

# IPF New Competition Software – 2023 Instructions

1. Register yourself and your club at <https://ipfhost.org>
2. Click the Login -> Register yourself for the first time only
3. The next time, you just need to sign in

IPF Federation Competition Entry

ipfhost.org/main/main.php

Irish Photographic Federation  
Competition Management System

FIAP Biennial Ireland online entry open until Wednesday 31st of May 2023.

[Login](#)

Welcome to the 'all new' IPF online management and competition entry system.

**Login**

This is now the primary way of accessing some IPF Online Services including Competition Entry, Competition Results, Catalogues & Galleries, Documents and Forms, and Event Tickets.  
To improve security and increase simplicity of use, the system only accepts personal logins, and anonymous or shared accounts are not permitted.

**If, when registering a new account, the system informs you that the email address already exists, please use the 'password reset' option.**

**New Accounts and Lost Passwords**

To register a new user account, press the Login button and then click on the light blue 'Register' button.  
If you have lost, or do not have a password yet, but are registered on the system, press the Login button and click on the orange 'Password Reset' button.

Please note, this website has been tested on desktop versions of Google Chrome, Opera, Firefox and MS Edge. It may not work correctly on other browsers such as Internet Explorer, Safari, tablets and mobile phones.

If you are having problems with this online management system, please use the **Contact Us** option at the top of the screen.

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Main IPF Website  
Privacy Policy

IPF Federation Competition Entry

ipfhost.org/main/main.php

Irish Photographic Federation  
Competition Management System

National Photography Competition online entry opens soon ... Tuesday 28th of May 2023

[Login](#)

Welcome to the 'all new' IPF online management and competition entry system.

**Hi Guest,**  
You can 'sign in' or 'register' by entering your details and pressing the relevant button.

Enter Details below.

Enter Your Email Address here

Password

[Sign in](#) [Register](#) [Password Reset](#)

