

## CES Pro V1.1 (November 2024)

### **Professional Online Photographic Exhibition Entry & Management System Installation Instructions**

These scripts should only be installed by an experience website administrator on a suitably compatible web server with Apache, MySQL and PHP 8+.

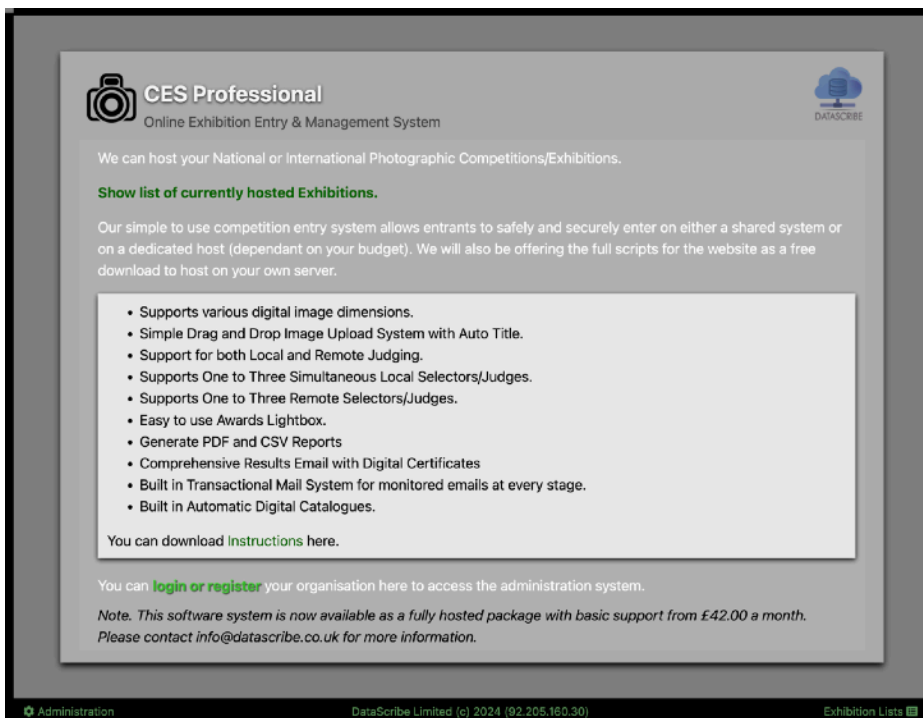
1. Copy the archive file 'cespro.zip' to the root of your web server (public\_html).
2. Un-compress the Zip file. This will create a directory called 'cespro'.
3. You can, at this stage, rename the directory, if you wish.
4. Access your Web server control panel and create a new MySQL database, with a database user with suitable password with full access rights.
4. Access your website through your browser but add '/cespro' to the base URL.
5. A system configuration script will run and ask for certain information to proceed.
6. Once you click the 'build my website', and you've provided all the necessary correct information, a link to the new web application will be displayed.
7. An initial 'Organisation' account will have been created using the provided support email address, and the specified database password.
8. You can initially log in using these credentials. (You do not need to use the 'Registration Process' for this initial Super User account.
9. A Demo Exhibition will automatically be created under this account.

Technical support is only available where the web applications is hosted by Datascribe Ltd or by prior arrangement.

These web application scripts are provided free under GPL license. This means that can be modified and distributed, but not for any form of financial gain i.e they must remain free (copyleft).

You will need to create an account on the system before you proceed. Click on the 'login or register' link at the bottom of the main web page. Click on the 'Register New Organisation Account' button in the login dialogue. Provide all the requested details and click on the 'Create New Organisation'

The system will then send you an account confirmation email, with a link to complete registration.



The screenshot displays the CES Professional website interface. At the top left is a camera icon and the text 'CES Professional Online Exhibition Entry & Management System'. At the top right is the DataScribe logo. The main content area includes a heading 'We can host your National or International Photographic Competitions/Exhibitions.' followed by a green link 'Show list of currently hosted Exhibitions.'. Below this is a paragraph describing the system's flexibility: 'Our simple to use competition entry system allows entrants to safely and securely enter on either a shared system or on a dedicated host (dependant on your budget). We will also be offering the full scripts for the website as a free download to host on your own server.' A central box contains a bulleted list of features: 'Supports various digital image dimensions.', 'Simple Drag and Drop Image Upload System with Auto Title.', 'Support for both Local and Remote Judging.', 'Supports One to Three Simultaneous Local Selectors/Judges.', 'Supports One to Three Remote Selectors/Judges.', 'Easy to use Awards Lightbox.', 'Generate PDF and CSV Reports', 'Comprehensive Results Email with Digital Certificates', 'Built in Transactional Mail System for monitored emails at every stage.', and 'Built in Automatic Digital Catalogues.'. Below the list is a link 'You can download Instructions here.'. At the bottom, there is a note: 'You can login or register your organisation here to access the administration system.' and a footer note: 'Note. This software system is now available as a fully hosted package with basic support from £42.00 a month. Please contact info@datascribe.co.uk for more information.'

