

Instructions

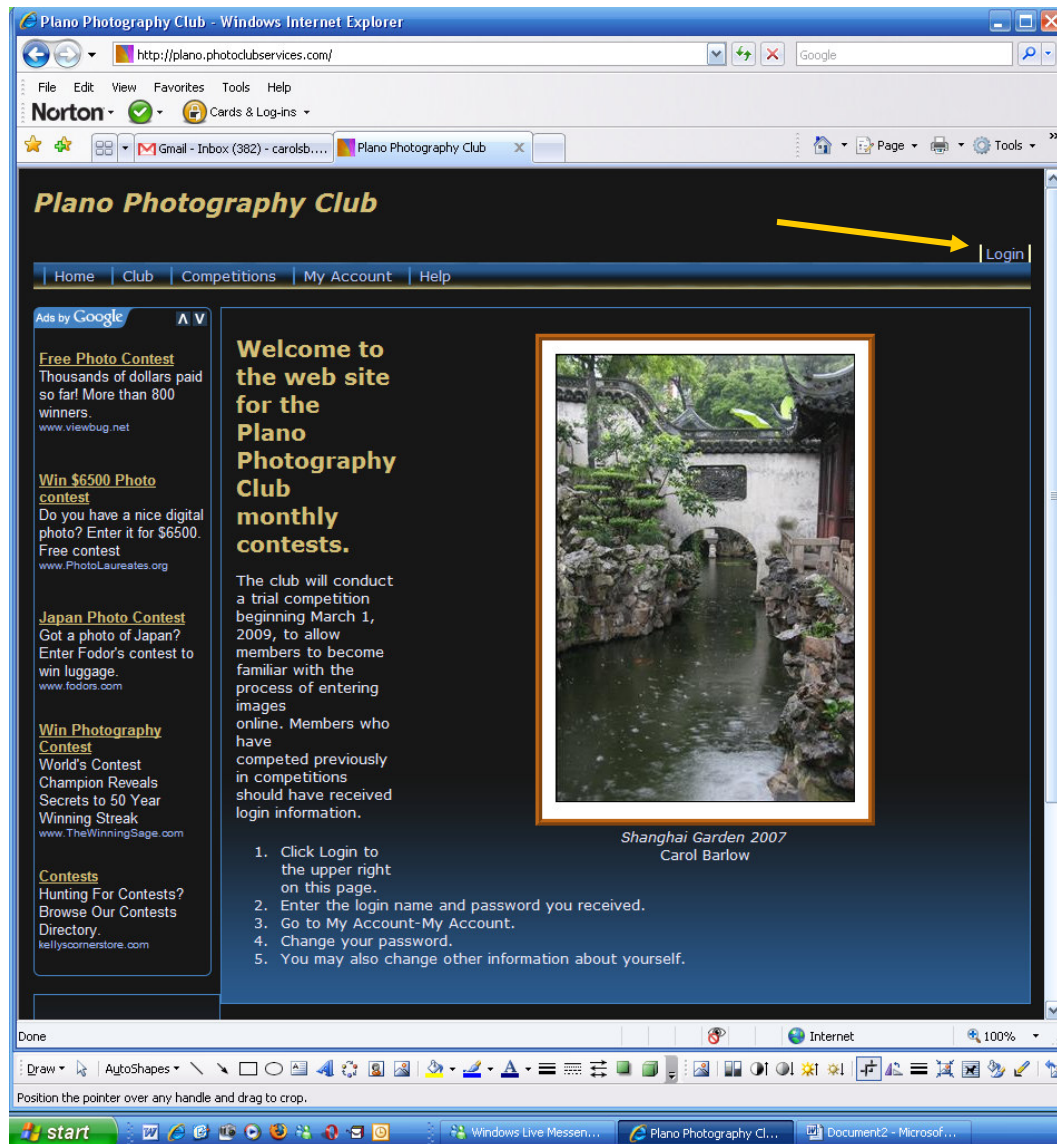
To submit images to a competition

Note:

The file size of your image should be no more than 500K. This is the only preprocessing you need to do before submitting your image.

