



Requirements & Training

- Photo-Competition.software

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Language

- Working language is English – so we need your information in English
- However – we can set up the interface for Photographer in your language, if you translate a “language file” we may provide

Requirements/Information needed to setup software:

- Logo, PNG against transparent background
- Stripe account
- Organization name (for the site)
- Categories (more can be added later)
- Rules for competition
- Rules for ranking winners per category and competition
- Templates for Medals & Possible Diplomas etc.
- Templates for Social Media / Presentation Slides for Medals, Diplomas etc.

Contact/Roles needed to be defined

- Organisation WhatsApp group (for easy group communication)
From our own experience, and to prevent any *real or perceived conflicts of interest*, we recommend the WhatsApp group only to include persons active in organizing the competition as such, and not any with active roles as “Judge”, “Participating Photographer” or the like.
- Main Contact person (name, email)
- A head judge (name, email)
- “Office” persons to have access to Admin section of software



Information needed for each competition

- Competition name
- Which categories in specific edition of competition
- Online and/or in person judging on print/screens”
- Dates for submission, from/to
- Is validation done? When?
- Judging period incl possible verifications of scores
- Is Challenges to be used in an online competition?
- Possible Image label for prints?
- Cost per photo or competition or?

Training/brief for Office, Staff, Photographer and Judge Roles, including the position as Head Judge

- We will take you through a Test Competition where you will be involved in the different Roles, before starting an “actual” competition
 - all participant tries the “Photographer Role”
 - Other roles will try/see their own roles “in action” before we go “live”
- This may seem like “a lot”, but our experience say we here catch a lot of questions before we involve actual participating Photographers