## Entrant Options

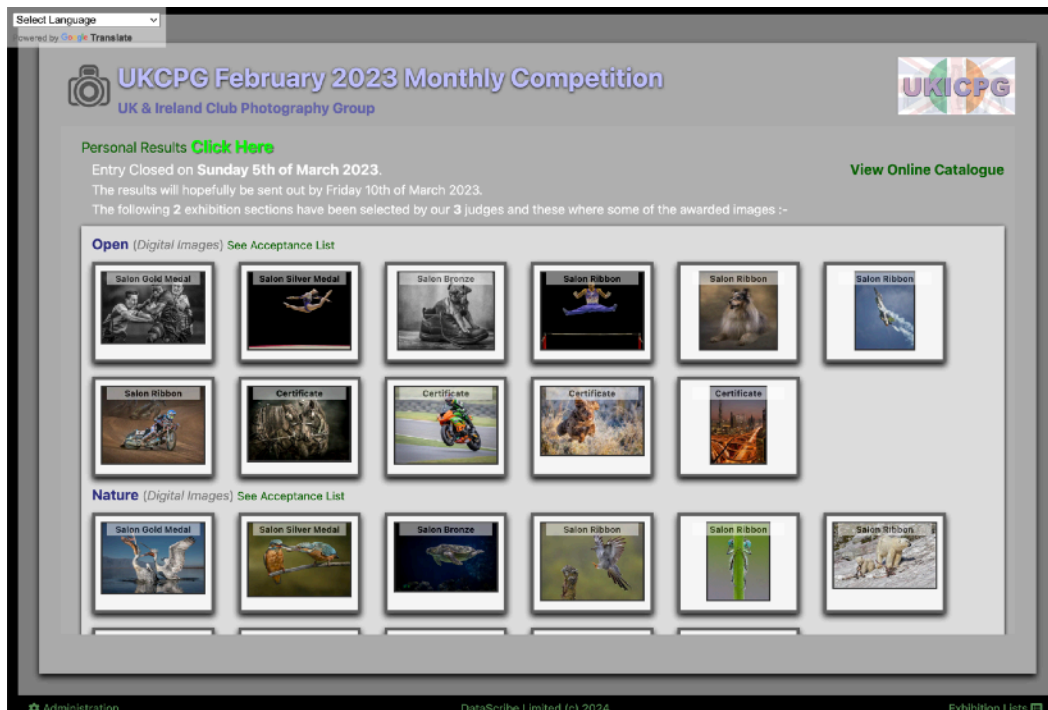
The website has an exhibition list page which shows current and previous exhibitions that are hosted on the website.



Clicking on an exhibition in the list, will open the exhibition main page.

If the exhibition has been judged, it will show awards and results.

The entrant clicks on 'Click Here' to login or create an account.

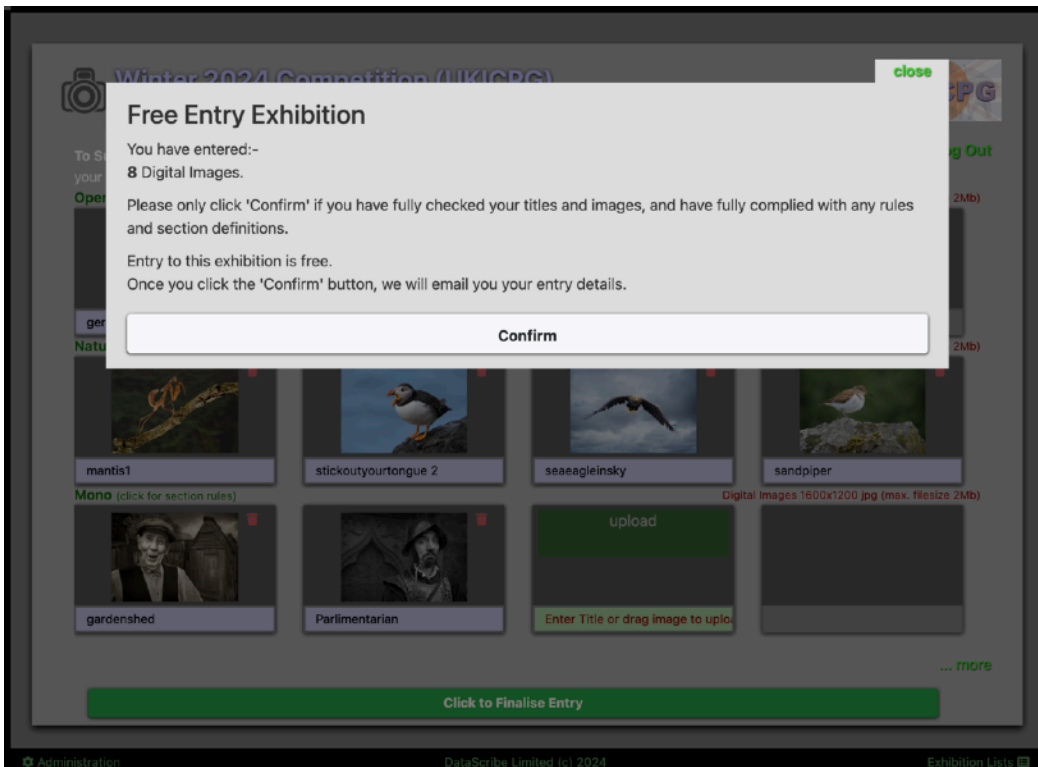


Once an entrance has logged in successfully, they will be presented with a entry screen.