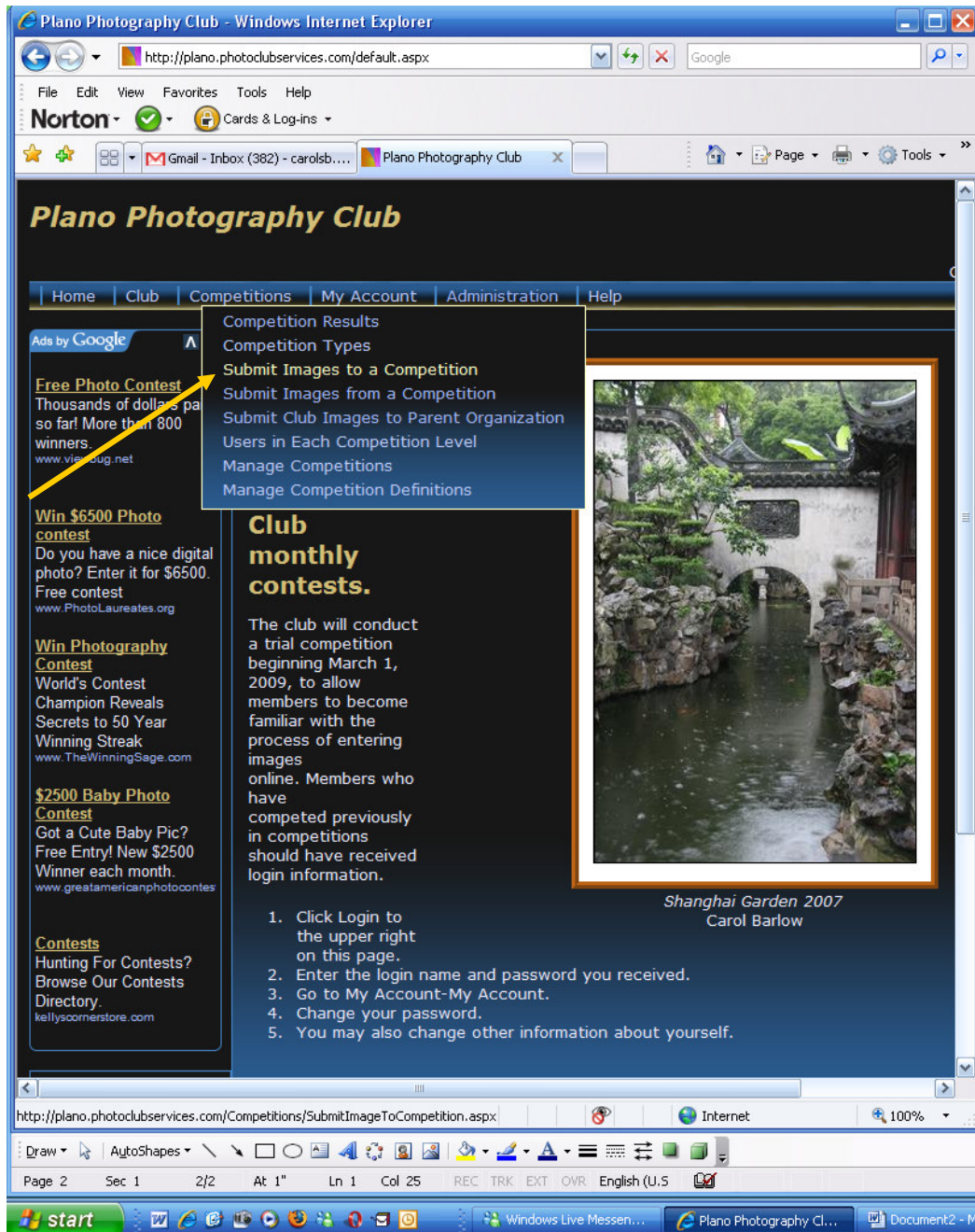
The file name should not identify the photographer in any way.

