



Edited Dec. 9<sup>th</sup> 2024

# Validation of Submission – Staff Account

## Objective

The Validation of submissions is intended for use by an optional **Validation Team/Committee** in a competition. The Validators/Staff can here go through all submitted images in a competition and mark any image they consider relevant for the Validation Team/Committee to talk about.

The individual Validator(Staff) can:

- Easily see assigned categorie(s) to Validate
- Easily see an overview of the individual categorie(s)
- Report an image, including giving a reason why, for the rest of the Validation Team/Committee to speak of. Image is in users interface marked with **red** and the comment shows up in the Validation Team/Committee Chairs interface ready for handling.
- Pass an image with no comments – the image is then marked in **green**

## Login

Go to: <https://photo-competition.software/> and select relevant competition.

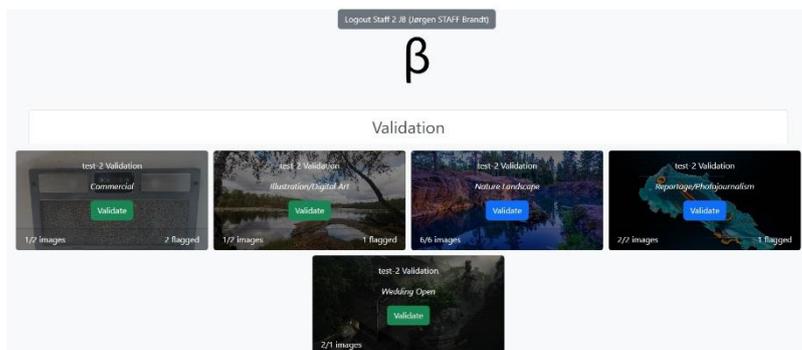
Login with your **Staff Account** – note that your selected "user + password combination" brings you to the relevant user interface in case you have more user accounts.

If you have forgotten your "user + password combination" – please refer to the Log In FAQ

## Validator (Staff) Overview

Once logged you will see an overview of the categories you are asked to Validate.

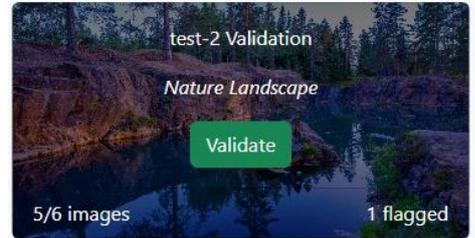
Click on a category to start going through the images





The Overview page will give you several kinds of information.

- Pr. Category you will see
  - Competition Name
  - Category
  - **Validate** if images need to be viewed
  - **Validate** if all images are viewed
  - x/y images to let you know progress
  - z flagged to let you know flagged images



- Scroll down with more information (optional pr competition)
  - Expanded a list of relevant PDF or Video files (sample here is from WPC, note content varies with the individual competitions)



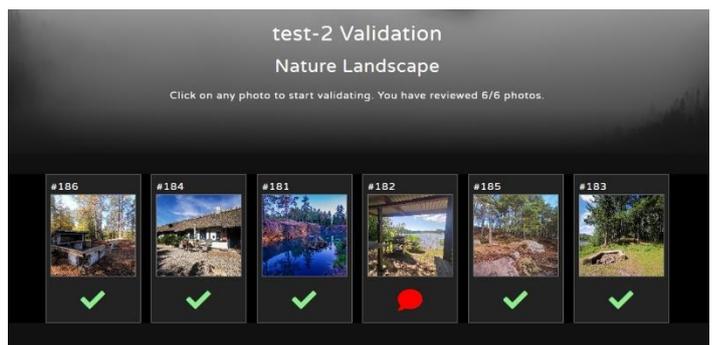
### Category View

Click on a category to view get an overview of that category.

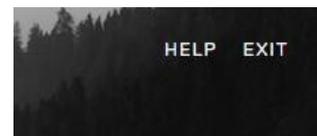
Initially each image will NOT have any marks, you will only see image number (#xxx) and a thumbnail of the image.

Viewed without remark ✓

Viewed with remark made (hover the red bubble to see remark)



In the top right corner, you have access to **Help** and **Exit**





Click on **Help** to see

## Instructions

- The purpose of validation is to notify the head judge about images that are, for instance, not in the correct category or warrants further examination.
- Click on any photo to start validating:
  - Place the mouse over the photo to view it at 100%.
  - Click on  to write a comment, for instance "Wrong category!" or "Discuss this image". You don't need to write the image number — that is stored in the database automatically.
  - Comments are immediately saved to the server.
  - You can use the arrow keys   to move back and forth between photos.
  - To undo a comment, simply click on  and write an empty string.
  - Click on  or `ESC` when you have finished validating.
- In the gallery view afterwards, images that have been examined are marked  and images with a comment are marked .

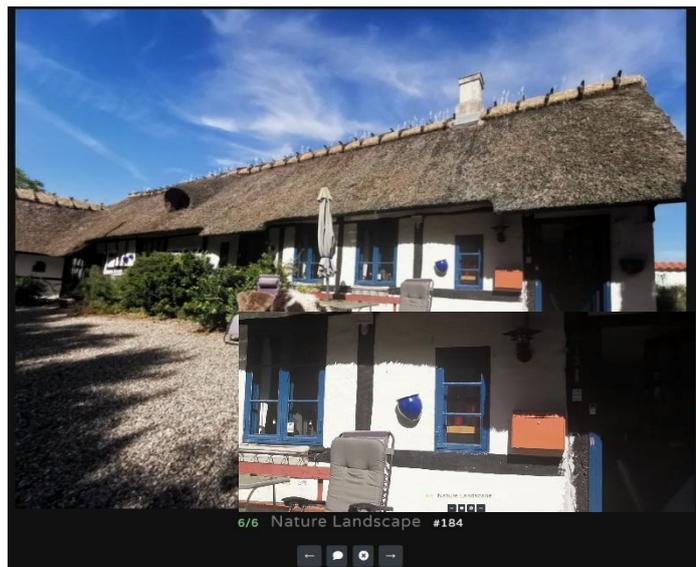
Close

## Image view

The image view window displays, beside the image:

- x/y indicating you are viewing image x of y images
- Category name
- Unique image no / ID
- Navigation/tool bar

Hover mouse over image to see in 100%,  
i.e. the submitted original file.



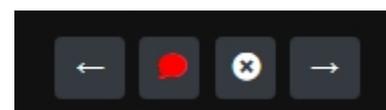


## Image navigation

The arrows take you to previous/next image



A Click on the white "speak bubble" gives a popup window, where you may enter a comment on why you want to report this image for further debate.



A red "speak bubble" indicates you made a remark.

Click on the white X returns you to the individual category overview page.

## Entering a comment

A Click on the white speak bubble brings up this popup window, where you may enter your comments.

Report photo

Reason:

Describe the problem

Submit

Once you have written a comment – click Submit

You may return and edit your comment throughout the assigned Validation period.

## Your input on validation

Your remarks on images will be visible for the Head Judge to see and evaluate. The Head Judge can see both your remarks and that they were made by you. The Head Judge can also see your progress in evaluating each category.

## Validation Meeting

Depending on the procedure your competition organisers have selected, a Validation Committee meeting may or may not be held. Based on all Validators(staff) comments a decision/conclusion can be made.

- Does image comply with the rules & category description of the relevant competition? Images can be marked as "Approved" for the competition.
- Is more information needed to decide? In this case more information can be requested from submitter via Head Judge's interface indicating info needed.
- In case the image is seen to break the rules, a Disqualification can be made. Submitter can be informed from interface including a reason to why.