**Login**

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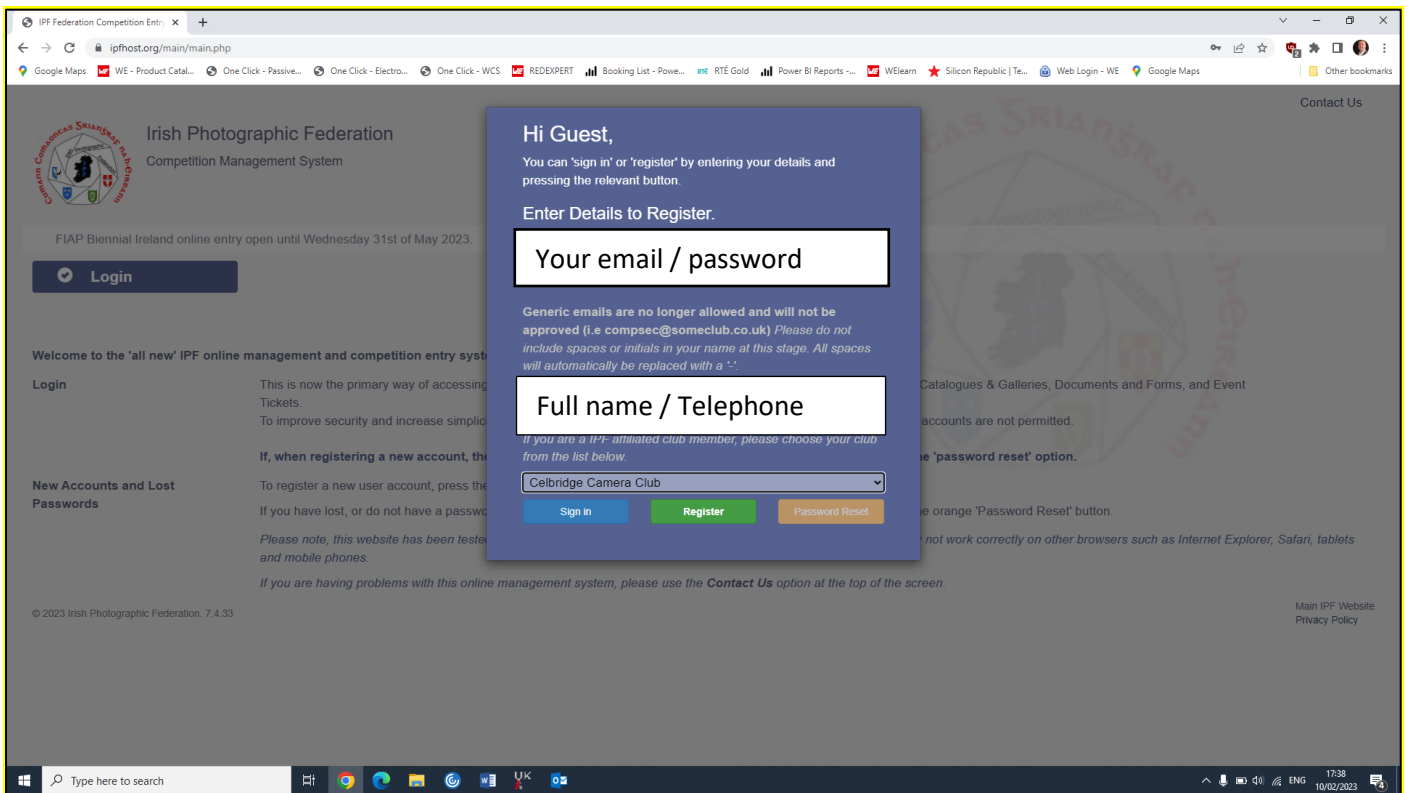
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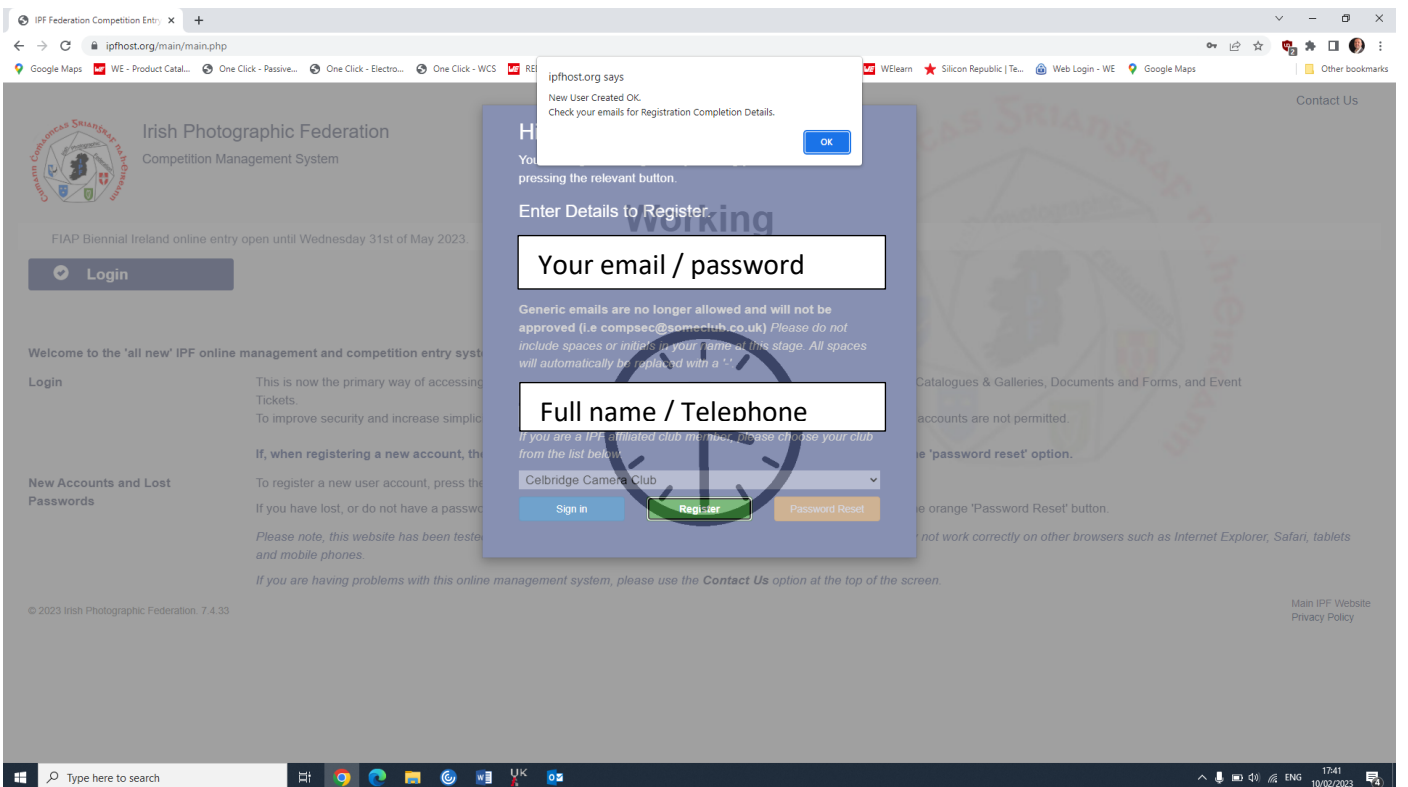
Main IPF Website  
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#### 4. A few more details are required

