

## Role Description and task list

Position: Internal Competition Secretary for Digital Projected Images, DPIs (Revised: 3 Jun 2021).

This is the version which applies when all relevant meetings are being held by Zoom, not face-to-face (as was true for the 2020-2021 season and will be true for the 2021-2022 season).

### Key deliverables

- To encourage members to enter DPI competitions and other events requiring DPIs to be submitted by members. This includes communicating effectively with members who do not understand the rules or who provide imperfect submissions to competitions to educate them and encourage future compliance.
- Brief monthly DPI reports for HHPS committee meetings, if required
- Attendance at monthly committee meetings, where required
- Annual Report of DPI activities
- Succession Plan

### Practical aspects of the role

- A number of different types of HHPS events are included:
  - Leagues: For 2021-2022, only the Projected Image leagues are included within this role. This is because the Colour Prints and Mono Prints are expected to be run as physical print competitions since we are assuming Covid restrictions will not prevent face-to-face meetings.
  - Since Projected Image leagues will be held using Zoom in the 2021-2022 season:
    - The Projectionist role will be performed by the Internal Competition Secretary for DPIs
    - Slides will not be allowed. Only Digital images will be used for the PI League competitions.
  - Other events judged by external judges
    - Special competitions: Landscapes, People, Triple Format
    - Annual awards
  - Members Evenings where DPIs need to be collected and then displayed on the evening e.g. for 2021-2022 we have the Summer Photo challenge, Critique and improvement of images, Macro and Story in 4 images.
  - NB: External Competitions (NW Fed, Park Street Landscape, Rosebowl) are largely outside this role. Images for them will be collected, checked and renamed by the External Competition Secretary. The Internal Competition Secretary for DPIs will only need to project them on the night.
- The DPI League competition end-to-end process is outlined under Additional Notes.

Any special items to be aware of:

- Although most members use laptops or PCs running Windows, some members use Apple Macs or do significant parts of their photography on mobile 'phones. This can cause compatibility issues which have to be overcome as and when they arise. Examples include:
  - Images sent from iPhones tend to arrive as .jpeg files (not .jpg files). In this case just renaming them to .jpg files is all that seems to be necessary.

## Additional Notes

DPI League competition end-to-end process (for each of the 4 rounds), using Zoom meetings, is detailed in [Competitions 2021-22\Competitions Tracker and process summary.xlsx](#), but is summarised below:

- Enable image submission via webform (update drop-down list)
- Receive entries (via the website or direct emails or a combination of both)
  - Check images and filenames; correct wherever possible
  - Remind missing entrants
- Agree HHPS vs Judge's role
- Renamer spreadsheet: Prior to judging
  - Rename image files to include judging sequence (JS): with & without authors
  - Send images and scoresheet to judge and scoresheet to HHPS Chair
  - Update image metadata to make Title hold JS and Title
  - Import into Lightroom
- Prepare for rapid posting on website
- Prepare for event and project during the event
  - Get everything ready
  - Display images using Lightroom over Zoom, including Held Backs
  - Capture scores
- Update Renamer spreadsheet after event
  - Update metadata to hold scores and any written comments from the judge
- Post results on HHPS website
- Communicate results for use in Viewfinder and send images for use on Facebook
- Provide feedback on judging
  - Consolidate feedback on the judge and share with contributing members
  - Provide feedback to the judge
- Backup images onto the HHPS USB hard drive.

A number of Excel spreadsheets have been developed to make the task quicker, plus Word documents to explain some areas in more detail:

- [Competitions 2021-22\Competitions Tracker and process summary.xlsx](#)
  - Process Summary, at medium-high level, of the PI League competition end-to-end process (for each of the 5 rounds). This refers to the primary spreadsheet tool [Competitions 2021-22\Rename comp entries - PI-1.xlsm](#) plus a number of supporting spreadsheets.

