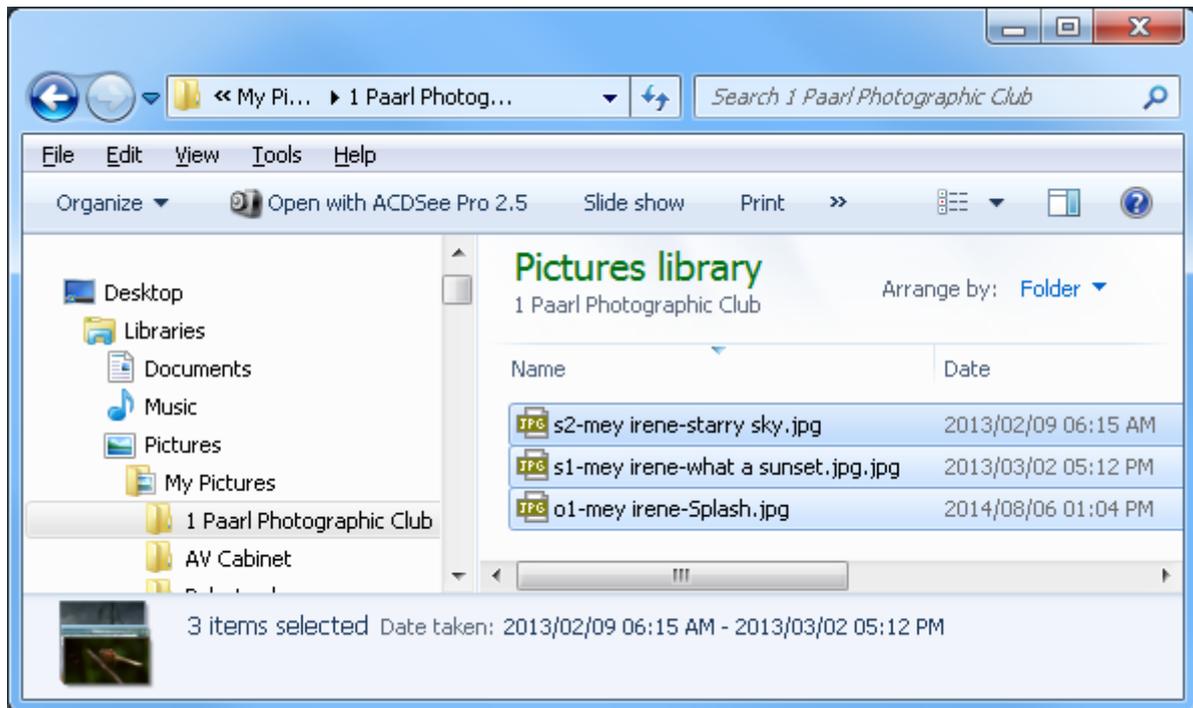
<http://www.paarlphotographic.co.za/images/ppcdownload/competition/Paarl%20Photographic%20Club%20competition%20rules.pdf>

A detailed explanation of both processes can be found by selecting the “?” button in the top right hand corner, just below the green block.

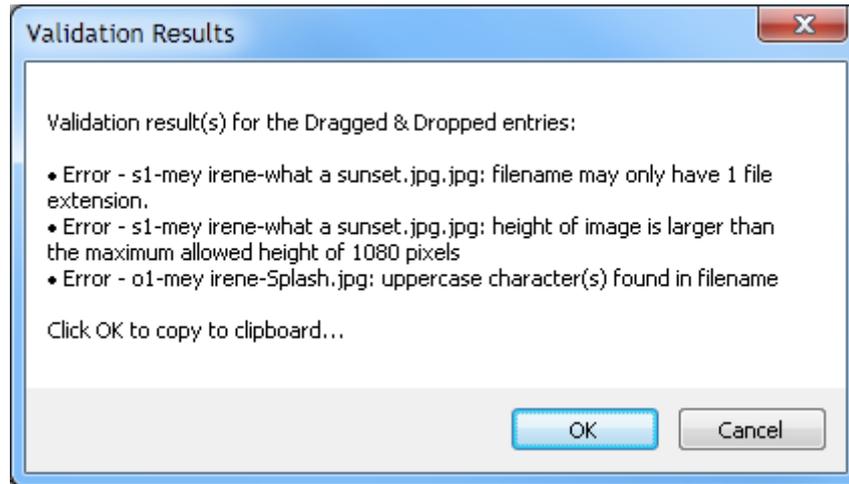
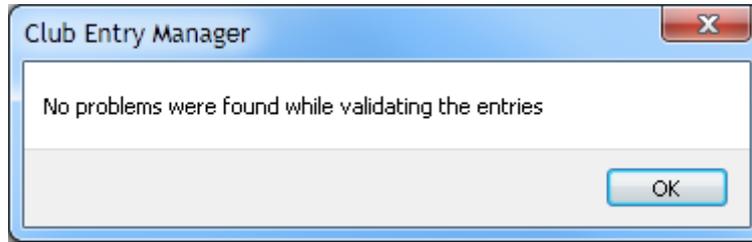
Validation process

This process is very simple and ensures that the entries abide by the competition rules once they pass the validation.

1. Launch/Open the **Club Entry Manager** application if it is not already open.
2. Select all (3) Entries in e.g. Windows Explorer. Drag the selected Entries and Drop them anywhere inside the green block in the application.



3. The Dropped Entries will be validated and either a message will be displayed to inform you that all validations passed or the problems and warnings will be listed. If problems were found, rectify the problems and repeat step 2 above until all the Entries pass all the validations.



Once all the entries pass the validation, they can be emailed to competitions@paarlphotographic.co.za as per usual.