Photo Contest Entry System FAQ for Students

How do I obtain access to the photo contest system?

Obtain user name and password from your instructor (note: you may have more than one instructor.) Go to <u>http://contest.atpi.org/</u> to login.

What if I forgot my password?

A request to reset your password can be found on the login page. Enter in your email and address and a link to reset your password will be sent to your email.

Your instructor can also reset your password.

How do I reset my password?

Select "profile" (top right corner) to reset you password.

How do I know what contests are open and that I am eligible to enter?

A list of active, eligible contest will show up on your home page after you log in.

How do I enter a contest?

Please note that the applicable metadata must be entered with all photographs. If you are not certain how to add this please contact your instructor.

Expand the contest menu. You will see the options for the contest entries (single image, portfolio or video). Select the applicable link and complete the contest entry form, selecting the applicable contest, acknowledging that you have read the contest rules and that you are the owner / author of the entry.

- Additional entries can be added or you can select the back button or home button to return to the prior screen.
- You will need to also select which instructor should review you entry if you are assigned to multiple instructors.

Portfolio entries will require a minimum / maximum number of entries that must be included at this time.

Video entries will require a URL for the location of the video.

Your instructor can also add / modify entries on your behave.

How do I edit an entry?

Expand the contest menu. Select the option to view / edit the contest. Select the link with the contest ID to edit the file.

- Clicking on a graphic will open a larger view of the image
- A blank list indicates that you have not submitted any entries.