Entrants can either drag and drop images onto the 'upload' area, or they can click 'upload' and use their file manager to select an image. The system will automatically take the title from the filename. They can change the title at any stage whilst the entry remains 'un-finalised'.

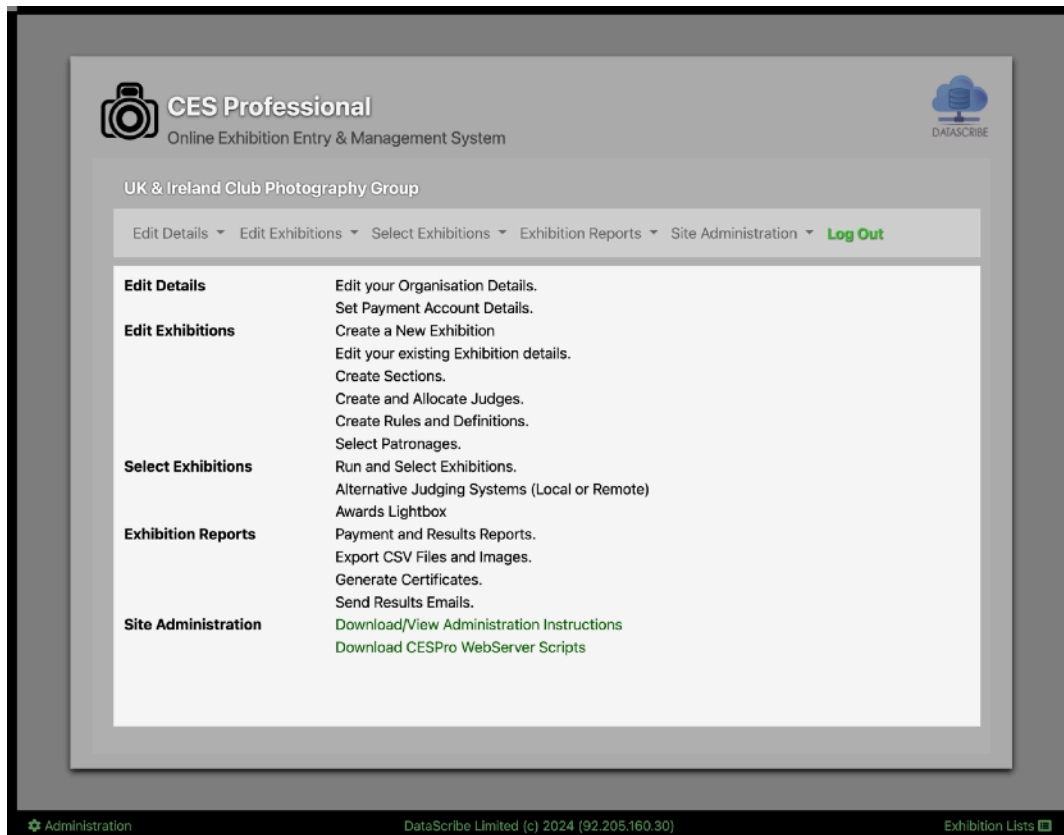
Once they are ready, they press the 'Click to Finalise Entry'



## Administration Menus

Once you have logged in as an administrator, you will be presented with the main administration page.

This will show a menu at the top of the screen, with an information window below.



### 1. Edit Details

#### 1.1 Edit Organisation

*Allows you to Change Organisation Name and Primary Email Address*

*Allows you to enter your PayPal Client ID*

*Allows you to Upload an Organisation Logo*

*Allows you to add a 'General Judge Guidance' text for inclusion on the judging system and related emails.*

#### 1.2 Edit User

*Allows you to add & edit User Names and set access levels.*

#### 1.3 Support Tickets

*Allows you to post a support ticket.*

The ticket is responded to via email from an Administrator.

