

HPS PRINT COMPETITIONS - INSTRUCTIONS FOR COMPLETING LABELS

On the reverse of each mounted print, put a label in the top left hand corner as viewed from the rear showing held in Landscape mode (even if picture is in Portrait format):

- PhotoEntry "Sequence Number"
- Category Code (As on PhotoEntry)
- Photograph Title
- Season (e.g. 23-24)

A fillable pdf form is available which may be completed and printed out. Alternatively it may be printed blank and filled in by hand. If you can't print A4, ask one of competition team for a blank form

The sequence number and category code are the most important information and must be clear.

Take care not to change any data in PhotoEntry after doing this, label and PhotoEntry data must always match.

Example completed label from PhotoEntry data:

The screenshot shows the PhotoEntry web interface. On the left is a navigation menu with links: [Main Menu](#), [Cancel Impersonation](#), [Help](#), and [HPS Comp Rules](#). The main content area displays details for an entry under the heading **>> Annual Print 2021-22**. The entry title is **F - Portrait and Figure**, which is circled in red. Below the title is a table of entry details:

Status	Open
Close Date	Sun 2 Jan 2022
Your Class	General
Maximum Entries Allowed	3
Target Dimensions	Width 1920, Height 1200
Maximum Image Size	10 MB
Colour Profile	sRGB IEC61966-2.1
Colour Profile Enforcement	Warn if incorrect
Comment	

Below the details is an [Add New Entry](#) button. At the bottom of the interface is a table of entries:

#	Image	Details	Presentation Seq	Actions
1		1940s Day Harrogate Valley Gardens - Army People <small>Image resized from low resolution upload ⓘ</small> Publish W:900, H:1200, 0.6MB (Orig: W:1725, H:2300, 0.3MB)	6440	

An example label is shown to the right, titled **EXAMPLE LABEL**. It contains the following information:

- Seq No: 6440
- Cat Code: F
- Title: 1940s Day Harrogate Valley Gardens - Army People
- HPS Print Competition Season: 22-23

Red lines connect the label fields to the corresponding data in the interface: the 'F' in the label connects to the 'F - Portrait and Figure' title; the '6440' in the label connects to the '6440' in the 'Presentation Seq' column of the entry table; and the '1940s Day Harrogate Valley Gardens - Army People' in the label connects to the title of the entry in the table.