

Submitting Images for Competition

1. Log on with your username and password.
2. Select "**Competitions**" from the main menu.
3. Select "**Submit Images to a Competition.**"
4. Click on the "**Select**" button for the competition date and category you wish to enter.

| | Competition Date | Competition Type | Competition Title | Close Date/Time |
|--------|------------------------------|------------------------------------|--|---|
| Select | Thursday, September 08, 2016 | Freestyle Digital | Summer Exhibition 0 of the 3 allowed entries were submitted. | Sunday, September 04, 2016 12:00 AM EDT |
| Select | Thursday, September 29, 2016 | Black & White (Monochrome) Digital | Black & White (Monochrome) Digital 1 0 of the 2 allowed entries were submitted. | Saturday, September 17, 2016 12:00 AM EDT |
| Select | Thursday, September 29, 2016 | People And Portraits Digital | People And Portraits Digital 1 0 of the 2 allowed entries were submitted. | Saturday, September 17, 2016 12:00 AM EDT |

5. **Image Size:** Your competition jpg entry must be sized to a width not to exceed 1920 pixels AND a height not to exceed 1200 pixels. Even though the instructions indicate your image will be re-sized, we suggest you resize to proper dimensions **before** submission.
6. Click on the "**Upload Images into the Competition**" button at the bottom of the screen.

Images you entered into this Competition

You have entered 0 of the 2 images you are allowed to enter into this competition.

You have not entered any images to this competition.

Upload Images into the Competition Add Images from my Image Library

Print Labels for Print Submissions Return to Competition List

7. On the next screen, click on "**Select**" button to select an image from your computer to upload.

After your images are uploaded into your library, references to those images will be automatically entered into your Competition.

Competition Title: Altered Reality Digital 2
Competition Date: Thursday, October 20, 2016
Competition Type: Altered Reality Digital

You have already entered 0 of the 2 Images permitted for this competition.

Select

Return to Competition without submitting Save Images and Proceed to Edit Page

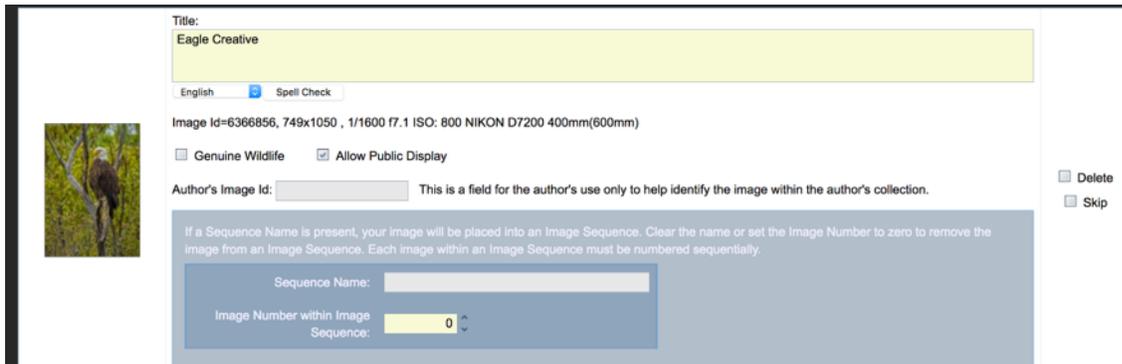
8. As soon as you see the green dot next to your image, click "**Save Images and Proceed to Edit Page**"

Eagle Creative.jpg Remove

Select

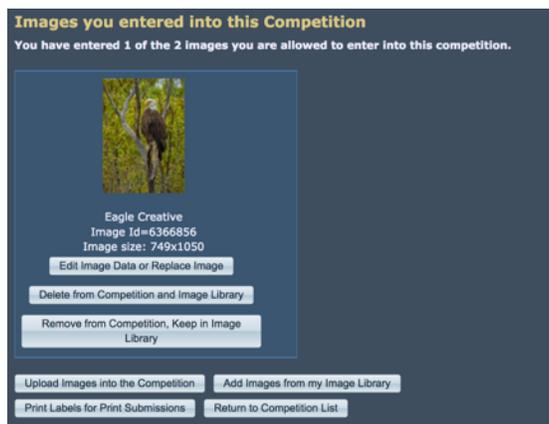
Return to Competition without submitting Save Images and Proceed to Edit Page

9. On the next screen, you can change the title name of your image.
- Titles must not contain any of the characters ~ \ / : " ? | < >
 - Do not leave ".jpg" at the end of the title, as this is a part of the file name and not the title.



The screenshot shows a web form for submitting an image. On the left is a small thumbnail of an eagle. The form fields include: a title field containing "Eagle Creative"; a language dropdown set to "English" and a "Spell Check" button; an "Image Id" field with the value "6366856, 749x1050, 1/1600 f7.1 ISO: 800 NIKON D7200 400mm(600mm)"; checkboxes for "Genuine Wildlife" (unchecked) and "Allow Public Display" (checked); an "Author's Image Id" field with a note: "This is a field for the author's use only to help identify the image within the author's collection."; a "Sequence Name" field; and an "Image Number within Image Sequence" dropdown menu set to "0". On the right side, there are "Delete" and "Skip" buttons.

10. Verify that all the information is correct.
- **No** need to check "Genuine Wildlife"
 - Make sure the box "**Allow Public Display**" is checked
 - **No** need to enter anything in the "Author's Image Id:" box
 - Do **not** check either the "Delete" or the "Skip" box on the right hand side of the screen
 - You do **not** need to enter anything in the Sequence boxes
11. Click on "**Save any changes and return to the original page**" to upload the image for competition.
12. You will see a confirmation screen "**Images you entered into this Competition**"



The screenshot shows a confirmation screen titled "Images you entered into this Competition". It states: "You have entered 1 of the 2 images you are allowed to enter into this competition." Below this is a thumbnail of the eagle image. The text below the thumbnail reads: "Eagle Creative", "Image Id=6366856", and "Image size: 749x1050". There are three buttons: "Edit Image Data or Replace Image", "Delete from Competition and Image Library", and "Remove from Competition, Keep in Image Library". At the bottom, there are four buttons: "Upload Images into the Competition", "Add Images from my Image Library", "Print Labels for Print Submissions", and "Return to Competition List".

13. Click on "**Return to Competition List**"
14. You need to repeat the above steps for each category that you wish to submit images for. If the category allows more than one image, repeat the steps to submit the second image.
- If you need to revise an image already submitted, see the **Modifying Submitted Image** instructions.