## 2. Edit Exhibitions

### 2.1 Create New Exhibition

*Allows you to Create a New Exhibition*

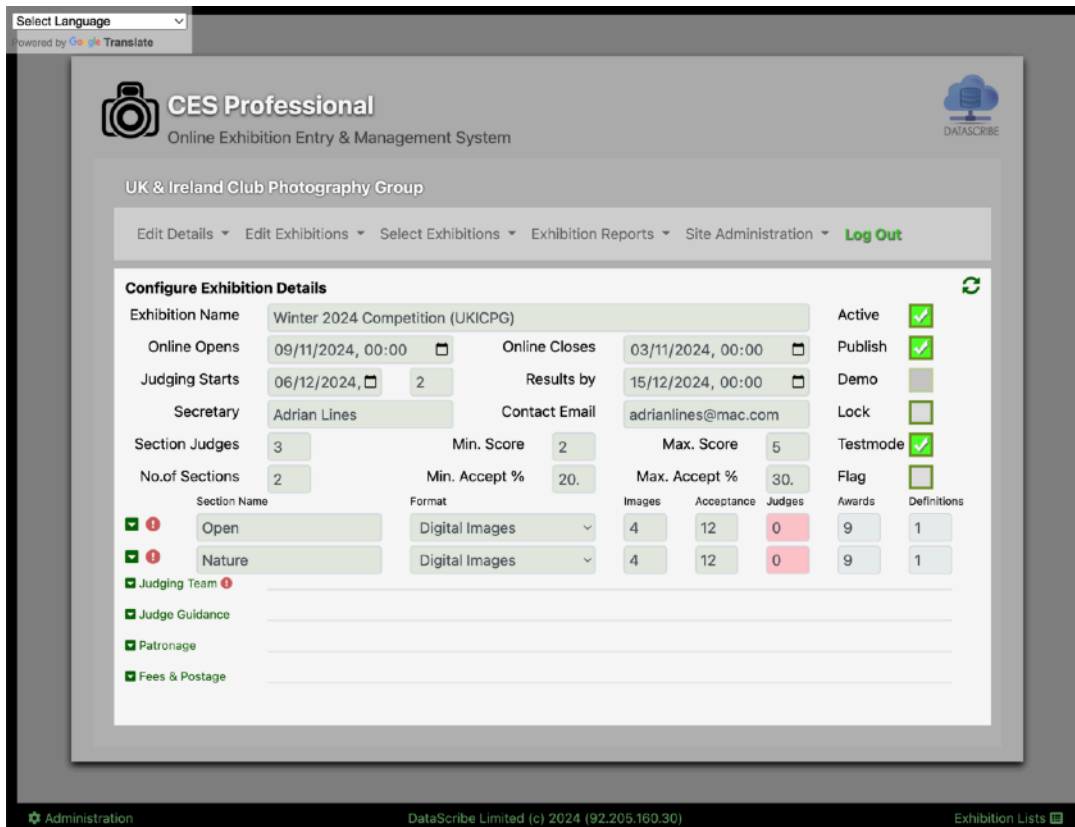
Once the dialogue has loaded, you will need to provide an 'Exhibition Name', the various dates, the number of sections and the number of Judges per section.

Once all these fields are complete and correct, press the 'Create Competition' button.

The dialogue window will update and a number of new options will be displayed.

You can now provide the details for the 'Exhibition Secretary's Name', the 'Exhibition Secretary's Email', the minimum and maximum score that a judge can award to an image during scoring and the minimum and maximum acceptance percentages per section.

*Also 5 new drop down sections will become available:-*



#### 2.1.1 Sections

Allows you to edit the section title, section format, number of images per author per section, and the section acceptance score.

It will also display allocated Judges, Awards and Definitions(not editable).

An extra selector will appear to the left of the 'Section Title'.

This gives access to further section options:-

'Rules' - free type text for each section.

'Definitions' - the opportunity to add pre-set section definitions.

'Section Judges' - the opportunity to add pre-set Judges.

These need to be pre set in option '*Judging Team*'.

'Awards' - the opportunity to add available awards to the section from a pre-set list.

Once an award has been added to the section, you can go back and alter the amount of that type of award is available.

### **2.1.2 Judging Team**

Allows you to add and edit members in your judging team.

(Name, email and telephone number.)

You can then allocate these judges to particular sections.

### **2.1.3 Guidance**

Allows you to set specific judging guidance for your judges.

This appears in the invite email and on the remote judging webpage.

### **2.1.4 Patronage**

Allows you to add a Patronage from a pre-defined list.

Once the Patronage organisation has been added, you can go back and add the Patronage Registration Number.

### **2.1.5 Fees & Payments**

Allows you define the fee calculations for entry into the exhibition.

You can set a 'Minimum' fee that would be charged no matter how many images are entered.

You can then set how many free 'Sections' are included in the 'Minimum' fee or how many free 'Images' are included.

You can also set a fee for each 'Section' and each 'Image'.

If you set a section fee, it will ignore the image fee.

Return options - You can also add a number of 'Return' options with an associated fee, if required.

The Edit Exhibition page also has three options at the top right of the page:-

'Active' - Make the exhibition viewable by participants.

'Publish' - Makes the results and catalogues viewable.

'Lock' - Locks all editable fields in the Edit Competition Page to prevent changes.

'Test' - Diverts all emails to the Exhibition Secretary.

