Forwarding print entries

Overview

You can use the Forwarding facilities if your exhibition sends or receives Print entries from another exhibition. Both exhibitions must have a single "Prints" medium. If PDI versions of the images are also required, both should select the option in their medium specification. The medium and the classes it contains do not need to have the same names in both exhibitions and the maximum number of entries in each class can also differ.

- Error! Not a valid bookmark self-reference.
- Receiving organisation

Forwarding organisation

When creating your exhibition, set the forwarding option on the "Print" medium.

When you have downloaded all the entries and finalised the exhibition in PhotExManager/Actions, click "Forwarding". You will then be asked for the email address of the organisation to which you will forward the prints. PhotExManager will then send an email to the organisation containing a PIN and a list of the forwarded entries, inviting them to use the Forwarding facility transfer the entry details and image files.

It will also upload any image files for prints that are not already on the web. (Note that if you later judge via the web you should not used the "Remove image files" option when judging is complete.)

You can use the PhotExManager/Actions/Forwarding button at any time until about 1 month after judging is complete, and if necessary you can use it more than once to resend the email.

When packing up the exhibition, you can print a list of the entrants and their entries with PhotExResults/"Package disposal lists", and then send them to the receiving organisation.

Receiving organisation

You will be sent an email by the forwarding organisation when they have finalised the entries for their exhibition. You can then receive the details for entries marked for forwarding, together with image files if appropriate. Ideally, you should transfer the entries as soon as your exhibition opens, so that entrants who have asked for forwarding find the information available to them when they enter your exhibition. The forwarding process sends an email to these entrants reminding them to visit the your exhibition in order to add any PDI entries and pay the fees.

To transfer the entries, go to www.photocompentries.net/forwarding.aspx

Enter your organisation code together with the organisation code and PIN provided in the invitation email.

You will be shown a list of the classes in the Print medium. For each class in your exhibition, select the corresponding class in the forwarding organisation's medium.

Entrant details will then be added to your exhibition data on the web and will be processed on download as if the entrants had made them themselves. The entries can be identified in PhotExManager/PhotExPackage by a Note saying "Forwarded", and in the search function by searching for entrants "Created by" = Forwarding.

When you receive the physical prints from the forwarding organisation, you should process them as normal.

Email text:

This is the text of the email sent to entrants who have requested forwarding. The email will be sent from the "Email address for queries" in your exhibition data.

> To *entrant name*
>
> Your Print entries are being sent to us from *forwarding exhibition* as you requested. Please click here to visit the exhibition entry page to check or update your entry. In particular your will need to
>
> - Add entries for projected sections
> - Choose how you want your physical prints treated when the exhibition is complete
> - Pay your entry fee
>
> With best regards
>
> Exhibition organiser
>
> *organisation*