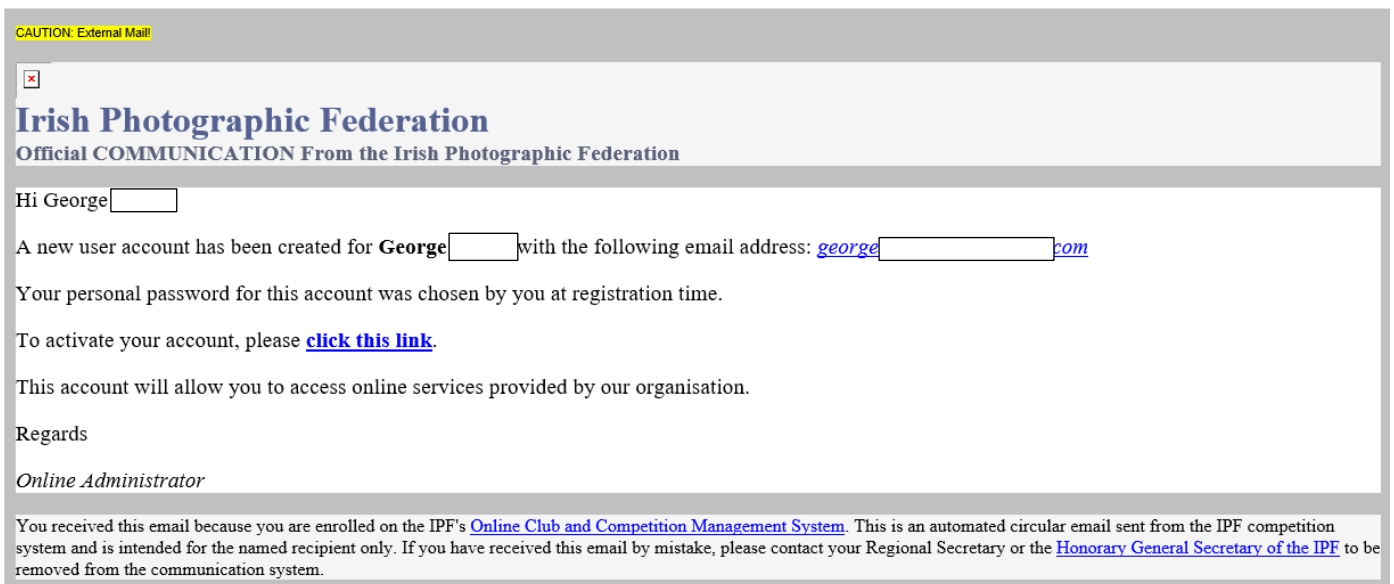


5. The “New User Created Okay” will pop up and an email will be sent to you.

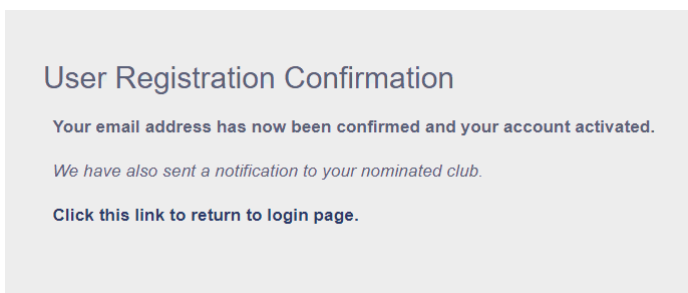
6. Check your SPAM folder if you don’ receive within a few minutes