1. Access <http://plano.photoclubservices.com/>
(The home page changes from time to time so it will not look like this.)

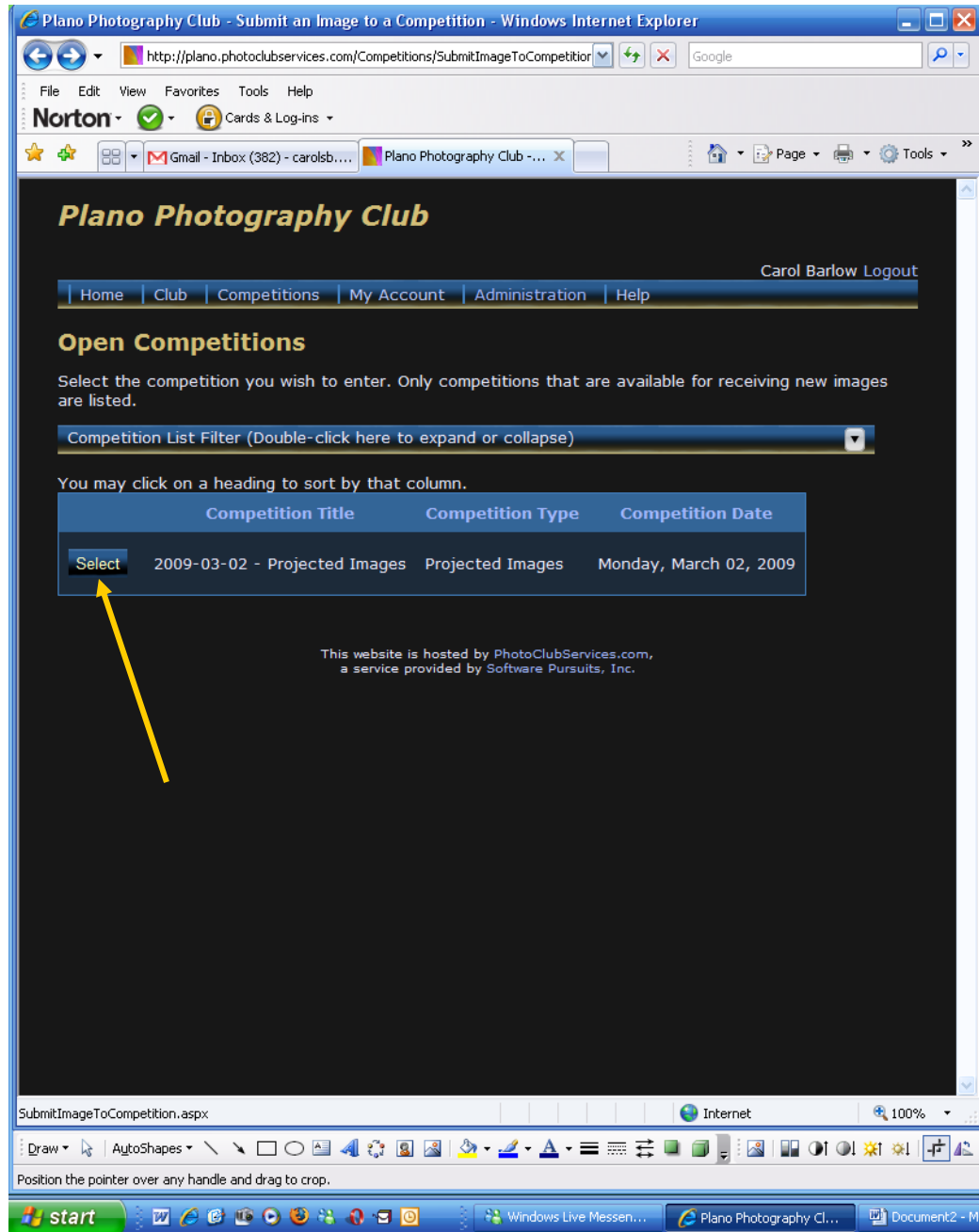


Follow the Login instructions on the Home Page. Notice the Login link at the top right.

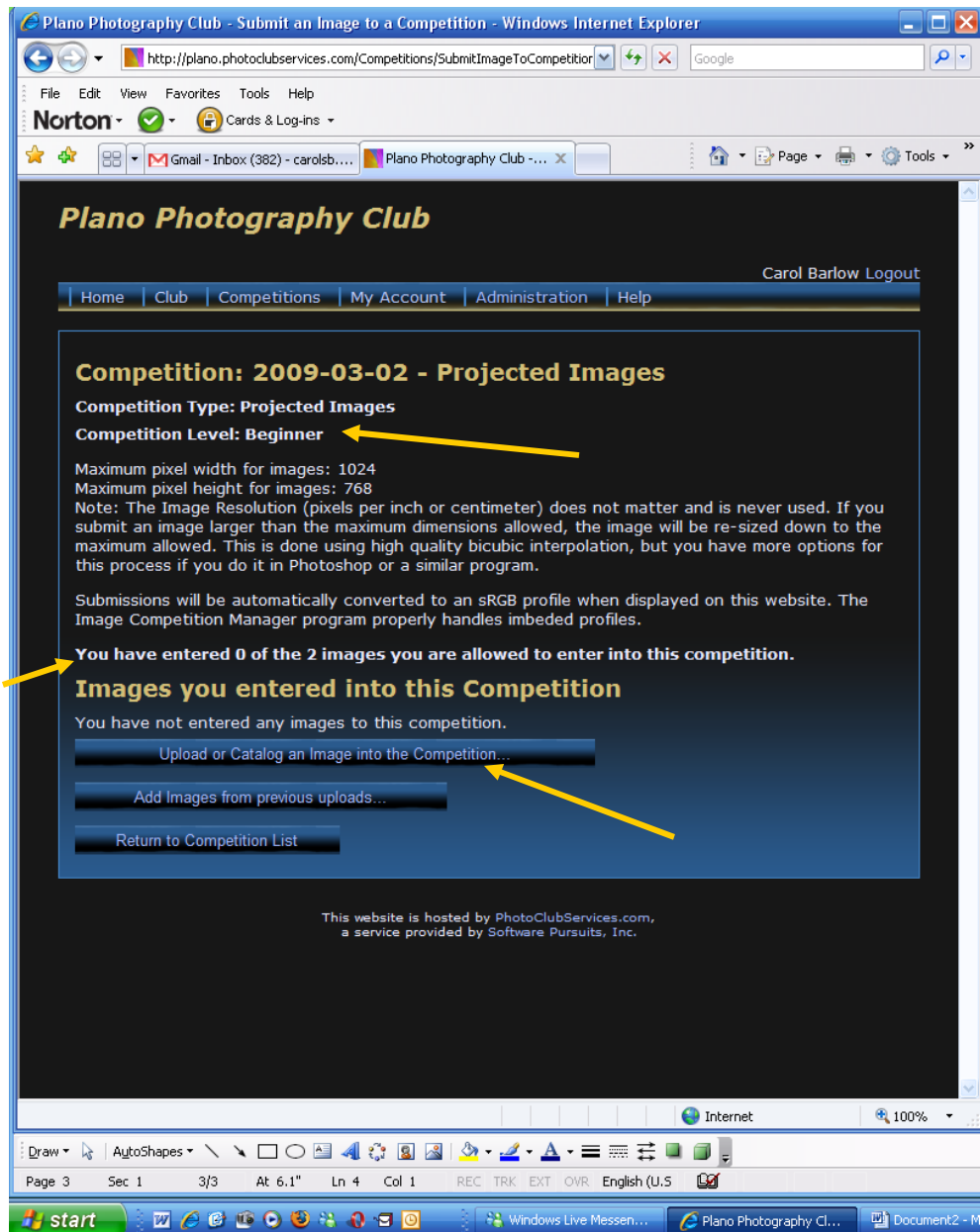
2. Select **Competition** menu, then **Submit Images to a Competition**.