Once a new exhibition has been added, you will need to refresh the main page so that the exhibition appears under the other various menus.

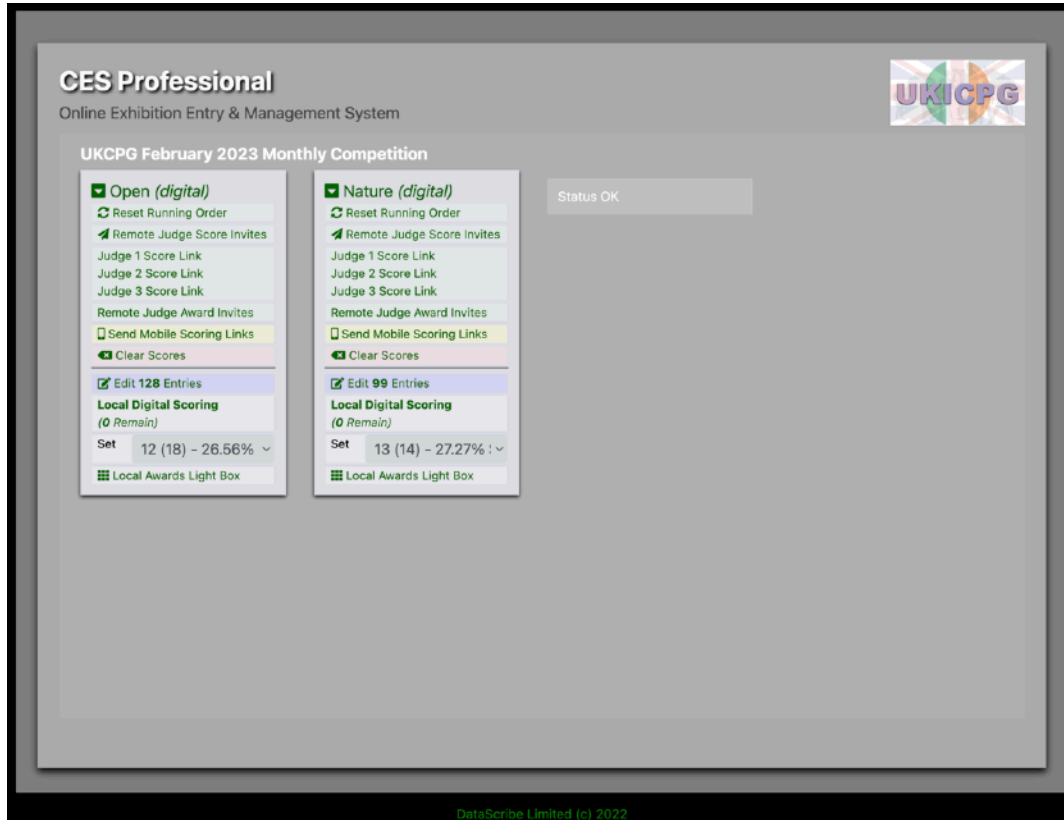
### 3. Select Exhibitions

Any created exhibitions will appear in a list under this menu option.

To run an exhibition selection, click on an exhibition in the list.

This will launch a new webpage which allow the various sections to be scored and selected.

*If you click on the 'Section Title' it will open some additional options:-*



#### 3.1. Reset Running Order

This will randomise the running order of the images.

#### 3.2. Remote Judge Score Invites

This will send out a remote judging invite by email to any judges allocated to the section.

They will then be able to score all the images in the section.

The email includes a link which will take the judge to a scoring page.

The page initially shows an introduction page with some basic instructions along with any specific section rules. After accepting these rules, the main selection page is shown, showing all images entered in the section.

If any images have been already scored, the score will be displayed in the top right of each image.

If the score is yellow, then this is the judges individual score.

If the score is white, then this is the total of all judges scores.

Images showing a white score cannot be rescored.

#### 3.3. Remote Judge Award Invites

This will send out a remote award invite to any judges allocated to the section. They will then be able to allocate the top scoring images with potential award selection.

### 3.4. Clear Scores

Warning ! This will clear all scores and awards in the section.

Below the 'Section Title' you also have the following options:-

### 3.5. Inspect 'n' Entries

This allow you to view and edit all the individual image details in the current section.

This 'Edit Section Data' window also has an image search/filter option and a remote judge score concatenation function.

If remote judging is used, it is possible to use this function to add the individual judge scores together to make a final score for each image.

