Documentary Photography Awards
DPA Entry Guide - 1

Accessing the RPS systems
If you are a member, or have previously applied for a bursary or distinction, should will already have an RPS login. If so, please use that.

If not, please **register** by following the link at **Not Registered yet?**

Registering with RPS
The registration page simply requires you to create an account with an email and a password so that you can login again in future. (It does not require you to become an RPS member).

Once registered you can then use this to login to the RPS Entry Platform (Award Force).   This is the same platform that is used for distinctions, members competitions and bursaries.

Login and Start the Entry Process
Once you are logged in, you will see the **Start New Entry** page.

This page can also be used to search for your previous submissions on Award Force.

Select the 'Category'
The entry platform is used for various RPS Awards, competitions, bursaries and distinctions. Pick the **RPS Documentary Award 2025.**

The select the sub-category you wish to enter. The Documentary Award 2025 has three categories.   **Member** (free), **Student** (free) and **Open** (paid). Provided you meet the criteria you can enter any of the categories or more than one category.

Start New Entry
Once you have selected a category, enter your **Name** (Entry Name).

If you are entering a Member category add you **Membership Number**.
If you are entering a Student Category enter your **University, College or Institution name**.

Then **Confirm Agreement to the Terms and Conditions** (these are linked and on the RPS DPA website).
Then press **Start Entry.**

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Entry and Application Fee
If you are entering as a Member or Student the entry is FREE. Simply press **Process for Free.**

Note - If you are entering the Open category, there is a £20.00 entry fee. Proceed to **Payment** to confirm entry. Once paid you will be able to complete your entry. There is a concession *(discount)* available upon request, please apply to *dpoty@rps.org*

Confirmation of free entry or any payment will appear
If required, you can down load a receipt.

Entry Form
For each project you enter please enter a **Project Title** (max 200 chrs) and a **Project Statement** (max 2000 chrs)
** **Do not** enter any identifiable information such as your name here.

Once entered press **Save + Next**
(Note - you can go back an edit this information BEFORE you submit, if you wish.

Image Upload
You can upload between 10 and 15 images, either in bulk or one at a time. Please note the limitations on image type and size, which are clearly shown on the screen.

You will see the images being uploaded.

Once uploaded it is recommend you SAVE your entry.
You can come back to it any time before submitting it.

You have the option to add an Image Name and /or Caption. These are purely optional. Include this if you feel it is essential to your story, otherwise leave blank.

You can also **Change the Order** of your images using the little arrows in the top left / top right corners of each image. *Please ensure your images are in the order you want the selectors to see them.*

You also have the option to delete and add images.

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Preview

You can Preview your images and project information at any time. Press the **Preview** button at the bottom of the page. Any text and the images will be shown in order.

At this stage you can **Save** your entry and come back to it later if you wish.

Confirmation

Once you are happy with your entry, you can submit it. Before doing so you will need to confirm:

   a) your images are in the correct order.
   b) you accept that once submitted you can make no more changes.

Confirm both, via the **Tick Boxes.**
Then press **Submit.**

Success Message

If the entry has been successfully accepted you will get a confirmation message.

If there is a problem with any part of your entry you will get a Warning Message in **Red Text**. Please correct your entry as indicated by the message.

On the **My Entries** page, you will be able to see your Entry / Entries.

You can use this page to start another entry if you wish, by pressing **Start New Entry**.

You can submit up to three entries.

Please note - all entries MUST be Submitted by the closing time and date, which is posted on the website.