- There is one available competition. Click the **Select** button next to the competition date (The example shows a 2009-03-02 competition.)



4. The resulting page shows you your level and whether you have entered any pictures. Click **Upload or Catalog an Image into the Competition**. (You may also add images from your previously uploaded images.)



5. Enter information about the image in the yellow boxes; the other boxes are optional.

Image Type - Select **Digital**.

Title – Required. Enter a title that does not identify the photographer. (This is a change from previous guidelines.)

Owner Image ID – Optional. Enter whatever you would like to identify the image in your own collection.

Wildlife – NA.

Image - Click the **Browse** button to upload an image.

Plano Photography Club - Add or Update an Image - Windows Internet Explorer

http://plano.photoclubservices.com/Competitions/UpdateImage.aspx?Compld=380c2d88-c34f-4c33-96ec-0e626b188f7c

File Edit View Favorites Tools Help

Norton Gmail - Inbox (382) - carolb... Plano Photography Club - ...

Add New Image

Image Type: Digital

Note: Titles are unrelated to file names and should not contain the Author's name or any competition identifiers. Titles cannot exceed 2000 characters in length.

Title (Required)

Check Spelling

Owner Image Id: Use this optional field to identify this image within your own collection.

Wildlife: Check this box if this image qualifies as a "Genuine Wildlife" image as defined in any special competition that uses this designation. This is generally considered a subcategory of a Nature competition.

☐ Genuine Wildlife Image

☒ Allow submission to any parent competition

Upload an Image File.

Please use the "Browse" button to locate your file. Keying in a path will not work properly on some browsers. Your file will not be uploaded until you click the "Add This Image" button below.

A maximum size has generally been specified for most images. If you exceed the maximum size allowed, your upload time will be unnecessarily long and your image will be resized after the upload completes.

Image

Browse

Upload Status:

