## Adding Competitions to the Arnold and District Camera Club Website

- Go to <a href="http://www.arnoldanddistrictcameraclub.org.uk/">http://www.arnoldanddistrictcameraclub.org.uk/</a>
- Click the Log In button on the left of the screen
- Type in your username and password you use for adding news articles or other changes to the website
- Click the Competition button on the left of the screen



- The screen above is what all visitors to the site will see when they navigate to the competition section of the website. Normal visitors will of course not be able to add competitions so will not see the edit competition link.
- To add new competitions or change existing ones click the Edit Competitions link



• The Insert New link allows you to add new competitions, the view competitions link takes you back to the previous page. Click Insert New.

The Club Our Purpose Latest News Membership Schedule Club Gallery Committee Competition Where We Are Download Area Links Page Funky Si (Full Access)  Add New Competition Round  Intermediate Slide Intermediate Print Advanced Slide Advanced Slide Advanced Print  1 2 3 4	
Schedule Club Gallery Committee Competition Where We Are Download Area Links Page Funky Si (Full Access)  Type of Competition (Slide/Print): Intermediate Slide Advanced Slide Advanced Slide Advanced Print  1 2 3	
Club Gallery Committee Competition Where We Are Download Area Links Page Funky Si (Full Access)  Intermediate Print Advanced Slide Advanced Print  1  2	
Competition Where We Are Download Area Links Page Funky Si (Full Access)  Advanced Slide Advanced Print  1 2	
Download Area Links Page Funky Si (Full Access)  Which Round:  9 1 2 3	
Links Page Funky Si (Full Access)  Which Round:  2  3	
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Search Gallery Judge:	
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- The screen above allows you to choose the type of competition, Intermediate Slide, Intermediate Print, Advanced Slide or Advanced Print, Which Round it is, who judged the competition and the Date the competition took place. If you do not know the name of the judge that box can be left blank but all the other details must be filled in.
- Once all the details are correct and filled in click the add button



• You are now taken back to the previous screen which lists all the competitions that have been added. If you added the competition in error you can delete it by clicking the delete link, however more useful is the edit link which allows all details to be changed and competition entries to be added.

- W	ASD CC	Arnold, N	Strict Camera Club Nottingham, UK ase see www.arnoldanddistrictcameraclub.org.uk	
A A	The Club Our Purpose Latest News Membership Schedule Club Gallery Committee Competition Where We Are Download Area Links Page Funky Si (Full Access)	Edit  Type of Competition (Slide/Print):  Round:  Judge:  Date:	Intermediate Slide 2009  Intermediate Slide 2009  1  George Bush 26 ▼ January ▼ 2009  Update	
4	Search Gallery  LOTTERY FUNDED		Delete Edit Other Competition Rounds Add Competition Entries	

- The title of the competition can be changed from the default if needed, the number of the round can also be changed along with the date and name of the Judge. Once you have made your changes remember to click the update button.
- The delete button deletes the entire competition. Edit Other Competition Rounds takes you back to the previous screen. Add Competition Entries allows the competition entries to be added to this competition.



- Type the title of the Image and use the drop down to select the author of the image, only club members show up in the drop down list. Type in the score of the image using numbers eg 12
- Click Add

4	ASD CC	Arnold & Di Arnold, N This is a test website for the real site plea	Strict Camera Club Nottingham, UK ase see www.arnoldanddistrictcameraclub.org.uk	
4	The Club Our Purpose Latest News Membership Schedule Club Gallery Committee Competition Where We Are Download Area Links Page Funky Si (Full Access)	Edit  Type of Competition (Slide/Print):  Round: Judge: Date:	Intermediate Slide 2009  Intermediate Slide 2009  1 George Bush 26 ▼ January ▼ 2009  Update	
4	Search Gallery		Delete  Edit Other Competition Rounds Add Competition Entries  Winter Scene by Kurt Goulder 12pts Edit Delete	

- Now repeat this process until all the competition entries have been added.
- If you make a mistake you can delete an entry or edit it using the links provided.



- When editing a competition entry remember to click update after making your changes, edit other competition takes you back to select a different competition to edit and edit current competition allows you to add more competition entries.
- Once all the details have been added click the competition button on the left which will take you back to the first screen.



• You now need to select your competition from the drop down and click the view button



 All the competition entries are listed grouped by round with the totals listed at the bottom

Any problems with the competition pages of the website please let me know.

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