

## Fee structure

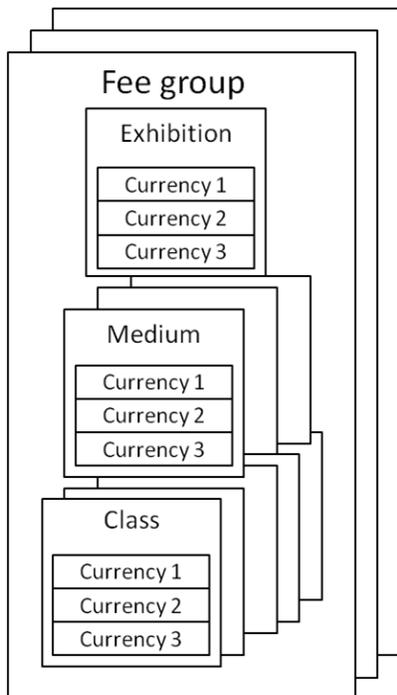
The web entry form can calculate fees and optionally collect them by PayPal. PhotExPackage can also calculate fees as you process entries sent by mail. Your fee structure can be simple or complex, ranging from a single payment to enter the exhibition, to different fees for different classes, fees for returning prints, fees for paying by cheque and other options. In addition, fees can be collected in up to three currencies and for up to three different types of entrant.

### Countries

You can set different fees for entrants from different countries - usually your home country and the rest of the world. You may wish to do this to provide different fees for the return of prints.

Start by setting the "All countries" fees, and then select another country in the drop down list and set fees for that. Note that setting fees for "England" or "United Kingdom" sets the fees used for England, Scotland, Wales, Northern Ireland, the Channel Islands and the Isle of Man.

### Fee Groups



You must have one fee group (the default), and up to eight more, depending on the questions you ask on the web entry form. (These are set using the **Set parameters for entries via the Web** button on the **Update exhibition** page.)

If you ask if the entrant is a member of the host club/organisation, or for a membership number, you can set different fees for members and non-members.

If you ask if the entrant will be under a certain age when the exhibition closes, you can set different fees for entrants above or below your age limit.

You only need to set fees for a fee group if they differ from the fee in the default group. So if you are going to charge members a reduced entry fee but still charge the same for returning prints by mail, you must set the entry fee for the group but you do not need to re-enter the Print return fees.

Note that even if you do not intend to use the web entry form, you must set the relevant questions if you want to use the corresponding fees.

## **Fees**

You can set fees at three levels - the exhibition; its media; and their classes. These are applied to the entrant's entry and are added together to get a total. You set the fees with the "Fees" tab at each level in PhotExCreator>Update exhibition data

If your exhibition rules say, for example, there is a fee of £6 for entering the first class and £2 for each subsequent class, you would set a fee of £4 at the exhibition level, nothing at the medium level and £2 at the class level.

If you just want to charge per image, just set a fee at each class level.

The fees tab looks like this...

PhotEx Web Fees

Accept payment by ... PayPal  cash  cheque  PayPal account

If your PayPal receiving address is not the same as your PayPal account name, enter the receiving address here...

Fees - Currency symbols/codes £ / GBP  /   /

Fees for entering the exhibition

\* Default country

Click on a button in the matrix to set the fees for that combination

Set fees for the Default first, then set fees that differ from the default

	Any age	Over age limit	Under age limit
Anyone	Default		
Member			
Non member			

*Remember to set the corresponding "Ask" options on the web entry form*

Set the default fees for all Classes in this geography

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The dropdown list (circled) contains a list of countries. You should always set fees for the "All countries" group as this is the default. If you want to set different fees for another country, select it. (Selecting any UK region sets the fees for all the other UK regions as well)

Select the means of payment you will accept. If you will accept PayPal payments, enter your PayPal address. If this is not the same as your PayPal receiving address, add that as well (for example, if your treasurer has set up PayPal so that the address appears as "thisExhibition.co.uk" but the actual payments are sent to "ourClub.org.uk").

You define the currencies you are going to accept. You must accept one currency, and you can accept up to two more. You can provide exchange rates, so when you set a fee in your main currency, the program can calculate the equivalent fee in the other currency or currencies.

The main body of the form contains 9 buttons. These are coloured in blue if have fees associated with them. The Any age/Any one button is the default and you should set this first if fees are applicable at this level.

### Exhibition fees

**Fees for the exhibition for : General entrants**

Optional offers to purchase (eg CD of accepted entries)

Offer 1

Offer 2

Offer 3

These fees will be combined with fees for individual media and classes

Fee type	£
For entering the exhibition	
For returning any print	
For returning each print	
For returning a CD	
For payment by cheque	
Overriding fee if all media/classes are entered	

Fees for group entries  Discount  %

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You set the fee for entering the exhibition. You can also set fees for

- returning any print by mail (this is not applied if the entrant has sent prints in a package and the entrant is not the package owner)
- returning each print by mail
- returning a CD by mail
- payment by cheque

- You can also offer up to 3 other products or services (for example, a catalogue on CD, or request a donation). Use the “Change” button to describe the offer and provide the fee in the table below.

If you are charging for each medium and/or class entered, you can apply a discounted fee to entrants who enter all media/classes. The fee you specify overrides the exhibition, media and class fees, but not any "extras" such as return fees or fees for payment by cheque. Similarly you can provide an overriding fee for entrants that only enter one class.