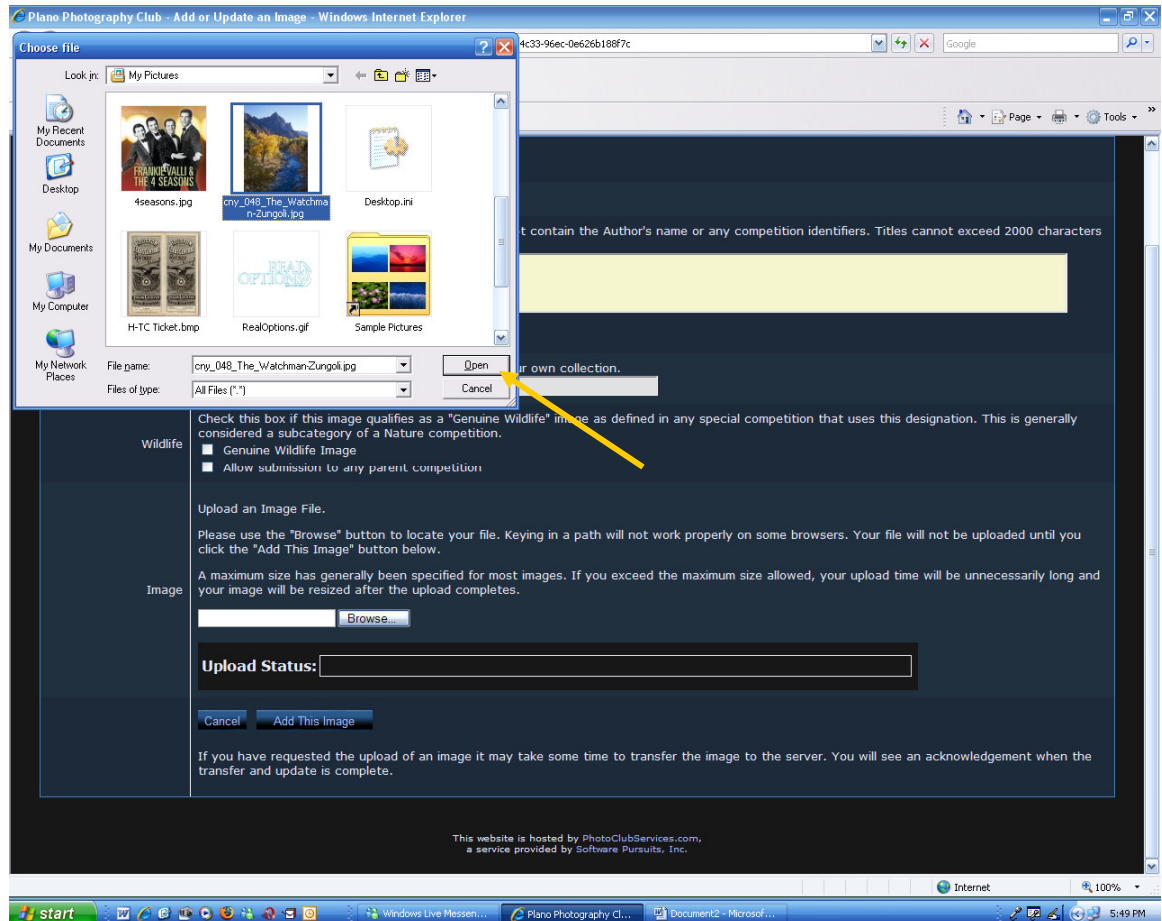
Cancel Add This Image

If you have requested the upload of an image it may take some time to transfer the image to the server. You will see an acknowledgement when the transfer and update is complete.

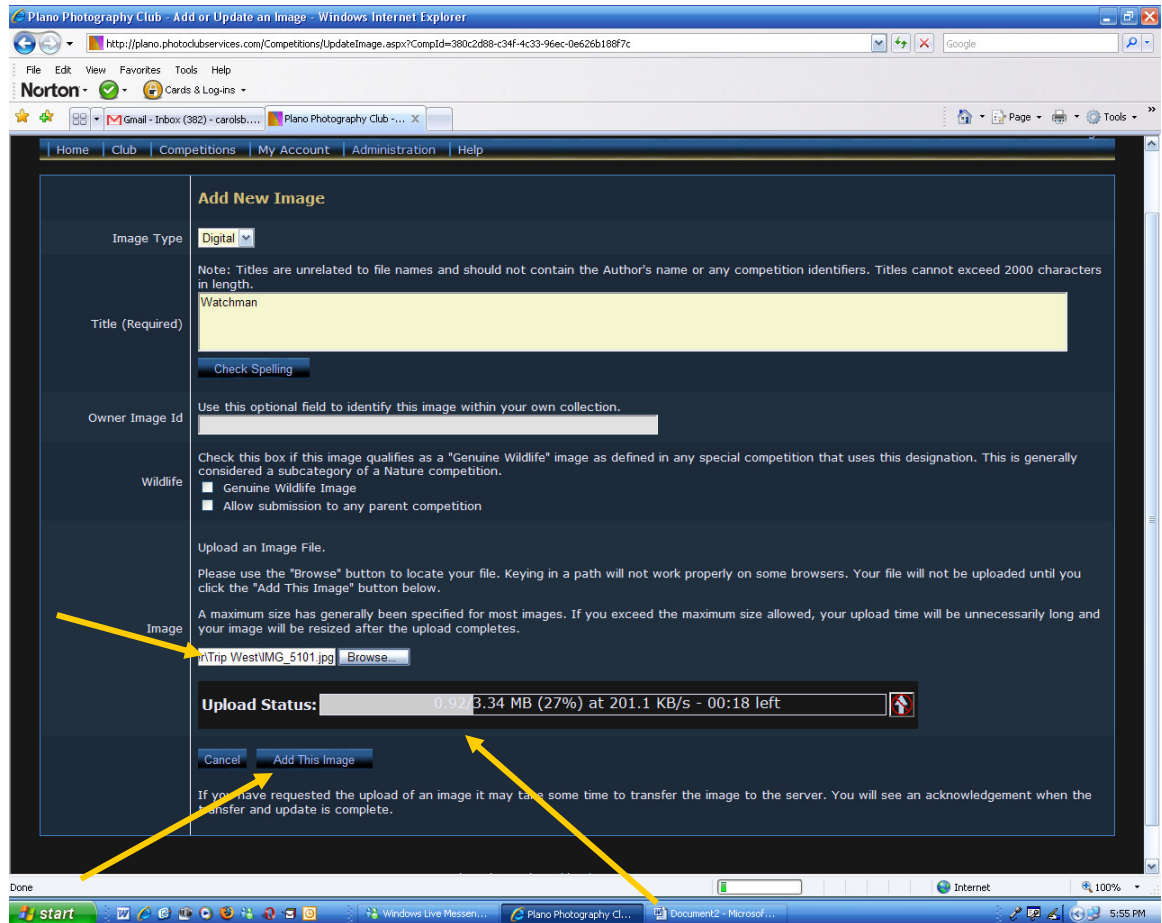
This website is hosted by PhotoClubServices.com, a service provided by Software Pursuits, Inc.

