- 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

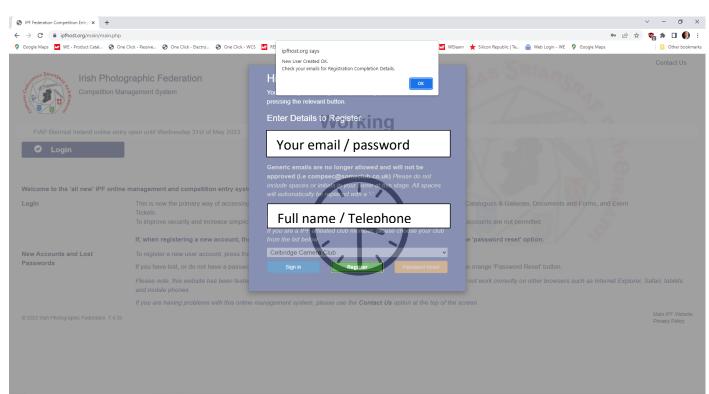
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4. A few more details are required

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Welcome to the 'all new' IPF onlin	e management and competition entry syst	Generic emails are no longer allowed and will not be approved (i.e compsec@someclub.co.uk) Please do not include spaces or initials in your name at this stage. All spaces will automatically be replaced with a ¹ .	
Login	This is now the primary way of accessing Tickets. To improve security and increase simplic	Full name / Telephone	Catalogues & Galleries, Documents and Forms, and Event accounts are not permitted.
	If, when registering a new account, the	If you are a IPF-athliated club member, please choose your club from the list below.	e 'password reset' option.
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- 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

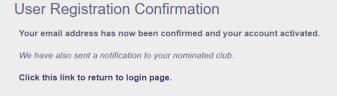
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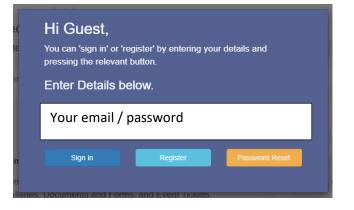
7. Check in to your email to find this – and click the blue link to activate your account

CAUTION: External Mail!
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Irish Photographic Federation Official COMMUNICATION From the Irish Photographic Federation
Hi George
A new user account has been created for George with the following email address: <u>george</u> <u>com</u>
Your personal password for this account was chosen by you at registration time.
To activate your account, please <u>click this link</u> .
This account will allow you to access online services provided by our organisation.
Regards
Online Administrator
You received this email because you are enrolled on the IPF's <u>Online Club and Competition Management System</u> . This is an automated circular email sent from the IPF competition system and is intended for the named recipient only. If you have received this email by mistake, please contact your Regional Secretary or the <u>Honorary General Secretary of the IPF</u> to be removed from the communication system.

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

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		Contact Us	5				
	/ 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						
	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.						
	G Edit Details - You can change your 'personal details', any of your 'personal lecture or judge details' and the 'details of any Organisations' you mana	/ 181 /					
	Registrations - You can register as a 'Club Member', 'Speaker' (Judge or Lecturer) and as a 'Club' or 'Regional Officer'. All registrations will require approval by the relevant Data Manager.	subsequent					
	Competitions - You can enter current or view past IPF Competitions, see the latest competition news and view Digital Catalogues and Virtual Exhi	bitions.					
	M 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.						
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ost.org/main/main.php#	© 2023 Irish Photographic Federation. 7.4.33	Main IPF Web Privacy Policy	site				

- 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

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	🖸 Edit Details - 👁 Registrations - 📕 Competitions - 📢 Services - O Memberships -				
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	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.				
	C 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 subsequen 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.				
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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"

IPF Federation Competition Entry	x +				- o	×
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14. Select the competition you wish to enter and you can start to upload images

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Any questions, please contact both

Jennifer Willis – jcw@ammi.co.uk