



Use this checklist to prepare, enter and present your club's National Club Championships panels.

### 1. Before you enter

- Decide whether your club is entering monochrome only, colour only, or both panels.
- The competition consists of two separate panels of ten images: one monochrome and one colour.
- Check that no author has more than two images per panel.
- Check that no person represents more than one club.
- Check that the same image is not used in both panels.
- Check that no image has been used in a previous National Club Championship.
- Check that all images are the original work of the stated author.
- Check that there is no AI-generated images, wholly or partly.

### 2. Select the prints

- Choose your 10 monochrome prints and 10 colour prints.
- There is no need to panel for judging: images are judged individually on the lightbox by number.
- You must still prepare a panel layout for use in the digital booklet and upload it as the 11th image.
- Judges will not see the panel layout before judging.

### 3. Prepare the digital files

- Export each digital image in sRGB.
- Maximum file size: 2.0 MB.
- Maximum size: 1,600 pixels on the long side.
- Do not add watermarks or identifying marks.
- For the panel layout, upload an 11th image called e.g., "Panel Carrickmacross".
- Do not put numbers under the thumbnails on the panel layout image.

### 4. Enter on the IPF competition system

- Go to: <https://ipfhost.org/main/main.php>
- Log in with your existing account, or register in advance if you are a first-time user.
- Go to the competitions tab.
- Select your club competition entry, not an individual competition entry.
- Choose National Club Championship 2026.



## 5. Upload the entry

- Enter the authors for the images in order.
- Upload the 10 individual images for each panel.
- Upload the 11th image as the panel layout.
- Pay the €90 entry fee by PayPal.
- Wait for the confirmation email. If it does not arrive, assume the entry is not complete and check the system again.

## 6. Print and prepare the barcodes

- Re-enter the system and print the barcode labels.
- Each barcode must be attached to the correct physical print.
- Place the barcode on the centre right of the back of the print.
- Print in draft mode if possible so the barcode does not smudge.
- Do not tape over or damage the barcode.
- If you swap out an image, reprint the barcode: the new image will generate a new code.

## 7. Label the backs of the prints

- Put the barcode on the centre right of the back.
- Put the image number 1-10 on a separate label at the top right of the back.
- Add an up arrow where needed.

## 8. Prepare the physical prints

- Prints should be securely mounted.
- Maximum mount size: 50 cm x 40 cm.
- Do not use block-board, chipboard, frames, or glass.
- Remember that smaller prints or mounts may be at a disadvantage on the lightbox.

## 9. Saturday morning – monochrome

- Arrive at The Atrium, County Buildings, Mullingar.
- Be ready at 9:00 AM.
- Put up your 10 monochrome prints on your assigned stand.
- Judging of monochrome starts at 11:30 AM.
- The monochrome panel is then on view.

## 10. Sunday morning – colour

- Return to The Atrium.
- Be ready at 9:00 AM.
- Put up your 10 colour prints on your assigned stand.
- Attend the IPF AGM.
- Judging of colour starts at 11:30 AM.
- The colour panel is then on view to the public.

### Results

Results and awards are scheduled for approximately 2:30 PM on Sunday.

Results will also be posted by email within one day.

A digital catalogue of entered images will be available online.