

EMMA Tutorial

Using EMMA Connect – Entering an event



About EMMA Connect?


EMMA Connect is a full-featured application that allows you to submit your photos for club nights and salons over the internet.

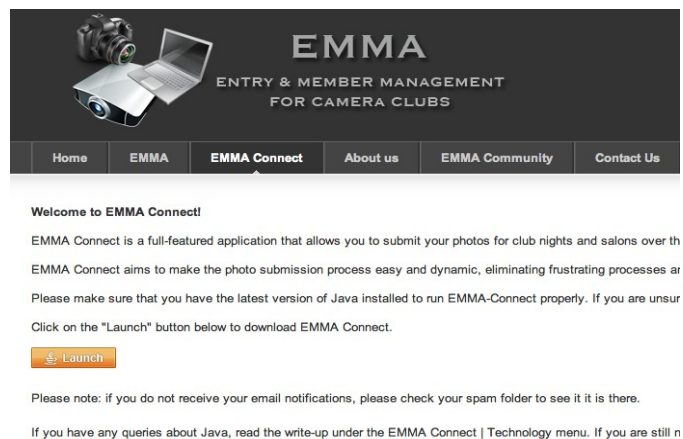
EMMA Connect is launched by simply clicking a web page link. The link automatically downloads, caches and runs the application. The most current version of the application will always be presented to you.

Because the application runs independently of any browser, you can shut down your browser or surf to another web page and continue using the application.

EMMA Connect aims to make the photo submission process easy and dynamic.

How to use EMMA Connect.

- 1 Go to www.emmazon.co.za. Under the main menu of the left, select EMMA Connect. This will take you to the EMMA Connect web page.
Click on the  button to start EMMA connect.
If necessary, you will be guided through the installation.




- 2 Once the installation/update is complete, the "Login" screen will be shown.
If you have used EMMA Connect before, go to Step 4.
If you have not used EMMA Connect before, you will need to register by clicking the "Register" button.



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- 3 The “Register” screen is shown.
Fill in as many of the fields as possible. Field names preceded with  required fields and must be filled in.
Click on the “Register” button when you are done.

EMMA Connect - Register

Please note that if your club is using EMMA software, you do not have to register, as you are already registered.
To register, please fill in the details below.

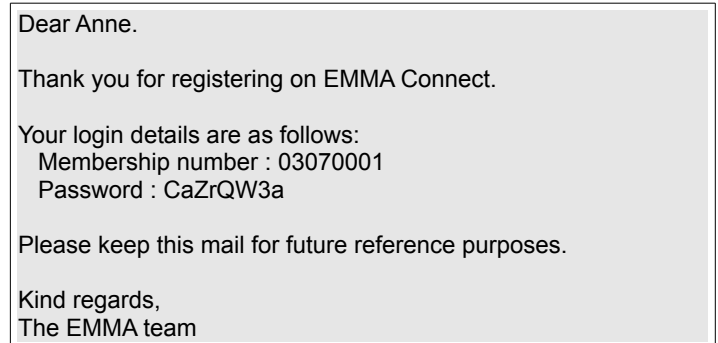
Name Surname
Email Cell phone
Phone PSSA #
Club Postal Address

Register Cancel

If you registration was successful, you will see this message.



You will then receive a registration email. Keep this email for future use



- 4 Once you have received your login details, enter your membership number and password and click the “Login” button to login.

If you have forgotten your membership number or password, please e-mail support@emmazone.co.za with your name, surname and club you belong to, to reset your login information.

If you select the “Remember me” checkbox, the next time you run EMMA connect, your membership number and password will be prefilled in – all you will need to do is click the “Login” button.

EMMA Connect 3.0

Log in to EMMA Connect

Membership Number
Password

Remember me

[Forgot your login details?](#)

Register Login Cancel

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5 The “Home” screen is shown.

You can either upload your images first by clicking on 'Upload image'

or

click on the “Enter Event” button to enter an event.

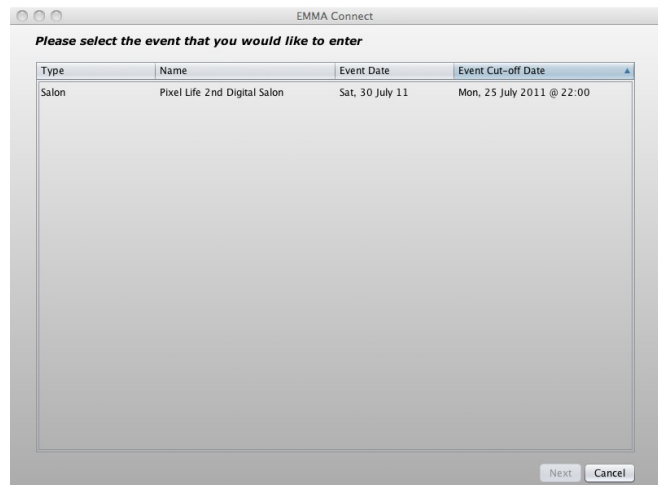


6 The “Event List” screen is shown.

This screen shows a list of the events that you are able to enter.

