

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).