



**JUST1PHOTO**

# **USER MANUAL**



## Table of Contents

1. PARTICIPATING IN A COMPETITION .....	3
2. REGISTER AT JUST1PHOTO AND CREATE YOUR PROFILE .....	4
3. READ THE RULES BEFORE YOU UPLOAD .....	5
4. UPLOADING YOUR PHOTOGRAPHS .....	6
5. ACCESS TO YOUR PHOTOGRAPHS .....	7



## 1. PARTICIPATING IN A COMPETITION

The single requirement for participating in a competition is to have registered on our web site: [www.just1photo.com](http://www.just1photo.com).

By default Just1Photo allows you to participate in all competitions published on the home page of the website [www.just1photo.com](http://www.just1photo.com).

However, it is possible that some competitions restrict participation by the use of a password that you must have previously obtained from the contest administrator.



## **2. REGISTER AT JUST1PHOTO AND CREATE YOUR PROFILE**

To register for Just1Photo, click on Login at the top right hand side of the home page. On the login page, click “Register” and enter your data in the profile form.

As a minimum, you have to fill in the required fields marked with an asterisk (\*). However, in most contests, winners are required to provide identification (so the price can be send to them). Therefore it is advisable to fill in all fields. If you do not want to fill them now, you can do it later through the Profile option.

Accept the Privacy Policy and click “Register”.



### **3. READ THE RULES BEFORE YOU UPLOAD**

Before participating in any contest, we ask you to please read the rules of that competition, as they may contain information regarding the treatment of your personal information or your rights with respect to your pictures. Note that the rules may vary between competitions on our site.



## 4. UPLOADING YOUR PHOTOGRAPHS

First select and prepare the photographs you want to upload: once submitted they cannot be edited.

To participate in a competition, log into the web site and scroll down the home page to find the competition you are interested in.

Click on the option “Go to the contest >” next to the selected contest.

When you upload a photo, it will be sent automatically to the contest administrator for approval. In case of rejection you can upload another one. Once the administrator has approved or rejected your photos, you will receive an email telling you the decision.

If the organizer has restricted participation, a text box will appears to enter the password. Otherwise do not have to type anything.



## 5. ACCESS TO YOUR PHOTOGRAPHS

You can access a list of all the photographs that you uploaded in any of the contest on Just1Photo.

After logging in, click on your name (top of page, right hand side). In the pull-down menu you find the options “Profile”, “My Contests”, “My Photos” and “Logout”.

Click “My Photos” and you can:

1. See the state of each picture: accepted, rejected or pending review.
2. See if your picture has been chosen as finalist or winner.