



The Northern Counties Photographic Federation: Competition Entry System

Guidance notes for Competition Secretaries on how to enter the 2026 NCPF Annual Competitions

NCPF Annuals 2026

The system for entry of images to these competitions reflects the system used in the NCPF Club Championships:

There are NO Entry forms. Instead, photographic work shall be identified by use of each unique file name. (This explanation and modified system does seem long and complicated – but it is simple and will enhance all aspects of the competition). If you get stuck – please ask.

All jpeg files, whether PDIs or digital copies of prints shall contain the following information which then create the unique file name:

Image number(use 2 digits) Club ID code	(upper case)#
Competition code	(upper case)#
Author's name	(Case sensitive)#
Image title	(Case sensitive)

The suffix of .jpg forms part of the original file name and does not need to be typed in.

Your image titles will therefore look similar to this: with each aspect (except suffix) separated by the hash symbol, # and named in the following format:

IMAGE NUMBER CLUB CODE#COMPETITION CODE# Author's name#Image title.jpg

Example:03WORK#BEWI#John Smith#Sunset at Buttermere

See diagram on Page 5 for expanded explanation.

The Competition Codes: To identify which competition each photograph is being entered into.

Jane Black (Beginners PDI)	BLAC
Robert Chalmers (Beginners Prints)	CHAL
Corder (Monochrome Prints)	CORD
Bewick (Colour Prints)	BEWI
Myles Audas (Open PDI)	MYLE

Nature Images

Although there is not a Nature category in the Annual Competitions, there is a need to identify images which conform to the PAGB requirement for a Nature Image for the NCPF entry to the PAGB Inter-Federation Competition.

Details of this are in the Rules. In order that the NCPF selectors can identify such images, please add the 3-letter code **NAT** to the competition code for entries qualifying as Nature images and tick the Nature box on the print labels

Example: 05SALT#BEWINAT#Len Cohen#Bird in flight.jpg

Club ID Code

Your Club ID Code may have changed from previous years and is listed at the end of this document.

Image Number

You decide which order your club's images will be shown for every image entered into each of the five competitions (Jane Black, Robert Chalmers, Corder, Bewick, and Myles Audas).

Starting at 01 for the first image of your entry in each of the competitions, continue for each entry. This determines the order that the images will be presented to the judges.

NB: The first 6 numbers i.e. 01 to 06 will represent your club's nominated entries into the Bewick, Corder, and Myles Audas competitions. Any one members work is limited to no more than 2 entries for each competitions nominated 6 images.

Example: 04BEWI#Anne Other#Ice cream Sunday.jpg

If your club is not entering the Bewick, Corder, and Myles Audas competitions then the numbering should commence at 07.

Example: 07SALT#BEWI#Joe Blogs#Old time war hero.jpg

Authors Name

The author's name should be case sensitive and include photographic distinctions. The number of distinctions should not exceed 4.

Example: John Smith LRPS CPAGB

Image Title

Image title to be a maximum of 35 characters including spaces. Please observe this rule carefully. Please resist the temptation to omit spaces in order to conform as this often makes the title illegible.

Submitting Entry

Please create an e-folder for each of the competitions you are entering. Name each Folder with the Club Name and Competition.

Example: Blyth Colour Prints 2026: Blyth Projected Digital Images (PDI's) 2026: Blyth Beginners Print 2026 etc.

You will now have up to five folders. Save all images (for that competition) into the relevant e-folder.

Send all folders to the NCPF Competition Secretary ncpfentries@gmail.com "WeTransfer" will easily cope with sending of all folders in one transfer.

A separate entry form is no longer required as all required information is now part of the file name.

Prints

Your print box should contain all prints associated with the digital files that have been sent to the NCPF Competition Secretary. Please pack them face down with Colour Prints (Bewick) Image Number 1 at the bottom. Monochrome Prints (Corder) next and Beginners (Robert Chalmers) at the top.

