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# THE CHILTERN ASSOCIATION OF CAMERA CLUBS

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Member of the Photographic Alliance of Great Britain

## Summary

The default method of submission of competition entries for the Association's inter-Club matches is on CD-R by post. Electronic submission is permitted by direct arrangement between individual Clubs. Postal difficulties make it desirable to enable wider use of electronic submission, and in particular to offer advice to Clubs without each having to research suitable methods.

This advice describes the generic requirements for electronic submission; why e-mail is not suitable for sending competition entries; and lists suitable services which have been tested to work.

## Alternative Strategies

There are two alternative delivery strategies for electronic submissions.

1. The sender of the entry sets up the process, and the receiver complies.
2. The receiver of the entry sets up the process, and the sender complies.

## Generic Requirements

- For each separate match, the Host Club (receiver) and the Guest Clubs (senders) must make prior contact and agree about any method of electronic submission. Nothing should be assumed, and Guest Clubs must not send electronic submissions unannounced.
- E-mail is suitable for discussion about arrangements, and for confirmatory messages, but is not suitable for electronic submission of the image files. The number of image files in a competition entry is likely to exceed the limit of attachments to an e-mail message. Even if image files are sent in separate e-mails, each one is large, and the total size of an entry is likely to exceed the receiver's in-box limit.
- For Rosebowl matches and for the Championship, the number of image files is 15. An SXGA+ sized image file at best JPG quality can be 1.5MB. Any electronic submission method has to allow for transferring a 25MB entry.
- All the image files for a match, with a copy of the entry list, should always be placed into a single folder for that match. The folder should either be named as specified by the Host, or should be given a suitable name referring to the sending Club and/or the match and date. This is the folder which would normally be burnt to a CD for postal submission.
- The match folder should then be compressed to a ZIP file. To do this, right-click on the folder; in the menu, click 'Send To'; then click 'Compressed (zipped) Folder'. (Although the icon is a folder with a zip, this is actually a single file of zip type.) Making a single file is necessary in order to use the free versions of sending software.
- The sender should be aware of the time required to upload possibly 25MB of data. A home broadband circuit is approximately ten times slower at uploading than it is at downloading. Be prepared for a long wait.

- The methods of transferring data described here all involve a degree of trust between the parties. Those parties are the sender, the receiver, and any service provider. E-mail confirmatory messages from the service provider may contain internet link addresses, which security software will identify as a risk. Links are a risk! Do not click on a link in an e-mail unless the source is independently verified. Where the e-mail has been generated automatically, allegedly by one of the transfer methods shown here, the sender and receiver should still confirm personally by a separate e-mail. When downloading, and if offered a choice between 'open' and 'save', always choose 'save', and virus check the incoming file.
- After receipt of the compressed zip file, this can be uncompressed to reveal the original folder and its contents of image files and entry list. To do this, right-click and click on Extract All to use the extraction wizard. Check the results, and confirm correct receipt by e-mail to the sender.

### **Process Initiated by the Sender**

Example: [www.yousendit.com](http://www.yousendit.com)

Use any browser to access the provider's web site. Complete the form and choose the file to send. The service requires no prior registration, and is free to use.

You can register for the free Lite account using your e-mail and a chosen password. Registering allows download of the provider's software which is installed by the sender and makes sending even easier. The sender opens the Yousendit service either via a desktop icon, or via programs or via the right-click menu for files/folders. Password controlled log-on can be automated. The service can be opened automatically when the computer is started up, so that it is continuously available. The sender enters one or more e-mail addresses for receivers, and uses browse and pick to identify the file to send, which will be the zip file already made as described. (Despite the options showing, multiple files or any folder cannot be picked using the Lite account.)

The file is uploaded to the provider's server. A confirmation e-mail is sent to the sender, and announcement e-mails with the link are sent to all receivers. The file remains on the server for seven days, after which it is deleted.

The receiver clicks on the link in the announcement e-mail to download the file from the server at any time within the limit. The receiver can forward the announcement e-mail to someone else, who can also download the file.

#### Others:

There are many other free file transfer services available. These work in much the same way as yousendit.

### **Process Initiated by the Receiver**

A receiver-initiated process may be useful to a Club wishing to receive entries for its internal competitions regularly from members. Having set up such a system, it could also be used to receive entries for matches being hosted by the Club.

CACC does not offer any examples of a receiver-initiated process, and the following description is generic.

The receiver (Host Club) sets up an account, which will have a link name and a password. The link name and password are then published to those who need to send files.

The sender logs on to the account link using the password provided, and uploads the required file(s)/folder(s).

The receiver uses the account to download file(s)/folder(s) as required.

Clearly there is a setup requirement, and then a need to control publication of security information to any likely senders. A further security issue is that senders logged on to the system may be able to change or delete data inappropriately.