Entry ID & Author	Title	Score	Rescore	Judges	Allocate	Awards	Disqualify
30 Adrian Lines	Womens Best Friend	9	0	3 3 9	- - -	Award	<input type="checkbox"/> <input checked="" type="checkbox"/>
33 Adrian Lines	last light	15	0	5 5 5	- - -	Award	<input type="checkbox"/> <input checked="" type="checkbox"/>
34 Adrian Lines	old piano	12	0	3 4 5	- - -	Award	<input type="checkbox"/> <input checked="" type="checkbox"/>
35 Adrian Lines	family values	9	0	2 3 4	- - -	Award	<input type="checkbox"/> <input checked="" type="checkbox"/>
36 Fred Bloggs	captain fewcett	12	0	4 4 4	- - -	Award	<input type="checkbox"/> <input checked="" type="checkbox"/>
37 Fred Bloggs	story of dragons	11	0	3 4 4	- - -	Award	<input type="checkbox"/> <input checked="" type="checkbox"/>
38 Fred Bloggs	life on mars	9	0	3 3 3	- - -	Award	<input type="checkbox"/> <input checked="" type="checkbox"/>
39 Fred Bloggs	proposal	6	0	2 2 2	- - -	Award	<input type="checkbox"/> <input checked="" type="checkbox"/>
48 Jimmy Jones	4 BILL BADGER	15	0	5 5 5	- - -	Award	<input type="checkbox"/> <input checked="" type="checkbox"/>
49 Jimmy Jones	04 fostering intentv5	12	0	4 4 4	- - -	Award	<input type="checkbox"/> <input checked="" type="checkbox"/>
50 Jimmy Jones	4 Wuthering	9	0	3 3 3	- - -	Award	<input type="checkbox"/> <input checked="" type="checkbox"/>
51 Jimmy Jones	3 Running Free	13	0	4 5 4	- - -	Award	<input type="checkbox"/> <input checked="" type="checkbox"/>
60 Tim Nice	flying gullmot	10	0	3 3 4	- - -	Award	<input type="checkbox"/> <input checked="" type="checkbox"/>
61 Tim Nice	sea of popplestv2	9	0	3 3 3	- - -	Award	<input type="checkbox"/> <input checked="" type="checkbox"/>
62 Tim Nice	rescue	9	0	2 3 4	- - -	Award	<input type="checkbox"/> <input checked="" type="checkbox"/>
63 Tim Nice	dirty businessv4b	12	0	4 4 4	- - -	Award	<input type="checkbox"/> <input checked="" type="checkbox"/>

### 3.6. Local Scoring (n remain)

This will launch the local scoring software.

Scoring is performed by various key presses.

These are illustrated on the initial judging screen.

The 'back' and 'forward' cursor keys will advance and reverse through the un-scored images.

The keys 'Q', 'W', 'E' & 'R' score 2 to 5 for Judge 1

The keys 'T', 'Y', 'U' & 'I' score 2 to 5 for Judge 2

The keys 'O', 'P', '[' & ']' score 2 to 5 for Judge 3

To use these key functions you will need USB devices such as PS4 Buzz Controllers mapped to those keys.

Alternatively, if you are acting as a single judge, you can use:-

Numeric Keys '1' to '5' to score '11' to '15' and Keys '6' to '0' to score '6' to '10'

After a score has been entered, the system automatically moves onto the next un-scored image.

Once you have scored all the image, you can press the 'x' key to close the judging screen and return to the 'Run Exhibitions' screen.



### 3.7. Set <drop down selector>

This allows you to set the acceptance score based on information provided in the drop down selector.

The selector shows on each row, the acceptance score followed by the number of images with that score (in brackets) and then the percentage of images scoring above that selected rate.

If the percentage rate is above or below the target rates set on the main 'Edit Competition' screen then an option to rescore specific scored images becomes available.

If you choose to Re-Score a set of scores, the scoring software launches, but this time, the system is looking for votes, with a score of '2' voting 'no', and a score of '5' voting 'yes'.

