

Instructions for using On-line Entry Form

General:

- **All Print & Projected entries** must have a digital image uploaded.
- **Size your images properly before beginning the entry process.**
- **All images must conform** to the image dimension limitations and file maximums and total upload maximums detailed below. (see *Digital Images*);
- **Before uploading your entries**, give your entries **filenames** that are easily identifiable by you, rather than the default file name that your camera chooses. (Many use the image title, but without punctuation)
- **Filenames of images** may contain ONLY letters, digits, spaces, periods, underscores _ or dashes -. **No other punctuation is allowed** in the filename OR in the folder name where the file is located on your computer.
- **In the Title field**, your entry's title may include punctuation, where required – to a max of 50 characters & spaces.
- **An error message** will pop up if your image does not meet the correct dimensions or file size.
- **If your file is satisfactory**, you will see a thumbnail and some image data in the Image File column.
- **To complete the process** after entering the information on the form, click on the **“Submit”** button at the bottom of the form. Monitor the progress via the **messages** at the bottom of the page.
- **When uploading & processing is complete, the page will refresh** showing your entries and displaying a message at the top *“Currently stored on the server for — —: “*
- **The button, at the bottom of the page**, will now say **“Add, Change or Delete “**.
If you wish to **add, change or delete entries later**, bring up the form, click that button, then proceed.
- **Uploads on hi-speed internet** should take only 10 to 20 seconds per image. If it takes longer than this you may have a problem with your browser or firewall settings. Try a different browser.
- **Entry Form Workflow:** see below ...

Digital Images:

- **Size your image** to a **maximum height** of 1080px (pixels) and a **maximum width** of 1920 px.
- Most images should be sized by **height first** and let your software determine the width. (constrain proportions)
- Our **projector's** 1920px x 1080px limit is a 16:9 ratio but most cameras produce a 6:4 ratio before cropping.
- **Panoramic images** should be sized width first to ensure a full 1920px width is achieved.
- **Maximum** size of an image is **4 MB**.
- Session **upload maximum is 32 MB** per **“submit”**. If necessary, submit your entries in batches.

Print Entries:

- For your **digital copy**, follow the instructions above.
- Make sure the **title** on your print label is **identical** to your title on the on-line entry form.
- Follow the proper **print labeling protocol**.
- You can download a **Print Label Template** from the Competitions page.
- **Bring your prints** to a club meeting, on or before, the due date, unless you have made special arrangements. with the Competitions VP or delegate prior to the deadline.

Entry Form Workflow:

- **Select your Level** – *Novice, Advanced, Specialist* (except when not applicable).
- **Select the Category** from the drop-down list – *Nature, Pictorial, Monochrome Print, Colour Print*.
- **Add the Title** of your entry (*maximum of 50 characters including spaces*).
- **Choose the Image File** to be uploaded.
- **Add more entries** as desired.
- **Check the Box** to request judges' comments if desired, (max 2 per competition).
- **Click the Submit button** to start the upload and the entry processing.
- After confirmation is received, **close the form**.