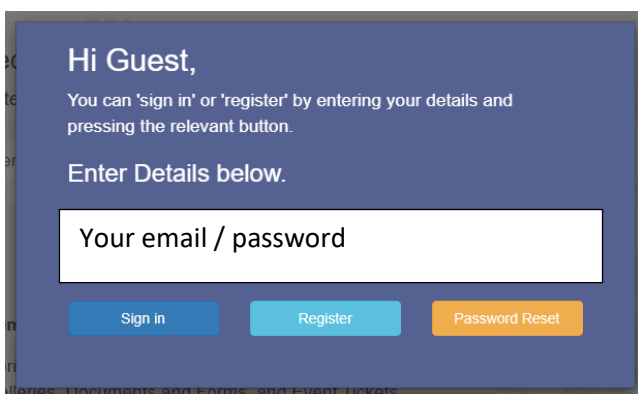
7. Check in to your email to find this – and click the blue link to activate your account



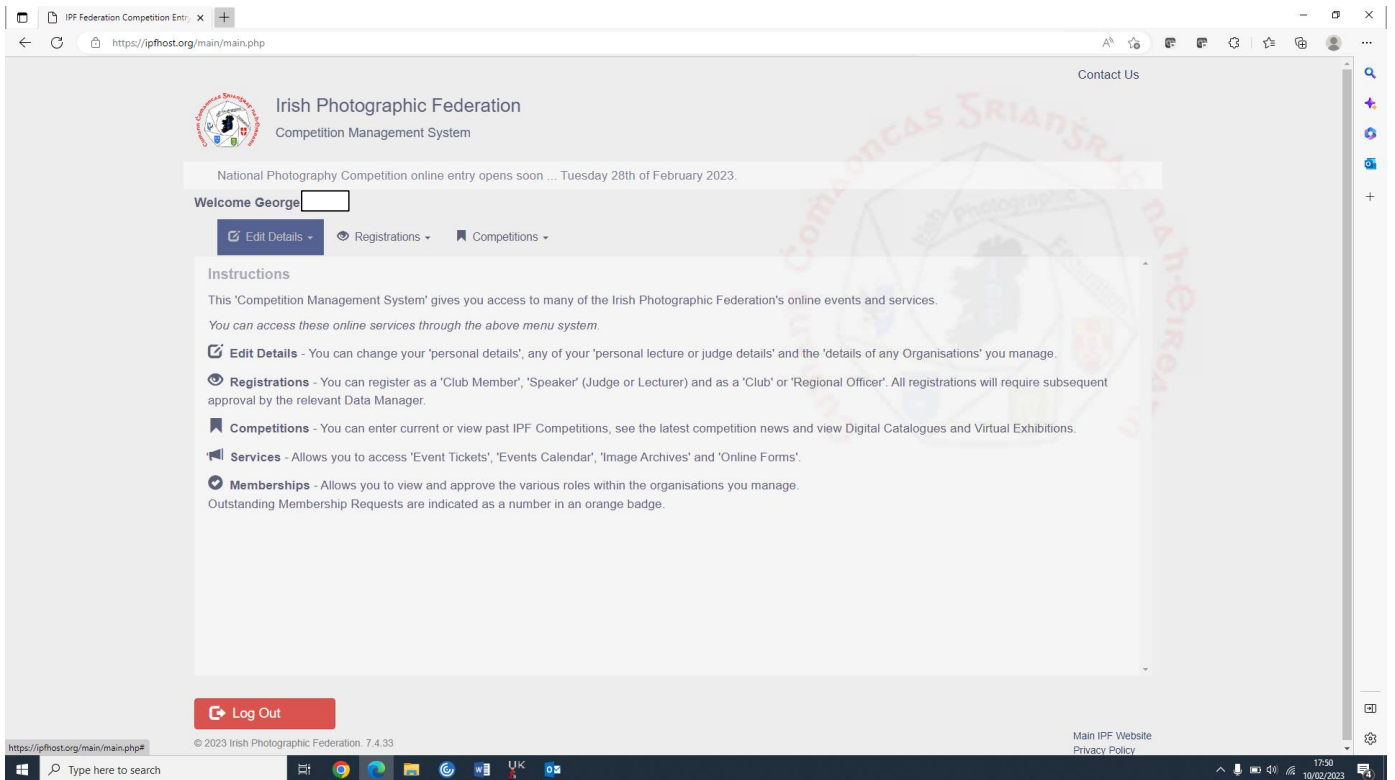
8. You will then be directed to this new web page – Click to return to login page



