

“Earlybird” fees

You can offer a discounted fee for entries made before a particular date. The reduced fee is only applied to the actual entries, so if you have any of the following their fee will be applied at the normal rate...

- A fee to enter the exhibition (including the “extra” fee for the first class)
- A fee for returning prints
- Offers
- Minimum or maximum fees
- Catalogue supplement

If you offer any discounts, they will apply to the “Early bird” fee as well

- Groups
- Members
- Age-related

You need to use PhotExCreator’s Fees page to specify the last day of the Early bird period and the fee that applies during this period. If you are using fees based on the classes entered, this is the fee for entering one class. If you are using fees based on the number of entries, this is the fee per entry.

Click the button beside “Set Earlybird fees”, to see a new window the centre of the screen. Tick “Offer Earlybird fees”, select the date the period ends and provide the fee.

Changing the Earlybird discount or Earlybird period while entries are being made

You can extend or shorten the Earlybird period while entries are being made. In most cases the fees will be adjusted correctly but some anomalies may arise.

You change the Earlybird fee. If an entrant has already made entries and adds more in the Earlybird period, the new fee will be applied to the new entries and to the entries already made.

If you untick “Offer Earlybird fees” while entries are being made, all fees will be re-calculated in the normal way and entrants who made Earlybird entries will be shown as owing the difference in the fees.

Earlybird Rules

Entrants must make **and pay for** their Earlybird entries on or before the end of the Earlybird period. If the entrant pays by PayPal they will need to leave time for PayPal to process the payment. This normally happens within an hour. If the entrant says they will pay by cash or cheque you need to mark them “Paid” using the Admin web application (see below).

Entrants updating their Earlybird entries

a) During the Earlybird period

Entrants can add, replace or delete their entries and added entries will be charged the Earlybird price.

b) After the Earlybird period

Entrants can replace their entries. Additional entries will be charged the normal price.

If an entrant deletes an entry made in the Earlybird period, they will be credited with the Earlybird fee.

If they delete an entry made in the Earlybird period and replace it after the end of the Earlybird period, this new entry will be charged at the normal rate but the credit mentioned above will be applied.

(Note that the web entry system knows if an Earlybird payment has been made via PayPal, but if the entrant chooses cash, cheque etc., it does not know if you have received payment unless you have shown the payment (see below). The post-Earlybird period fee calculation shown on the web *assumes* you have received this payment so there may be a discrepancy if you have not.)

Showing that entrants have paid (cash, cheque etc) or changing the fee paid

Use a web browser to go to www.photocompentries.net/admin.aspx?org=xxx, where xxx is your organisation code.

Type any name and your organisation's web password and select the exhibition

Click the button beside "Update "Earlybird" payments" and you will see a list of the "Earlybird" entrants.

Find your entrant and type the payment. When you have finished, click "Apply". The changes made will be reflected in PhotExManager and PhotExPackage when you next download.

Setting the payment to zero removes the Earlybird discount.

You will see a warning if the Earlybird period is over.

Important: The payment you type is the total payment that the entrant has made, not just in the Earlybird period. The fee calculation may not work correctly if you change the amount paid after the end of the period and the entrant has already made additional (post Earlybird) entries.

If you have not received payment before the end of the Earlybird period

Use the admin function (above) and clear or type a space to replace the payment of "0.00".

How the Earlybird discount works

In PhotExCreator/Update exhibition data/Fees tab you set a date for the end of the Earlybird period and a fee for each Earlybird “unit” - the unit is an image or a section depending on your choice.

Note you also have fees for returning prints that may or may not apply to an individual entrant.

The end of the Earlybird period is held in EBdate in clsCompetition/the exhibition’s .pcss file

The Earlybird fee per unit is held in EBFee in clsCompetition/the exhibition’s .pcss file

Entries before the Earlybird cutoff date

When an entrant makes their entry in the Earlybird period, the number of images/sections entered is held in EBUnits in clsEntrant/their Entrants.xml section. The fee is calculated (including print return charges) and they are shown the fee.

Several options are now available.

1. They can follow the link in the web app and pay using their PayPal balance
2. They can follow the link in the web app and pay via PayPal using a debit/credit card
3. They can tick the “cash” option and send cash or do a bank transfer
4. They can do none of the above

In option 1, the web application knows they have paid and shows the “fee paid” amount.

In option 2, the web application knows they have paid and shows the “fee paid” amount, but PayPal may invalidate the transaction if they do not receive the funds. If this happens the web application removes the amount from the fee paid.

In option 3, the web application does not know that payment has been made until you use the (new) Admin function to mark the entrant as having paid.

If they add or subtract images in this period, the fee will be adjusted and additional payment will be requested.

After the end of the Earlybird Period

If the entrant adds new images after the Earlybird period, the system calculates the cost of the Earlybird units, the cost of the post-Earlybird units and the cost of print return etc. It then subtracts the fee paid from this total to show the fee due.

If they have paid something but this is less than the fee required, the system calculates how many Earlybird units the fee would buy and adjusts the EBunits accordingly.

Because of the delay in applying cash payments etc. , the system assumes that EarlyBird payments have been received. You can cancel an Earlybird entry with the Admin function by clearing or typing a space in the paid column.

PhotExManager and PhotExPackage also recalculate fees when opened and changes can be made in PhotExPackage.