start Windows Live Messen... Plano Photography CL... Document2 - Microsof... 5:43 PM

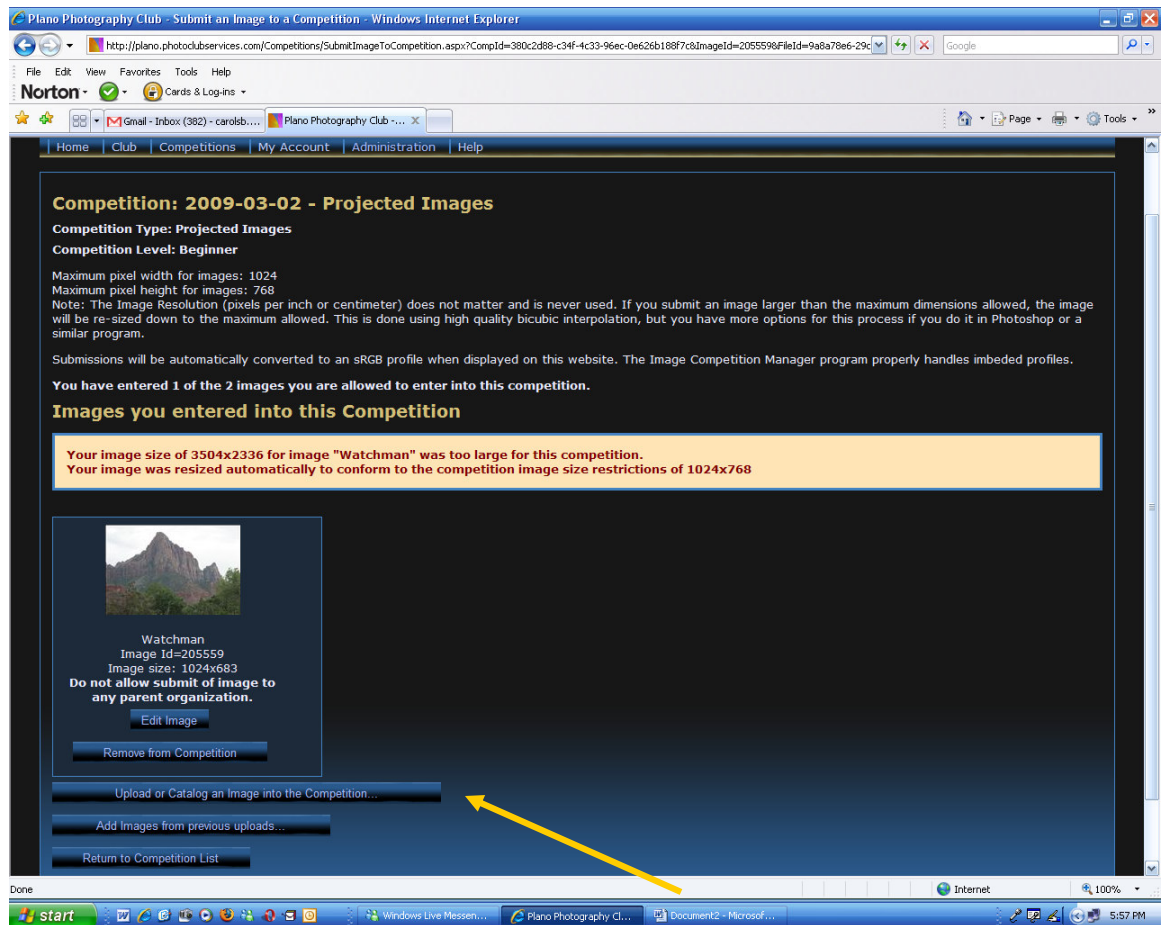
6. Navigate to the location of your images and select the one you want to upload.
Click **Open** on the **Choose File** window.