9. Then you will need to sign in again



## 10. Now you are in the system and should see this



The screenshot shows the main page of the Irish Photographic Federation Competition Management System. The page header includes the logo and name of the federation. A notification banner at the top states: "National Photography Competition online entry opens soon ... Tuesday 28th of February 2023." Below this, a user is greeted with "Welcome George" and a name input field. A navigation menu contains "Edit Details", "Registrations", and "Competitions". The main content area is titled "Instructions" and provides an overview of the system's services. A "Log Out" button is located at the bottom left of the main content area. The footer contains copyright information for 2023 and a link to the main website's privacy policy.

Irish Photographic Federation  
Competition Management System

National Photography Competition online entry opens soon ... Tuesday 28th of February 2023.

Welcome George

[Edit Details](#) [Registrations](#) [Competitions](#)

### Instructions

This 'Competition Management System' gives you access to many of the Irish Photographic Federation's online events and services. You can access these online services through the above menu system.

- Edit Details** - You can change your 'personal details', any of your 'personal lecture or judge details' and the 'details of any Organisations' you manage.
- Registrations** - You can register as a 'Club Member', 'Speaker' (Judge or Lecturer) and as a 'Club' or 'Regional Officer'. All registrations will require subsequent approval by the relevant Data Manager.
- Competitions** - You can enter current or view past IPF Competitions, see the latest competition news and view Digital Catalogues and Virtual Exhibitions.
- Services** - Allows you to access 'Event Tickets', 'Events Calendar', 'Image Archives' and 'Online Forms'.
- Memberships** - Allows you to view and approve the various roles within the organisations you manage. Outstanding Membership Requests are indicated as a number in an orange badge.

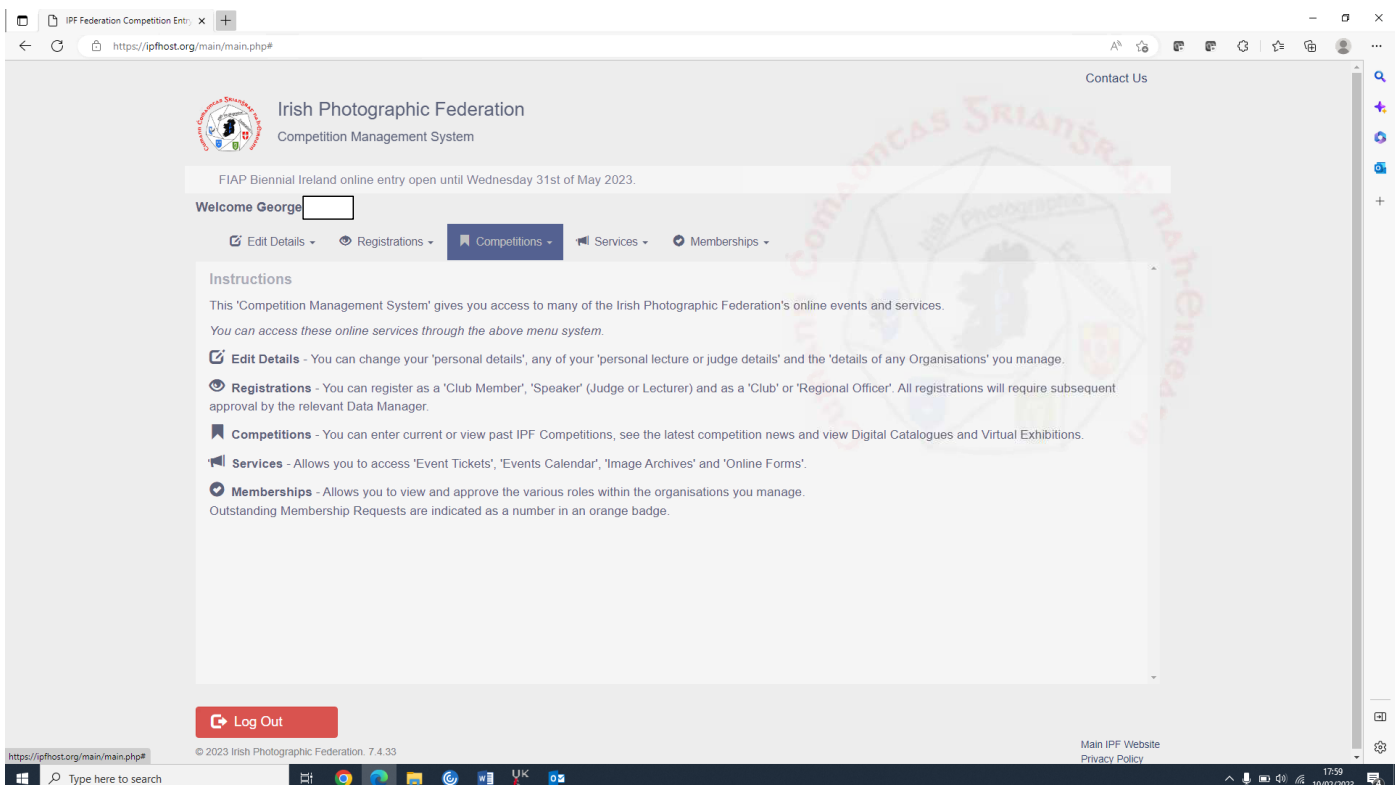
[Log Out](#)

