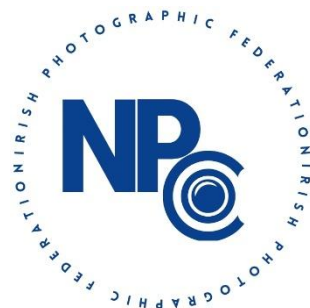


# NPC 2026 Checklist All Entrants



## A) Before you start

- ☐ Confirm with the club secretary that your **club is affiliated for 2026**.
- ☐ Read the **section definitions** and enter images in the correct section.

## B) Register (if not already registered) and check your competition system account

- ☐ Go to the IPF Competition Management System (CMS) and **register** (first-time users).
- ☐ Log in and open **Edit Details**:
  - ☐ Check your **email address** (critical for confirmations/results).
  - ☐ Check your **address** and **club** are correct.
  - ☐ Update distinctions/merits if relevant (**LIPF / AIPF / FIPF**, etc.).

## C) Leave the CMS and prepare your digital upload files (prints + digital sections)

- ☐ Export **JPG only** (other formats will be rejected).
- ☐ Export in **sRGB colour space**.
- ☐ After exporting, **open the exported JPG** and check it looks as intended in sRGB.
- ☐ Resize to meet CMS limits:
  - ☐ Max **1600 px** wide and **1600 px** high.
  - ☐ Max **3.5MB** per image (3500KB).
- ☐ Ensure your image has **no identifying marks** (name/logo/watermark).
- ☐ Give each image a **unique title** (avoid generic titles like "Sunrise").

## D) Enter the competition online

- ☐ Go to **Competitions** → choose competitions for "YOUR NAME".
- ☐ Select **National Photography Competition Regional Qualifier 2026** for your region.
- ☐ Upload images into the correct sections:
  - ☐ Max **24 images total**.
  - ☐ Max **6 images per section**.
- ☐ Pay the fee by **PayPal** to complete entry:
  - ☐ Entry fee **€25**.
  - ☐ **First 4 images free**.
  - ☐ **€2 per image thereafter**.
- ☐ Wait for the **confirmation email** (if you don't get it, your entry isn't complete).

## E) Print entries: print labels and mount prints

- ☐ Upload a **digital copy of each print image** to the CMS (required for scoring/catalogue).
- ☐ Generate and print barcode labels:
  - ☐ Click **"Print labels"** beside the checkout (shopping trolley) icon.
  - ☐ Print in **draft mode** if possible (cleaner scan; avoids ink bleed).
- ☐ Mount your prints correctly:
  - ☐ Max mount size **20" x 16" (50 x 40 cm)**.

- ☐ No frames. No poor mounting.
- ☐ Avoid very small mounts (may not stand well / may disadvantage the image).
- ☐ Attach the correct barcode label to the **back** of each mounted print:
  - ☐ Match label to print **title** (double-check).
  - ☐ Don't obscure the barcode with tape.
  - ☐ Don't mark through it with pen.
  - ☐ Make sure it is **flat and readable**.

#### F) If you change an image after finalising

- ☐ If you replace or update an image **after checkout/finalising**:
  - ☐ Re-upload the new file to the CMS.
  - ☐ **Reprint the barcode label** (a new barcode will be generated).
  - ☐ Remove the old barcode and attach the new one.

#### G) On the morning of your regional round / final

- ☐ Arrive in time for print intake (or arrange for your prints to be handed in):
  - ☐ Print receipt desk opens **9.30am**.
  - ☐ **Last acceptance 10.15am** (late prints will not be accepted).
- ☐ Bring prints **sorted by category** (there may be separate print receipt desks).
- ☐ Before handing in, do a final check:
  - ☐ Correct section/category.
  - ☐ Barcode label present, correct, readable, not obscured.
  - ☐ No identifying marks on the front.

#### H) After judging

- ☐ Collect prints after the event (non-qualifiers after regionals; all prints after the final).
- ☐ If you can't stay, arrange collection with another club member — prints won't be stored.

# NPC 2026 Checklist

## Non Advanced Entrants



*(Complete all steps in the All Entrants Checklist, plus the steps below)*

### A) Confirm eligibility and nominate yourself

- ☐ Read the **advanced criteria** in the handbook.
- ☐ If you do **not** meet the advanced criteria, nominate yourself as non-advanced:
  - ☐ Log in → **Edit Details** → tick the **“Novice”** box second row, towards the right hand side.
- ☐ Confirm the change is saved (if the box is not ticked, you will **not** be considered for non-advanced awards) (close and open again).

### B) Enter as normal (you are in BOTH competitions)

- ☐ Upload and enter images exactly as for all entrants.
- ☐ You remain eligible for the overall competition; images scoring **12+** still progress to the final.

#### **Print entries: add the “N” mark**

- ☐ On the back of each mounted print, mark a clear **“N”** at the **top right**.
- ☐ Ensure the **barcode remains fully visible and scannable**.

### C) Final check before you hand in prints

- ☐ “Novice” box ticked in CMS.
- ☐ Prints mounted to specification.
- ☐ Correct barcode label attached and readable.
- ☐ **“N”** clearly marked on the back (top right).