7. The location appears in the Image box. Click **Add This Image**. The status bar shows the progress of the upload.



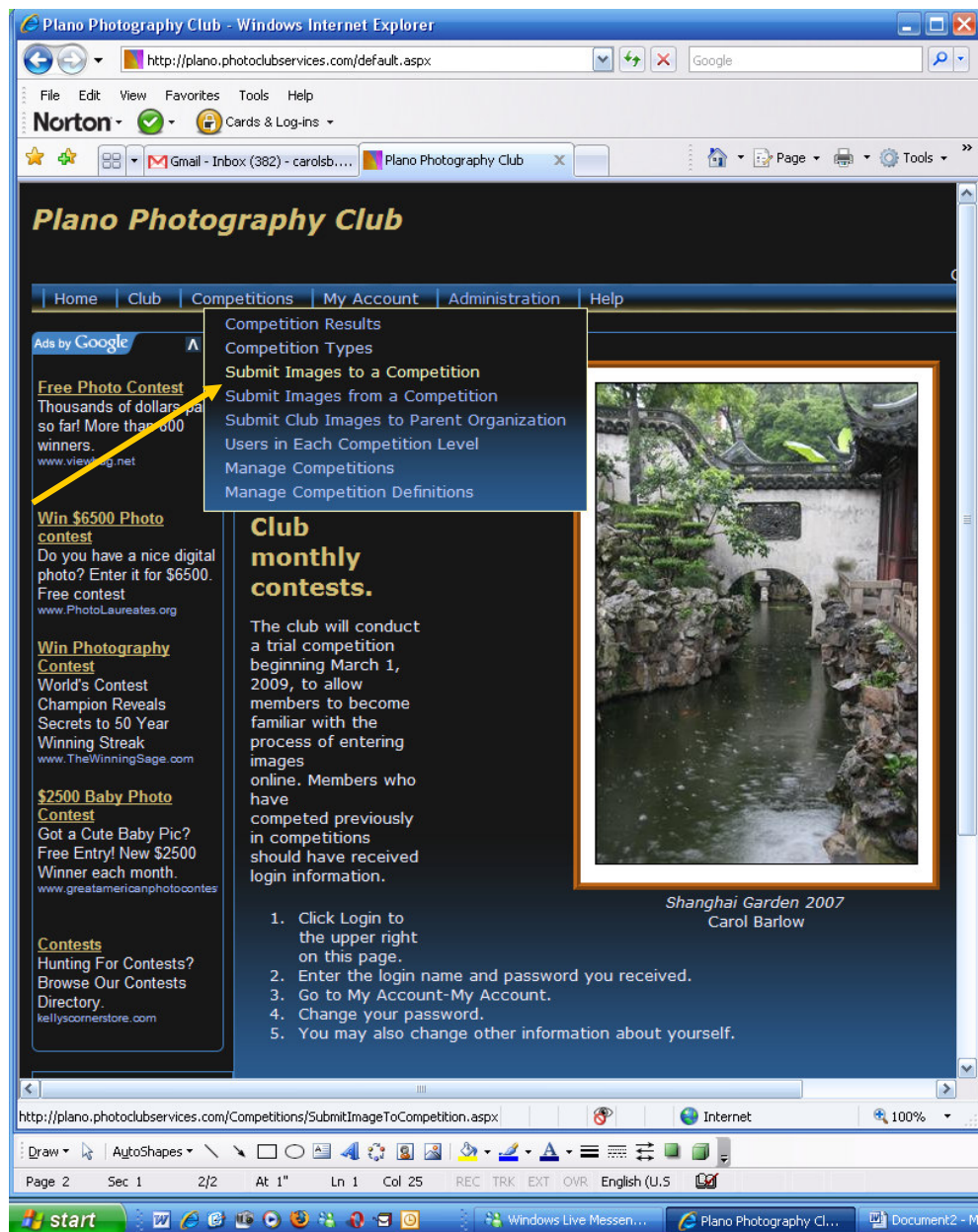
8. When the Upload Status bar is completely gray, your image has been uploaded to the competition. (The image size is changed to the competition size restriction, if necessary.)



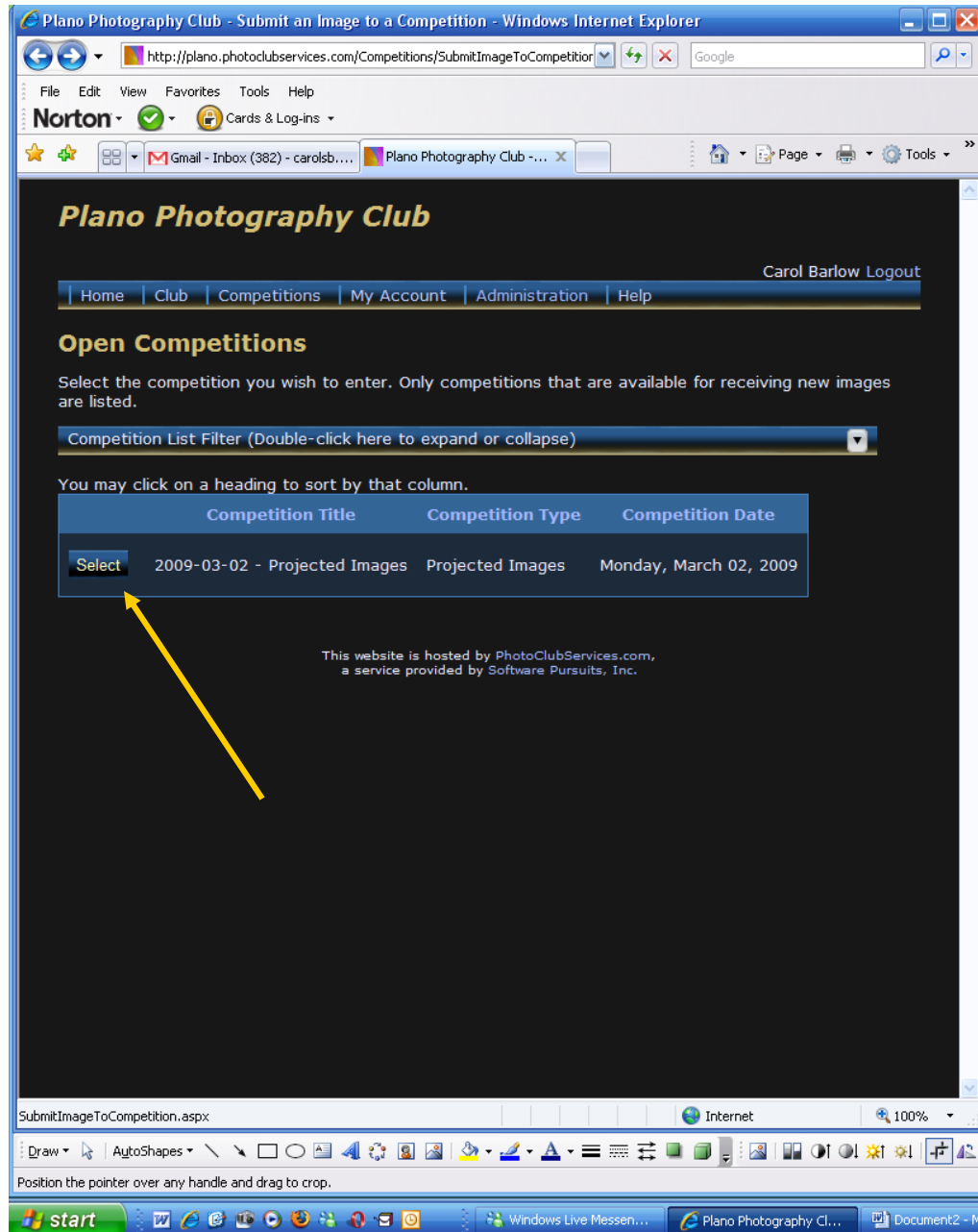
You can repeat these steps to upload another image, add an image previously uploaded, or return to the competition list. Select the appropriate button. You can also select a menu item.