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11. Go into the “Edit Details Tab”, to insert your full address and phone number details ( It’s not mandatory, but easier for us to contact you should we need to inform you of any mistakes when uploading images for new competitions , etc. )

12. At this point we need to approve your request to upload images, and so please allow 24 hours for this to happen. When this is approved, you will have access to more options, see below



This screenshot is similar to the previous one, but the "Competitions" tab in the navigation menu is now selected and highlighted in blue. The notification banner at the top has changed to: "FIAP Biennial Ireland online entry open until Wednesday 31st of May 2023." The rest of the page layout, including the user greeting, instructions, and footer, remains the same.

Irish Photographic Federation  
Competition Management System

FIAP Biennial Ireland online entry open until Wednesday 31st of May 2023.

Welcome George

[Edit Details](#) [Registrations](#) [Competitions](#) [Services](#) [Memberships](#)

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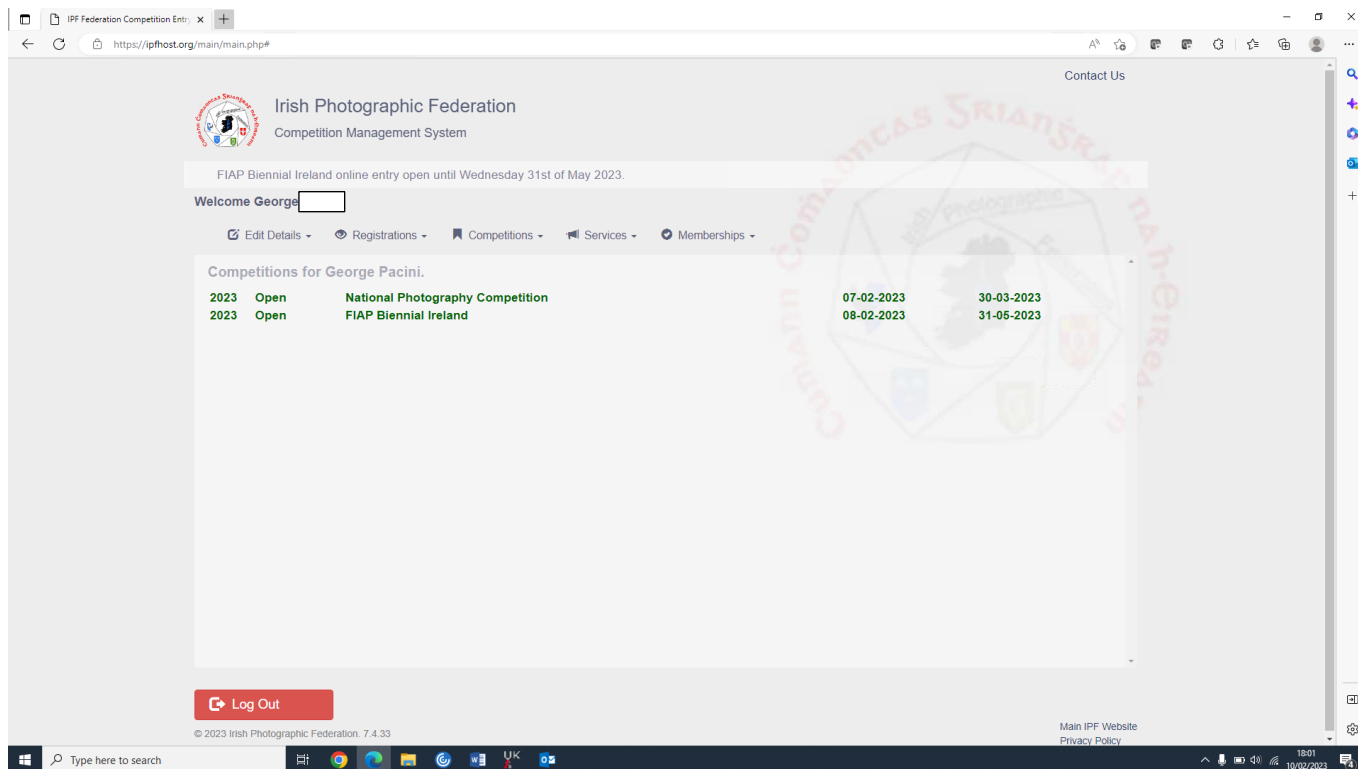
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**IMPORTANT :**

