

CES Pro V1.0 Beta (March 2023)

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 7+.

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 were 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).

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Datascribe Limited

6th March 2023

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Administration Menus

Edit Details

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

Edit User

Allows you to Change your User Name

Support Tickets

Allows you to post a support ticket.

The ticket is responded to via email from an Administrator.

Edit Exhibitions

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 4 new drop down sections will become available:-

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.

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.

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.

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.

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.

Run 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:-

Reset Running Order

This will randomise the running order of the images.

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.

Remote Scoring

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.

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.

Clear Scores

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

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

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.

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 unsecured 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.

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.

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 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.

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:-

‘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.