Templates for Competition Print labels (to fit Avery 99x68-R Design) have been included in the entry pack.

Please pack safely and separate each set with a sheet of paper or card.

There is no requirement for an entry form to be included. *Microsoft Excel spreadsheets are included to assist Competition Secretaries in preparing their entries.*

When your prints are returned, there will be a list of prints with your box which will identify any that have been retained for the NCPF entry to the PAGB Inter-Federation Competition.

Expanded Explanation

Each of your entrants jpegs will come from your club photographer, with the Title as the file name.

After communication with the photographer: Your job is to add information to that Title, to create a unique file name:

- 1/ Decide when you want that image to be shown i.e. in order. 01 to 99. In relevant competitions the first 6 numbers will represent your club. If not entering the club competition commence the numbering at 07. Add your club Code. Upper Case i.e. ALNW / WORK etc.
 - 2/ Confirm which competition the jpeg is being entered into (including Prints). Use upper case: Competition Code i.e. BLAC, CHAL, CORD, BEWI or MYLE
- Only if a Nature Image add **NAT**
- 3/ Write authors name and any relevant photography distinctions (max 4), be case sensitive (Capitals at beginning): i.e. Jim Smith LRPS AFIAP.
 - 6/ Write Image Title: Maximum of 35 letters including spaces. Case Sensitive.
 - 7/ The term (jpg) will automatically appear – so no need to write it.

NB: Use the Hash sign as previously described. The spreadsheets being used by Competitions Admin Team will split all the information using the # code.

Note:

Windows and MAC OS have different characters which are not allowed in filenames. To ensure files open correctly on both systems, you MUST AVOID these characters

Leading / Trailing spaces - Windows does not allow filenames to start or end with a space

. Period - Windows does not allow filenames to start or end with a period.

e.g. Bird in Flight. as a filename is invalid because with the file extension added it becomes Bird in Flight..jpg

