

## **How to make a Group entry**

Click on the link provided. This will take you to a web page that asks for your email address, followed by your postal address.

You will then be asked if you want to enter one or more sections in the exhibition yourself. If you do, click "Yes" for the relevant sections and upload your entries. If you are not entering the exhibition yourself, click "No" for all sections.

When you have completed your entry, you will see a page that invites you to

- Add an entrant to the group
- Close the group and pay fees
- End your session, and return later to add entrants and/or pay.

If you click "Add", you will see a page where you can enter the name of the new group member. If you wish, you can supply an email address for this entrant to which their confirmation email and report card will be sent. Otherwise these will be sent to your email address.

Upload the entrant's images in the appropriate sections.

When you have completed their entry, you will return to the "Add an entrant" page. Continue adding your group members.

### **Paying**

When you have completed the entries for all the group members, click "Close the group and pay fees". The discounted group fee will be calculated and you will be transferred to PayPal so you can make your payment.

You will also be shown your entry, which you can print. When we have processed the group entries we will send confirmation emails to all the group members.

### **Making changes**

When you reach the "Add an entrant" page or if you return after exiting, you will see a list of the members of the group. You can select one and make changes. If you add a section to an entry after you have paid, you must also select your own entry and click through to "close the group and pay" again. You will be asked for the difference between the new fee and the old.

If you return after exiting, you can add new members by selecting your name and clicking through to the "Add an entrant" page.