

## Managing group discounts

### Setting up the discount structure

Use PhotEx creator/Update exhibition data and select *Set fees for entering the exhibition*. Select the appropriate geographic area and the *Any age/Anyone* default combination.

Tick *Fees for group entries*

**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  %

[About this page](#)

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)

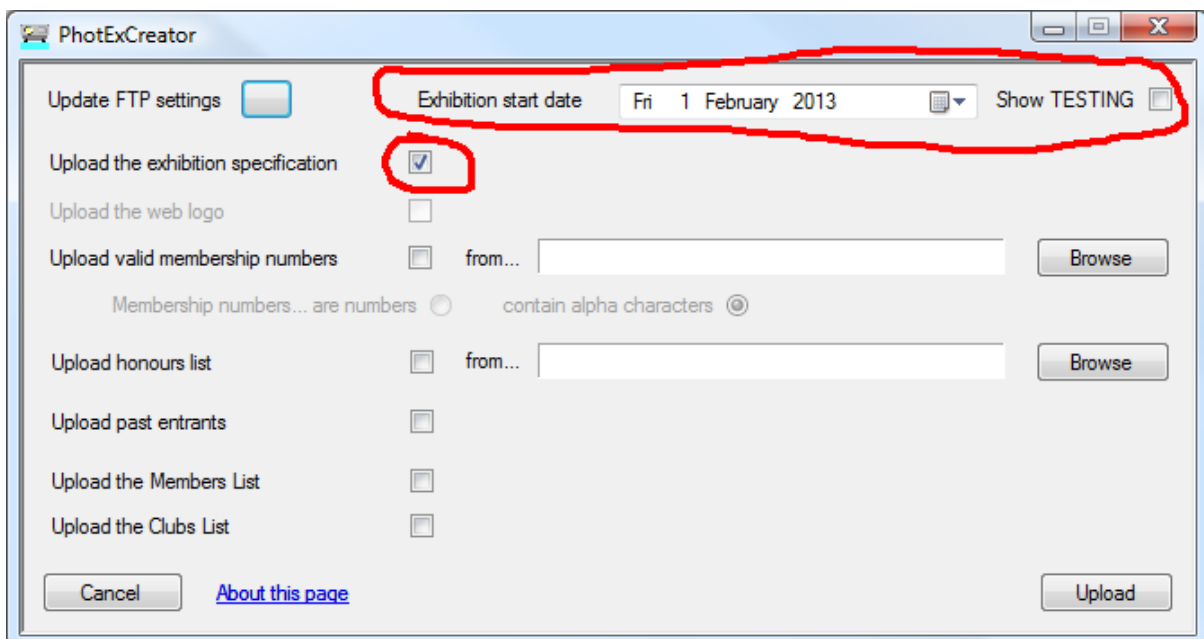
Plus (in any case)

- 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*.



## 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. xxxxx 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'. Fields include: Entrant's first name, Last name, Honours, Entrant's address, Phone, Country (England), Entrant's email, Member of (checkbox), Prints... (Return by mail, Hold for collection, Destroy), PDIs... (Destroy), Fee (£ 11.00), Fee paid (11.00), Cash, Cheque, PayPal, and Notes (Updated by P on 15/05/2013). A red circle highlights the 'Group member' and 'Group owner' checkboxes, with 'Group owner' checked. Other buttons include 'Delete entrant', 'Print labels...', 'Prints', 'Entrant address', 'Send email', 'Show all prints have been received', 'Update entrant', 'Cancel', and '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.

## 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.