To select an event to enter, click on the event so that the row is highlighted.

Click the “Next” button.



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7 The “Add Entries” screen is shown.

This screen contains 2 sections. The top section of the screen contains the details of the event that you have selected to enter.

If applicable, you will be able to indicate how many catalogs you would like to order.

On the top right of the screen, a counter shows how many images you have entered of the total allowed for this event.

8 The bottom section of the screen is where your images will be added.

The mediums, in this case Digital and Print, are displayed across the screen.

The categories for each medium, in this case Birds, Photojournalism and Wildlife – no birds, are displayed on the left.

A note in the selected category will indicate how many images you can add in this category and a count of how many you have added.

To add an image, select the medium and then select the category.

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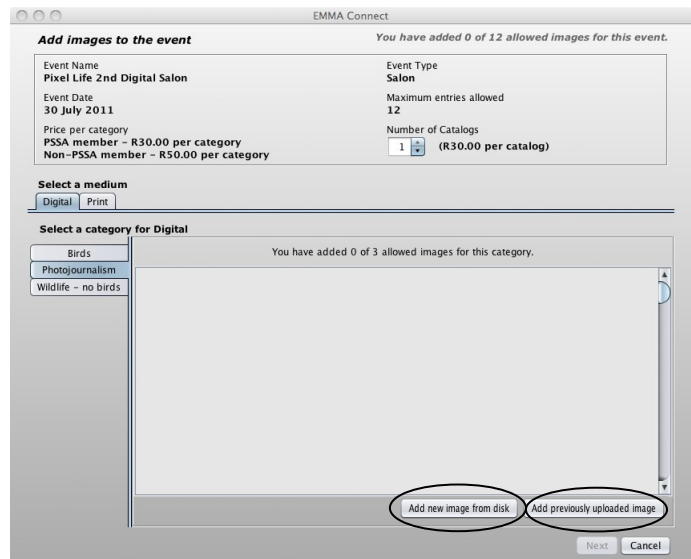
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- 9 For example, if you want to enter an image in “Digital\Photojournalism”, select the Digital tab and then the Photojournalism tab.


To add an image, click the “Add Image from disk” button. This will bring up your usual window for finding images. You can now browse through your folders to where your photos are stored. Select a photo and click on the **Open** button.

Or click on “Add previously uploaded image” to choose an image that has already been used for another event on EMMA-Connect

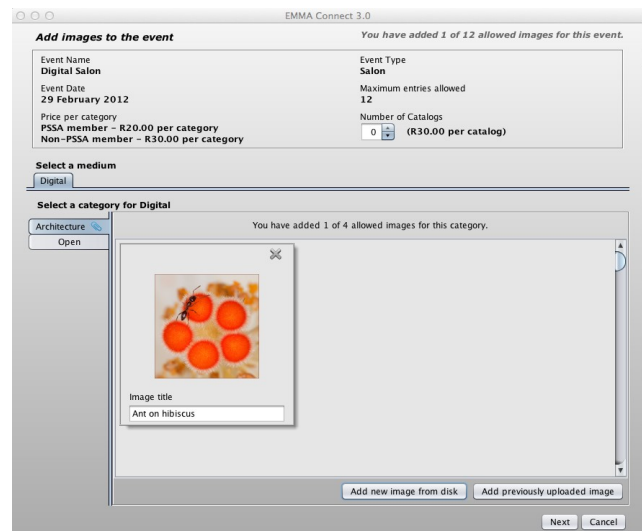


- 10 An image has now been added to the Digital\Photojournalism medium\category.

When an image is added a number of items are updated.

A  next to the category, indicates that 1 or more images have been added. This will allow you to easily identify to which categories you have added images.

You will be able to modify the title of your image. By default it will be the file name of the image you selected, in this case “Ant on hibiscus”.



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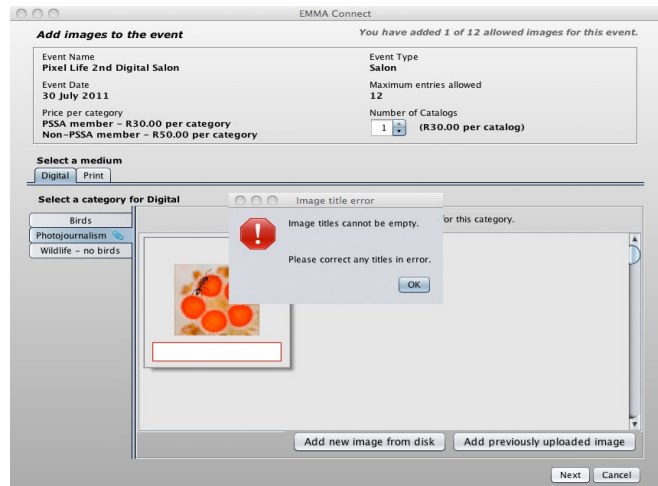
Please enter just the title, nothing else .