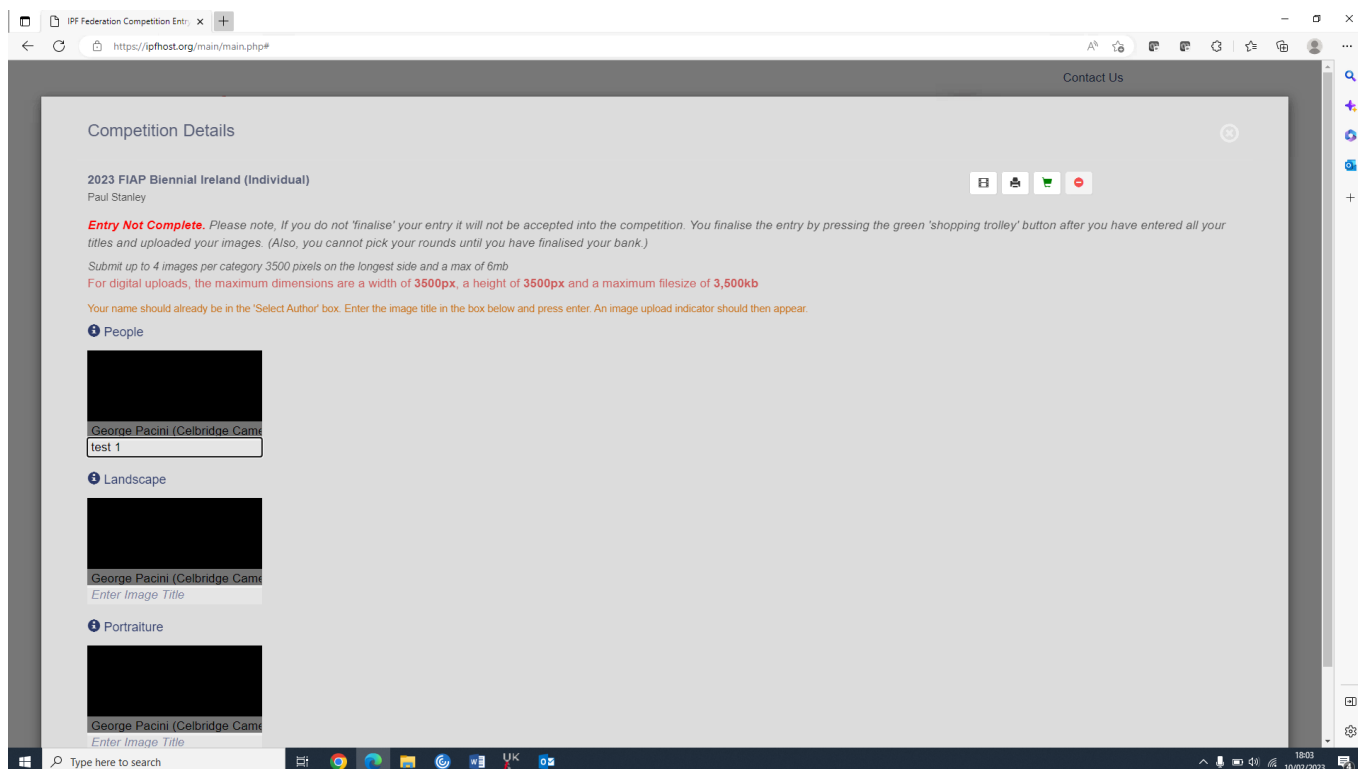
**Club Competition Secretaries should register themselves as “Club Officer Registration” when submitting images for the National Shield / Club Championships**