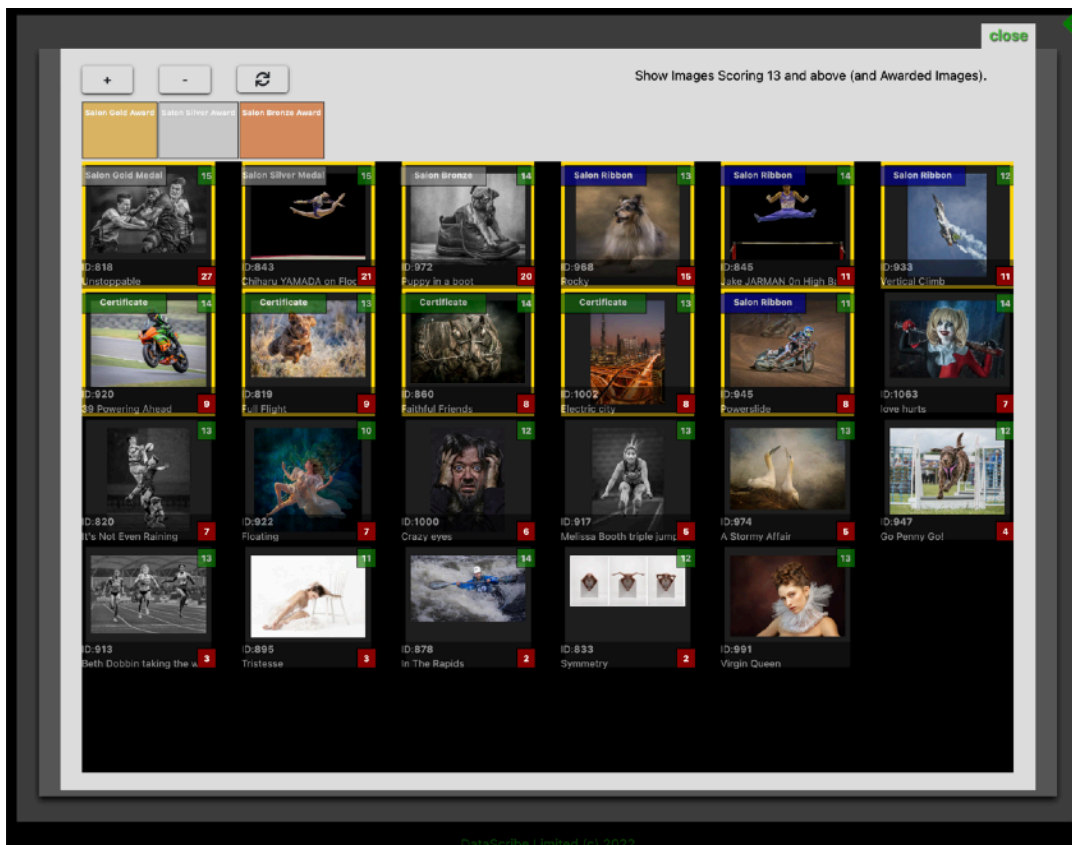
If the majority of judges vote 'yes' a point is added or removed from the score depending on whether you are promoting or demoting.

This promotion/demotion is scored separately to the original score, but is added when scores are viewed in any other part of the system.

### 3.8. Local Awards Light Box

This allows you to allocate awards to individual images.

When you first launch the Lightbox it uses a calculation to show the top 25% scoring images.



If you have used the 'Remote Judge Awards' function, any images selected will by the judges will show at the start of the images and will be indicated with a number in a red box.

You can then increase and decrease the threshold score by pressing the '+' or '-' key on the keyboard and change which images are displayed.

The available awards are shown at the top of the screen and can be dragged down onto the relevant selected image.

To remove an award from an image, drag the award down slightly and then release.

To refresh/repopulate the available awards, use the 'refresh' icon next to the plus and minus icons.

An image can be viewed full screen by clicking on the thumbnail.

The image can then be cleared by clicking on the full sized image.

#### 4. Exhibition Reports

Any created exhibitions will appear in a list under this menu option.

To run reports on an exhibition, click on one in the list.

The following PDF reports are available:-

Reports for UKCPG February 2023 Monthly Competition		Online Entry Closed	
		Communication Test Mode <input type="checkbox"/>	
Entrant Payment Records	PDF Report	Export CSV	
All Entries With Scores by Section	PDF Report	Export CSV	
All Entries With Detailed Scores by Section	PDF Report	Export CSV	
Accepted Entries With Score by Section	PDF Report	Export CSV	Export Images
Awarded Entries by Section	PDF Report	Export CSV	Export Images
Email Invitations to Previous Entrants		Last Sent: 21-02-2023 12:23pm	
Email Results to Entrants	Send Emails	Results Sent: 15-03-2023 08:45pm	

'Entrant Payment Records' (This also has a CSV export option).

'All Entries with Scores by Section' (CSV export available).

'All Entries with Detailed Scores by Section' (CSV export available).

'Accepted Entries with Score by Section' (CSV & Image export available).

'Awarded Entries by Section' (CSV & Image export available).

The system will also produce certificates.

These are generally sent out with the email results, but can also be accessed by running the report option 'Award Certificates by Section'.

The system will send out results via email to all participants who have finalised their entry.

This includes scores, thumbnails and any certificates as an attachment.