Perfect Symmetry

Into the corner

Cape Point

If you do not enter a title, you will get an error message. Titles that are in error will be surrounded by a red box. Go through all your images to ensure that you have added titles.




The note in the selected category will be updated.

“You have added 1 of 3 allowed images for this category.”

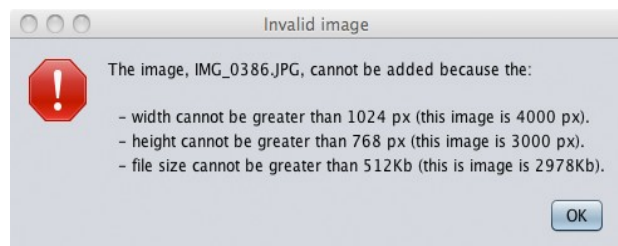
The total image counter (top right of the screen) will also be updated.

“You have added 1 of 12 allowed images for this event.”

If you want to remove an image, click on the  This will remove the image from the selected category and update counters accordingly.



If you select a photo which is the wrong size you will get an error. You will not be allowed to select a photo until it has the right dimensions and/or file size.



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- 11** You will repeat steps 9 and 10 until you have added all the images that you want to enter for this event.

Once you are done adding images, click on the “Next” button.

This will show the “Summary” screen.

The summary screen will show you:

- how many images you have entered in total
- how many categories you have entered and the cost of entering those categories
- how many catalogs you have ordered

Review your images entered by clicking on the medium and then the categories.

If you want to go back and make changes, click the “Back” button and make the necessary changes.

If you are happy that everything is correct, click on the “Submit” button.

You will be presented with a confirmation message. Please read the note carefully.

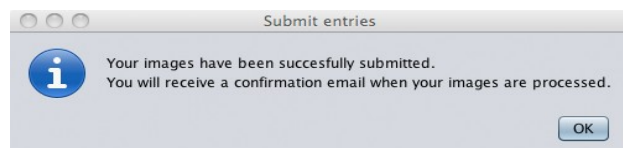
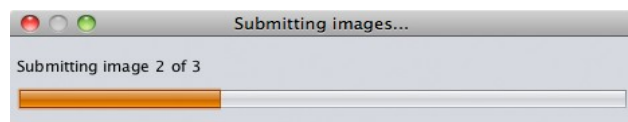
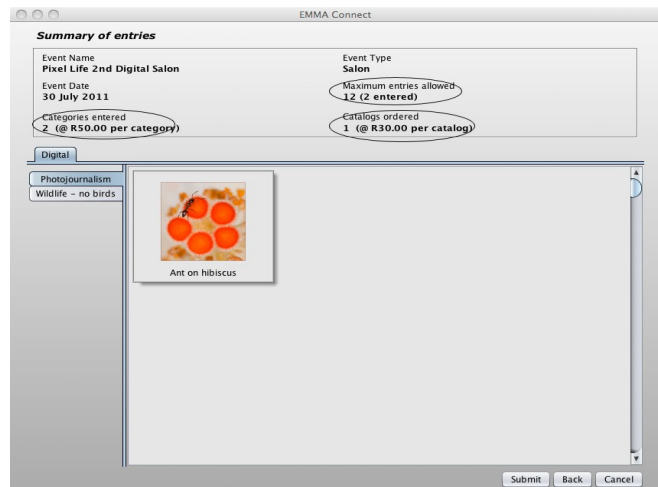
To proceed, click the “OK” button.

Your images will be submitted.

Once your images are submitted, click the “OK” button and you will be taken to the “Home” screen.

Click on the “Logout” button to logout and close EMMA Connect down.

- 13** Once the club hosting the salon processes your entries, you will receive the following email. Please verify that the details are correct.



Dear Anne.

Thank you for submitting your entries to the Pixel Life 2nd Digital Salon.

Your entries have been received and will be accepted once your

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Then pay the said amount into the salon's bank account as specified in the e-mail you received taking not to use the correct reference as specified in the e-mail.

payment has been verified.

Entries processed for Anne Potter:

- Digital --> Photojournalism --> 'Ant on hibiscus' has been received.
- Digital --> Wildlife - no birds --> 'Dragonfly' has been received.

You have entered 2 categories and have requested 1 catalog.

The total amount payable for this salon is: R90.00

Please pay the above amount into the bank account below:

XXXXXXXXXXXXXXXXXX
XXXXXXXXXX
XXXXXX

Reference to be used for payment: XXXXXXXXXXX-XXX

It is very important that you use the given reference number when you pay, as this will be used to reconcile your payment to your entries.

Queries can be sent to salondirector@gmail.com

Regards,
Pixel Life Camera Club

- 14** Once your payment has been verified, you will receive a final confirmation email.

Dear Anne.

This is to confirm that your entries into Pixel Life 2nd Digital Salon have been accepted.

We wish you best of luck with your entries.

Regards,
Pixel Life Camera Club