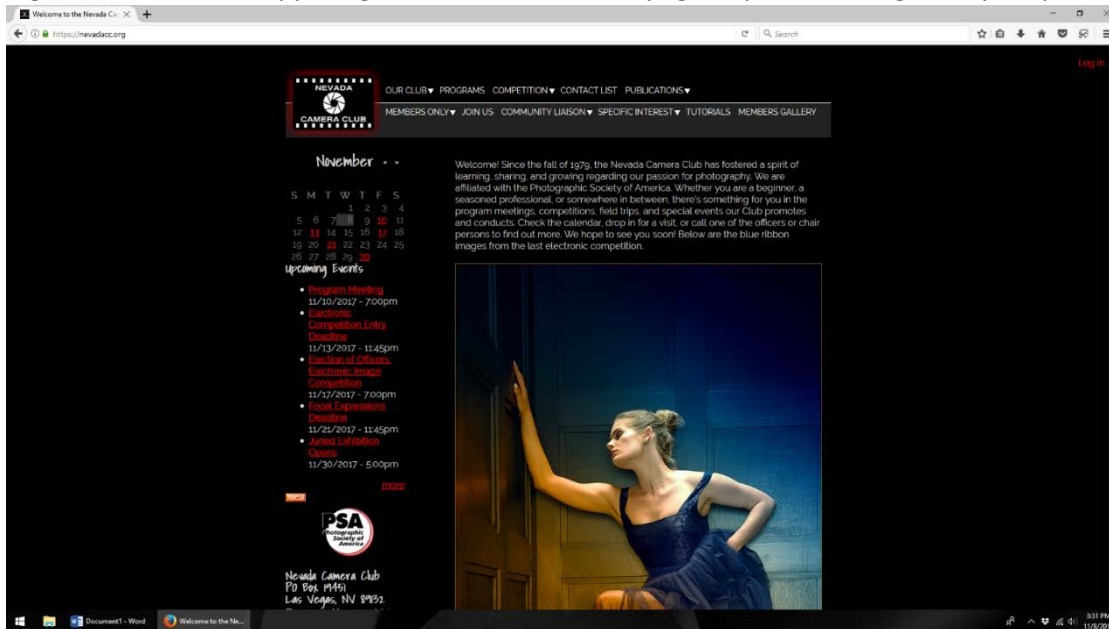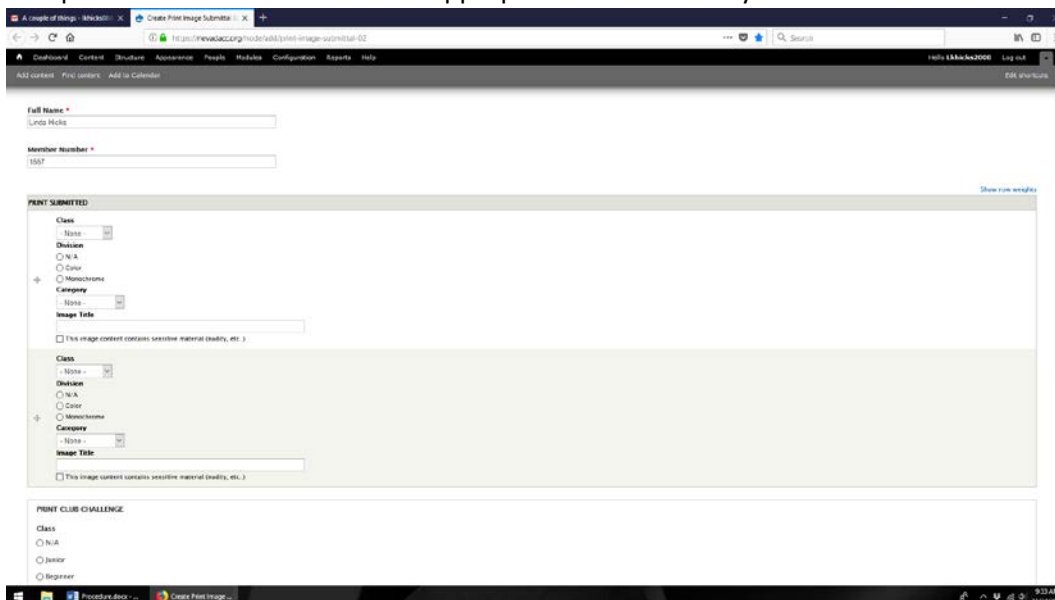# Procedure for Monthly Print Competition Data Entry

Beginning February 2018, Nevada Camera Club members will need to provide the data associated with their entries for the monthly print competition by 11:59 PM, the Monday prior to the contest. Most will be using the Competitions interface on the webpage. For those who do not have computer access, a phone call may be placed to the NCC toll free number (1-866-925-1447) prior to the entry deadline and the information may be recorded there.

Just as with electronic competitions, a member must first login to the NCC website at http://nevadacc.org. The login button is in the upper right corner of the home page. If you have forgotten your password, when the login
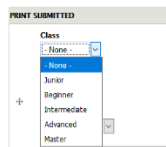

box comes up, click on Request a New Password.

Once logged in, click on **Competition** and choose **Print Competition Entry**. You will see a list of upcoming Print Competitions.   Click   on   the   appropriate   one   and   you   will   be   directed   to   the   upload   page.

Your name and member number are already filled out. Some of the information you need to choose is from a drop-down menu.

Other information asks you to choose a button. It only takes a click of the mouse to make that choice.

The only other information that is needed is the title of the image. Once you have completed all the information for the images you will be bringing Friday night, you need to click the **Save** button at the bottom of the page.
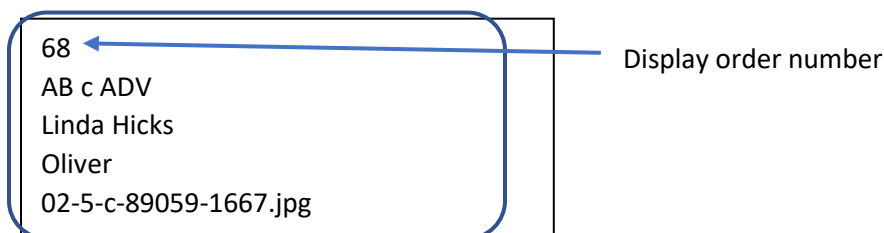
As with electronic entries, the member may make changes to his/her entry up until the entry deadline by clicking on the link in the confirming email message or logging into the website and choosing **My Entries.** When making changes, always click the **Save** button at the bottom of the page when you're done.

If you are phoning in your entries, please include in the message you leave:

1. Your name and member number
2. A phone number where you can be reached if there are questions.
3. For each of your entries:
    a. The class (Beginner, Intermediate, etc.)
    b. The division (Color or monochrome) where applicable
    c. The category (Abstract, Animals/Pets, etc.)
    d. The title of the image

Remember that phone entries should only be submitted by those not having Internet access.

On the night of the competition, plan to arrive prior to 6:30 as you should have previously. Your first stop will be to pay your entry fees. There you will be given address labels that correspond to your entries. The labels will look like this. The label includes the position in which the image will be displayed, the category, division, class, member's name, the image title, and a random number that was computer generated upon entry.

The label should be affixed to the **TOP CENTER BACK** of the print before being turned in. Members should organize their prints numerically before turning them in.

We realize that we may have a few bumps along the way but are hoping that in the long run, this will streamline our entry procedure while making the record keeping for the competition volunteers a lot easier.