### Medium fee

You can set a fee for entering each medium. You can do this instead of the Exhibition fee if you want to charge differently for, say, Prints and PDIs.

### Class fee

You can set a fee for entering each class, and/or for each entry.

### Setting the same fees for every medium and class

First make sure you have defined all your classes. You can then click “Set the default fees for all Classes in this geography”. Alternatively, set all the fees for one medium or class and use the “Set” button on consequent media/classes to copy that fee structure.

### Checking the fees

You can check your fee settings using the **Check Fees** button on the main page.

The screenshot shows a window titled "frmCheckFees" with the following settings:

- Country: All countries
- Is the entrant a member of the host club/organisation?  Yes  No
- Payment currency: £
- Paid by cheque:
- Return prints by mail:
- in package:

Medium	Class	Entries
Print	Open Colour	3
Print	Open Monochrome	1
PDI	Open Colour	3
PDI	Open Monochrome	
PDI	Nature	2
PDI	Creative	

Fee = £25.00 Finish

Select the geography and vary the parameters for typical types of entrant – the fee is shown at the bottom.

### **Group fees**

Select the appropriate geographic area and the Any age/Anyone default combination.

Tick “Fees for group entries”

PhotExCreator

**Fees for the exhibition Any**

Optional offers to purchase (eg CD of accepted entries)

Offer 1

Offer 2

Offer 3

These fees will be combined with fees for individual media and classes

Fee type	£	€	\$
For entering the exhibition	5.00	5.00	12.00
For returning any print	7.00	7.00	15.00
For returning each print	0.25	0.30	1.00
For returning a CD			
For payment by cheque			
Overriding fee if all media/classes are entered			

Fees for group entries  minimum no. of entrants to form a group  Discount  %

Fee type	£	€	\$
For a group entry	11.00	13.00	18.00
For each entrant in group			
For each print	1.00	2.00	1.00
For each PDI			
Minimum fee			

Exchange rate £1 =€ 1.0 =\$ 1.0

Discount for entering all media/classes  %

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Enter the minimum number of entrants that may form a group, and enter either

You can offer either

- A percentage discount to be applied to the standard entry fee for each group member (excluding return postage fees)

or

- A fee calculated from one or more of

- A Group fee
  - A fee per group member
  - A fee per PDI entry
  - A fee per print entry
  - with a minimum fee
- or
- Standard fees for each entrant in the group (but only one return postage fee)

Plus (in any case)

- A return postage fee for the group
- A return postage fee per print

(as usual, all fees can be calculated in up to three currencies)

Click *Apply*, *Finish* and *Apply* to return to the main page.

Select *Publish to web*. Make sure your *Exhibition start date* and *Show testing* settings are correct, tick the *Update specification* box and click *Apply*.

The screenshot shows the PhotExCreator application window. The 'Exhibition start date' is set to 'Fri 1 February 2013' and 'Show TESTING' is checked. The 'Update specification' checkbox is also checked. Other options include 'Update FTP settings', 'Upload the web logo', 'Upload valid membership numbers', 'Upload honours list', 'Upload past entrants', 'Upload the Members List', and 'Upload the Clubs List'. There are 'Browse' buttons for membership and honours lists, and 'Cancel', 'About this page', and 'Upload' buttons at the bottom.

## Inviting a group entry

When someone wishes to make a group entry, provide them with a special URL as a link from your website or in an email – this URL is your normal entry URL with *&Group=xxxxxx* at the end. *xxxxxx* is *yyddmm* from the exhibition judging date, so an exhibition to be judged on 4<sup>th</sup> February 2014 would have a group code of *&Group=140402*.

You should also send instructions (see below).

## Managing group entries

Entries on the web are identified as belonging to a group because they share a single email address. When you process an entry which is part of a group using PhotExPackage, all the entries in that group are brought together in a single package. You then need to process each of these entries in turn in order to show that prints have been received and to print the appropriate labels. You will see for each entrant that either the group owner or group member boxes are ticked:

The screenshot shows the 'PhotExPackage' application window with the 'Entrant' tab selected. The form is for 'Entrant 14' in 'Package 1'. It contains various input fields and controls:

- Entrant's first name and Last name (text boxes)
- Honours (dropdown menu)
- Entrant's address (text area)
- Phone (text box)
- Country (dropdown menu, set to 'England')
- Language (dropdown menu, set to 'English')
- Member of (checkbox, checked)
- Entrant's email (text box)
- Prints... (radio buttons: Return by mail, Hold for collection, Destroy)
- PDIs... (radio button: Destroy)
- Fee (currency dropdown, amount 11.00, Fee paid 11.00, Cash, Cheque, PayPal)
- Notes (text area, containing 'Updated by P on 15/05/2013')
- Group member (checkbox, unchecked)
- Group owner (checkbox, checked)
- Buttons: Send email, Show all prints have been received, Delete entrant, Print labels..., Prints, Entrant address, Update entrant, Cancel, Eject CD

The *Fee due* for each group member will be zero and the *Fee due* for the group owner will be the group fee.

- To add a member to the group, add the entrant to the package (if they are not part of the package already) and tick their *Group member* box.
- To set up a completely new group, process the group owner and tick their *Group owner* box. You can then add other entrants to the package, remembering to tick their *Group member* boxes.