**Individuals for the National Photography Competition, don't need to do this step.**

13. Next step is to view open competitions, select “Competitions Tab “ and competitions for your “name”

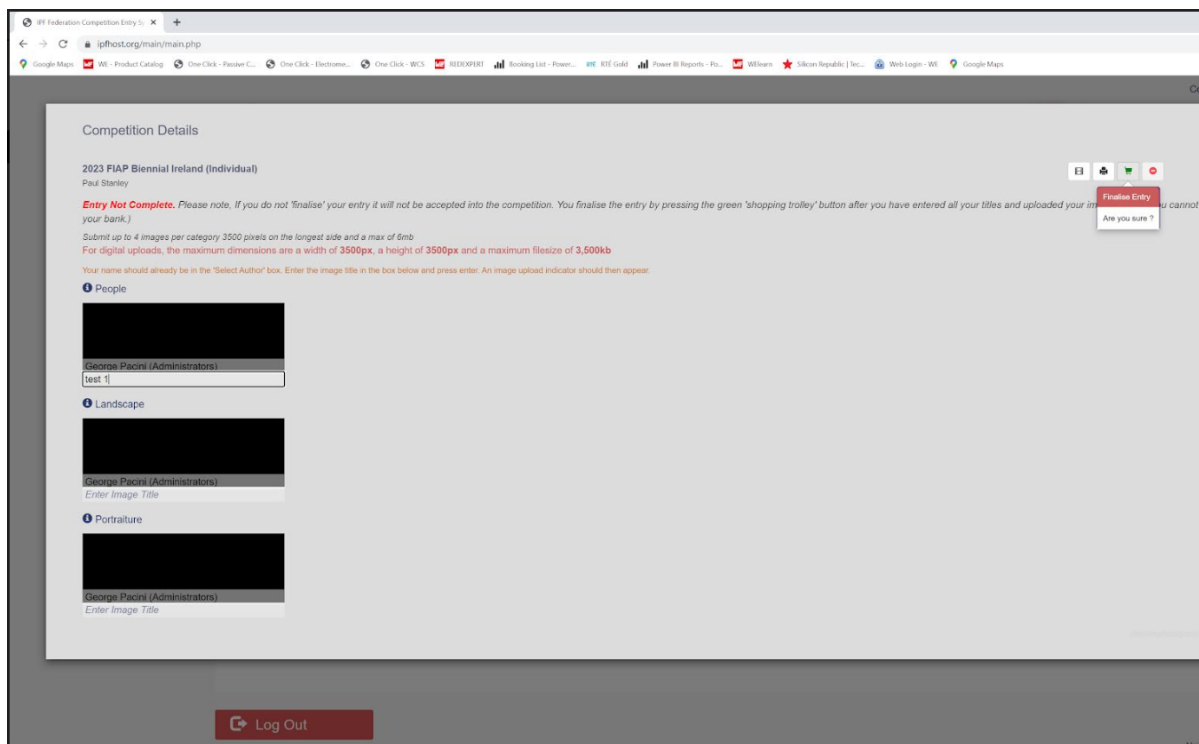


14. Select the competition you wish to enter and you can start to upload images



15. You can start and stop this process as many times as you like.

When finished, make sure to “Finalise the entry” – by clicking the Green Shopping trolley



Any questions, please contact both  
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