< - Less than

>- Greater than

: - colon

" – Double quotes

/ - Forward Slash

\ - Back Slash

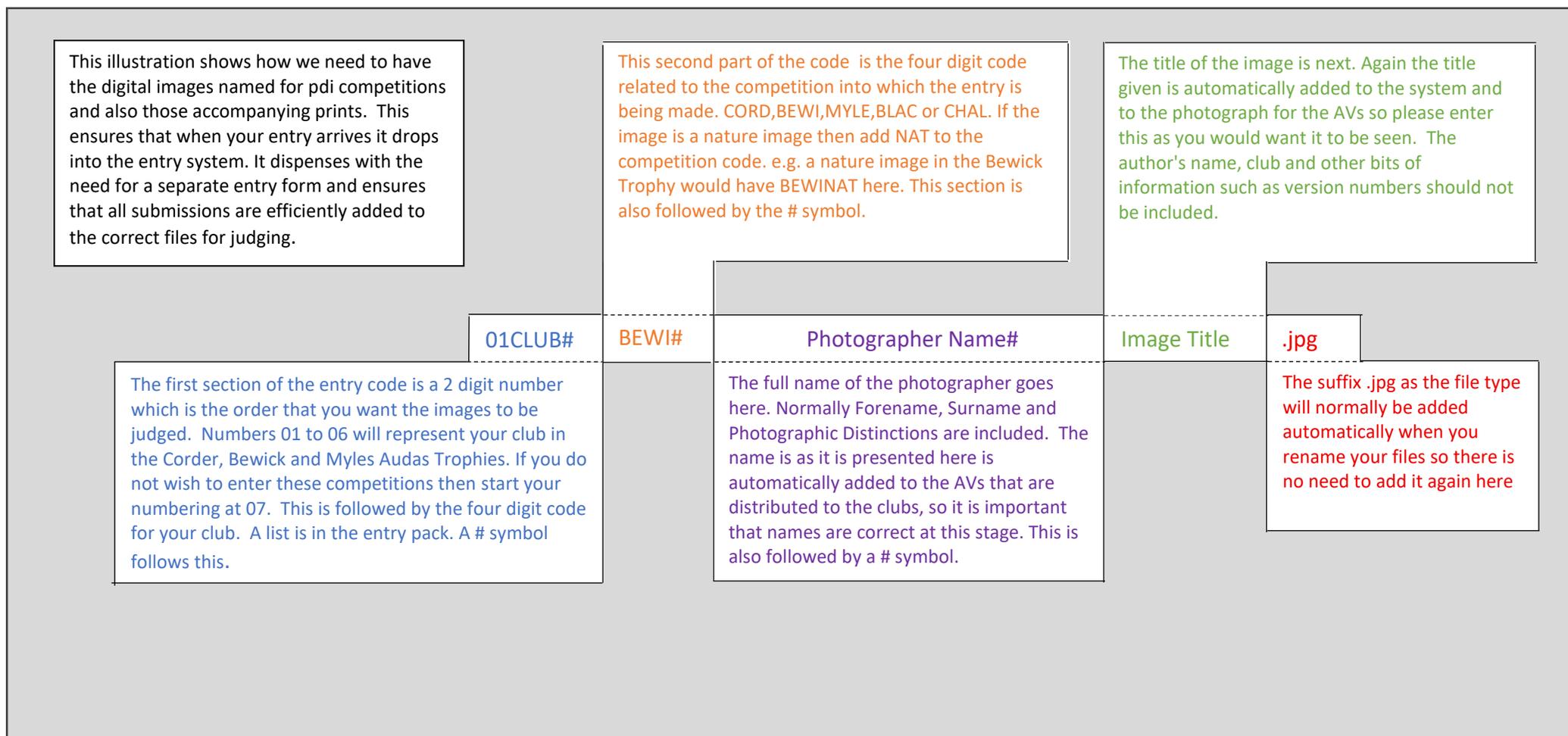
| - Vertical Bar or pipe

? – Question Mark

** - Asterisk*

A Visual Guide to Naming Digital Images for the 2026 Annuals

The required format for image names follows the model used in the Club Championships. The naming format removes the need for an entry form as the file name now contains all of the information that we require to process your entry. Please use this format for not only PDI competitions, but also for the digital images that accompany your print entries.



NCPF Club Codes 2026

Alnwick & District CC	ALNW	Gosforth CC	GOSF	Stanhope PS	STAN
Amble PG	AMBL	Guisborough PG	GSBO	Stockton CC	STCC
Ashington Co-op CC	ASHI	Hartlepool CC	HACC	Stokesley PS	STLY
Blyth PS	BLYT	Hexham & District PS	HEXH	Tynemouth PS	TYNE
Cambois CC	CAMB	Keswick PS	KESW	Washington CC	WASH
Carlisle CC	CARL	Leica Fellowship (the)	LEIC	Wear Valley PC	WEAR
Castleside & Dist PC	CAST	Morpeth CC	MORP	Whickham PC	WHAM
Chester-le-Street CC	CHES	Northallerton CC	NORT	Whitley Bay PS	WHIT
Consett & District PS	CONS	North Shields PS	NOSH	Winlaton CC	WINL
Cramlington CC	CRAM	Penrith & District CC	PENT	Wooler & District CC	WOOL
Dalston PS	DALS	Ponteland PS	PONT	Workington CC	WORK
Darlington AP	DARL	Richmond CC	RICH		
Durham PS	DURH	Ryton and District CC	RYTN		
Gallery PG	GALL	Saltburn PS	SALT		
Gateshead CC	GATE	South Shields PS	SOSH		

Competition Officer - Projected Digital Images and Prints

Please send all entries via WeTransfer to ncpfentries@gmail.com who shall confirm receipt within 5 x days.

Any questions: Please ask: John Fare, 22 Wadsworth Park, Branthwaite, WORKINGTON CA14 4SR
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