- Tracker: A simple way to keep track of what status each competition is at
- [Competitions 2021-22\PI League Competitions process.docx](#)
  - This is largely superseded by the [Competitions 2021-22\Competitions Tracker and process summary.xlsx](#) It is more detailed but not fully up to date. It still contains some useful information as it includes some processes not on the Process Summary:
    - Leagues Start of Season process
    - How to add a new member mid-season (process Summary does refer to this)
    - Communicate End of Season winners process

Folder structure and files naming for processing images:

- Documents\...\HHPS\Competitions 2021-22
  - Groups for Leagues 2021-2022.xlsx
    - Used at start of season to allocate members to League Groups (for CPs and MPs as well as PIs)
  - Rules for League Competitions 2021-03-23.docx
    - Other draft documents on rules may be added later
      - Rules for HHPS Competitions 2021-05-15.docx
      - External Comp'ns process.docx
  - PI League Competitions process.docx
  - Process for presenting competition entries in Lightroom.docx
  - Competitions Tracker and process summary.xlsx
  - Rename comp entries - PI-1.xlsm
  - Add Judge Comments to metadata v2.xlsx
  - Renaming - outputs reformatting.xlsx
  - Subfolder: Res VF (used to reformat for Viewfinder)
    - VF Results.xlsx (full version with formulae)
    - VF Results – PI 1.xlsx (simplified version, issued to Viewfinder editor)
      - NB: Will needs to be created once 1<sup>st</sup> PI competition run
  - Subfolder: Feedback (used to process feedback on judging)
    - Judging-feedback-form-all-subs - Template with Formulae.xlsx
      - This is used to download feedback from HHPS's website and to process it to produce the following spreadsheet and Word doc
    - Feedback on Judge - 2021-05-17 Steven Galvin.xlsx
      - This is sent to all HHPS members who completed a feedback form
    - Summary of feedback on judging by Judge on 2021-MM-DD.docx
      - This is sent to the judge
      - e.g. "Summary of feedback on judging by Steven Galvin on 2021-05-17.docx"
- Documents\...\HHPS\Competitions\2021 Triple Format
  - Was used to create amended versions required to support entries having trios of images
- Documents\...\HHPS\Competitions\2021 Annual Awards
  - Was used to create amended versions required to support Annual Awards

Folder structure and naming for image files and scoresheets:

- Pictures\HHPS\_comps\_21-22\Leagues PI R1 (contains images as submitted but with names corrected wherever required e.g. "01 Am I Still Dreaming^Q by Emyr Williams.jpg"). It also has two sub-folders:
  - PI 1 No Authors
    - Contains images for the judge e.g. "09 Am I Still Dreaming^Q.jpg"
    - Contains "Scoresheet for Judge - PI 1.xlsx"
  - PI 1 With Authors
    - Contains images for HHPS usage e.g. "09 Am I Still Dreaming^Q by Emyr Williams.jpg"
    - Contains "Scoresheet for HHPS - PI 1.xlsx"
- Pictures\HHPS\_comps\_21-22\Leagues PI R2
- Pictures\HHPS\_comps\_21-22\Leagues PI R3
- Pictures\HHPS\_comps\_21-22\Leagues PI R4
- Pictures\HHPS\_comps\_21-22\Special Comps - Annual Awards
- Pictures\HHPS\_comps\_21-22\Special Comps - People
- Pictures\HHPS\_comps\_21-22\Special Comps - Triple Format
- Pictures\HHPS\_comps\_21-22\Memb Eve - Summer Photo challenge
- Pictures\HHPS\_comps\_21-22\Memb Eve - Critique of images
- Pictures\HHPS\_comps\_21-22\Memb Eve - Macro
- Pictures\HHPS\_comps\_21-22\Memb Eve - Story in 4 images
- Pictures\HHPS\_comps\_21-22\External - NW Fed
- Pictures\HHPS\_comps\_21-22\External - Park Street Landscape
- Pictures\HHPS\_comps\_21-22\External - Rosebowl