

## Passwords for web entry

When an entrant enters your competition or exhibition, they provide their email address and can then enter the other information that you need. If they, or someone else using their email address, returns later, they can view or change the entry, including the entrant's name and postal address. They cannot access any financial information, however.

Some organisations regard this as a security risk, so you have the option to use two-factor authentication to make sure that only the original entrant can view or change the data.

To set up two-factor authentication, use PhotoCompCreator/"Update your competition data" or PhotExCreator/"Update your exhibition data". On the "Web Options" tab there is a line called "Entrant passwords"

- **No** means you are not using entrant passwords – this is the default
- **Yes** means entrants must set up and use a password
- **Optional** means entrants are given the option to set up a password, but if they do, they must use it.

If you select "Yes" or "Optional", you can tick if you want the passwords retained for use with other competitions or exhibitions you organise. Otherwise the passwords are deleted when the competition or exhibition is removed from the web.

The passwords are stored in encrypted form on the PhotoCompSoftware web server and you have no access to them.

When an entrant wants to set up a password, an email is sent to their email address showing a random 4-digit PIN. They enter this PIN, together with their own password, and continue with their entry.

If someone returns at a later date, they must enter the email address and the password. If the entrant has forgotten the password, they can set up a new one, but as the PIN is sent to the entrant's email address, a third party is unable to gain access.