## 5. Remote Judging

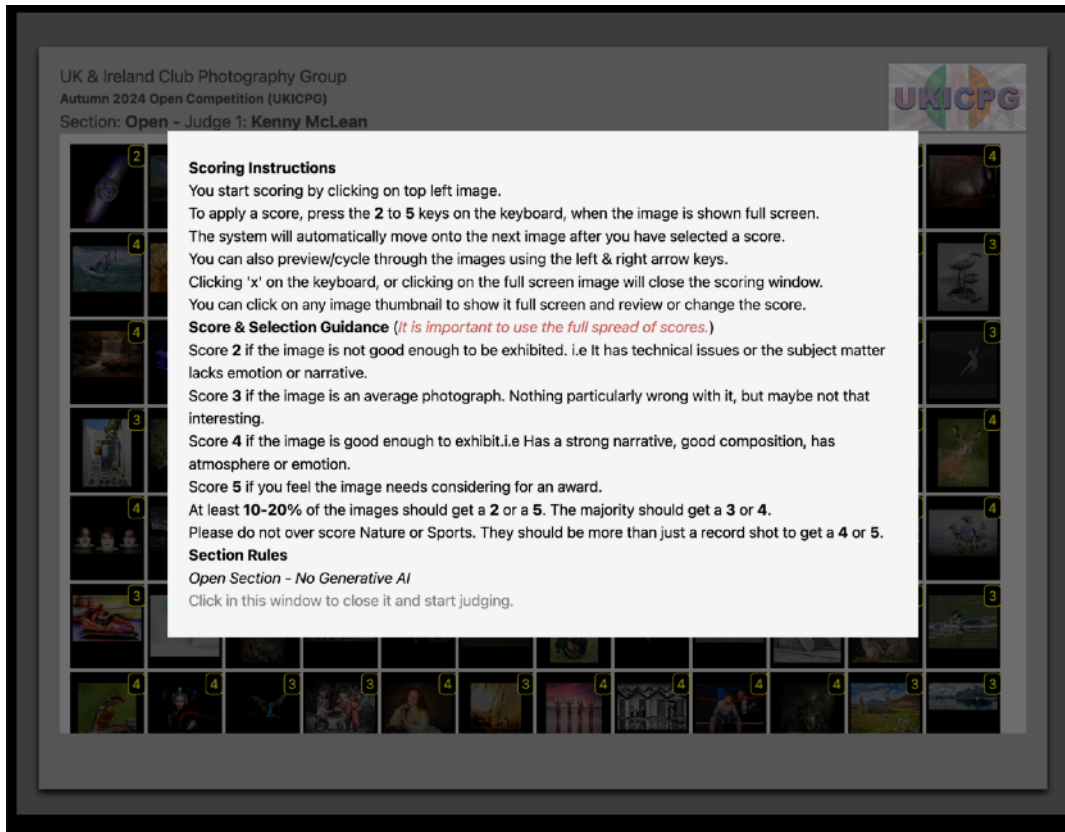
To use remote judging option, you will need to click on the 'Remote Judge Score Invites' (section 3.3) option for each competition section.

This will send an email with a judging link to each judge.

Each time you press the 'Remote Judge Score Invites' option, it will send new emails with updated links.

NOTE. Previous email links will be come invalid.

When the judge clicks the link, it will open a remote judging web page.



The page will initially show some instruction along with the guidance previously defined in the Judge Guidance settings in 'Edit Exhibitions'.

Once the judge has clicked on the screen, the guidance will disappear, and they will be left with a light box showing all the entrants images.

They start judging by clicking on the top left image.

The score an image by pressing 2-5 when the image is displayed full screen. The system will automatically progress onto the next image. The judge also has the option to use the forward and back arrows to navigate without scoring.

They can also re-score any image by re-selecting it and pressing a score button (2-5) again.

When using the remote judging, the judges progress can be seen by an administrator if they use the menu option 'Select Exhibitions' and

select the current exhibition from the list, and then click on 'Edit 'n' Entries' in the relevant section.

If individual scores are shown under 'judges' but not under 'Score' you can click the red 'Score' link, and this will combine the judges individual scores, into total scores.

You will also need to do this before you send out the 'Remote Judge Award Invites'

The screenshot shows a web interface titled "Edit Section Data" with a "close" button in the top right. Below the title is a "title search" input field. The main content is a table with the following columns: "Entry ID & Author", "Title", "Score", "Rescore", "Judges", "Allocate", "Awards", and "Disqualify". The "Score" column has a red "Score" link with a red trash icon. The "Judges" column shows individual scores for three judges. The "Allocate" column has a red trash icon. The "Awards" column shows "Award" with a red trash icon. The "Disqualify" column has a red trash icon and a green checkmark icon. The table contains 14 rows of data.

Entry ID & Author	Title	Score	Rescore	Judges	Allocate	Awards	Disqualify
30 Adrian Lines	Womens Best Friend	9	0	3 3 3	- - -	Award	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
33 Adrian Lines	last light	15	0	5 5 5	- - -	Award	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
34 Adrian Lines	old piano	12	0	3 4 5	- - -	Award	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
35 Adrian Lines	family values	9	0	2 3 4	- - -	Award	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
36 Fred Bloggs	captain fewcett	12	0	4 4 4	- - -	Award	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
37 Fred Bloggs	story of dragons	11	0	3 4 4	- - -	Award	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
38 Fred Bloggs	life on mars	9	0	3 3 3	- - -	Award	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
39 Fred Bloggs	proposal	6	0	2 2 2	- - -	Award	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
48 Jimmy Jones	4 BILL BADGER	15	0	5 5 5	- - -	Award	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
49 Jimmy Jones	04 fostering intentv5	12	0	4 4 4	- - -	Award	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
50 Jimmy Jones	4 Wuthering	9	0	3 3 3	- - -	Award	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
51 Jimmy Jones	3 Running Free	13	0	4 5 4	- - -	Award	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
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62 Tim Nice	rescue	9	0	2 3 4	- - -	Award	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
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