To Remove an Image

1. Select **Competition** menu, then **Submit Images to a Competition**.



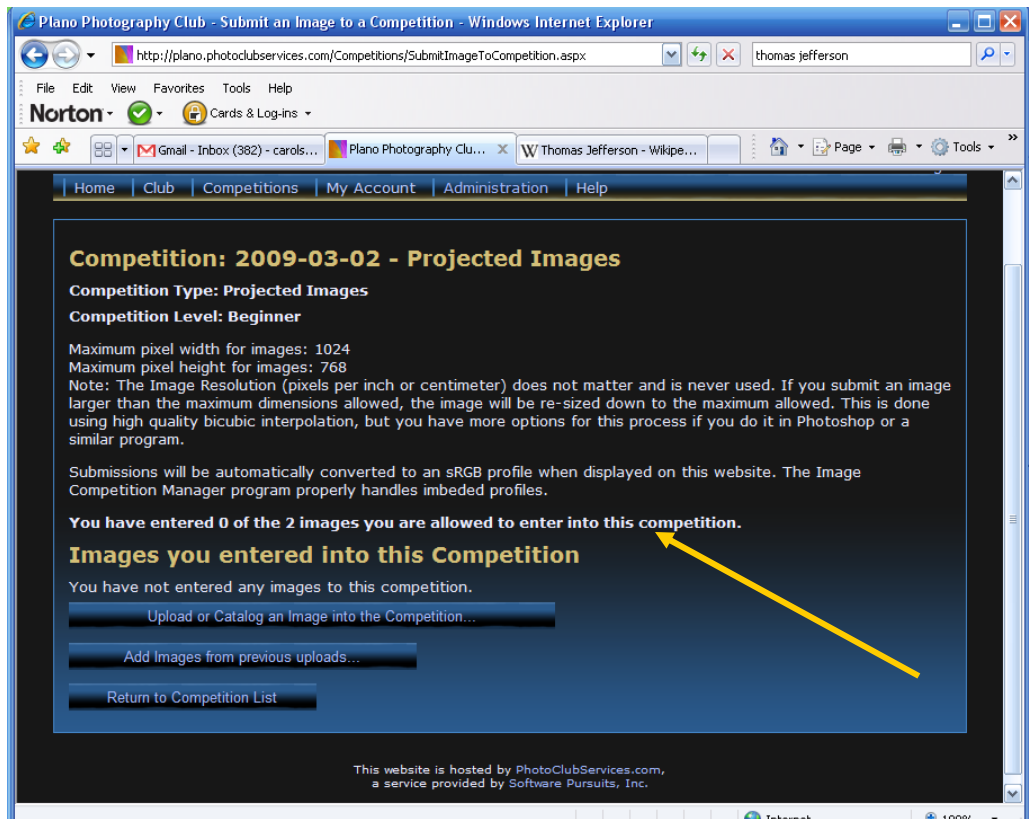
2. There is one available competition. Click the **Select** button. (The example shows the 2009-03-02 competition.)



- Under the image you wish to remove, click **Remove from Competition**.

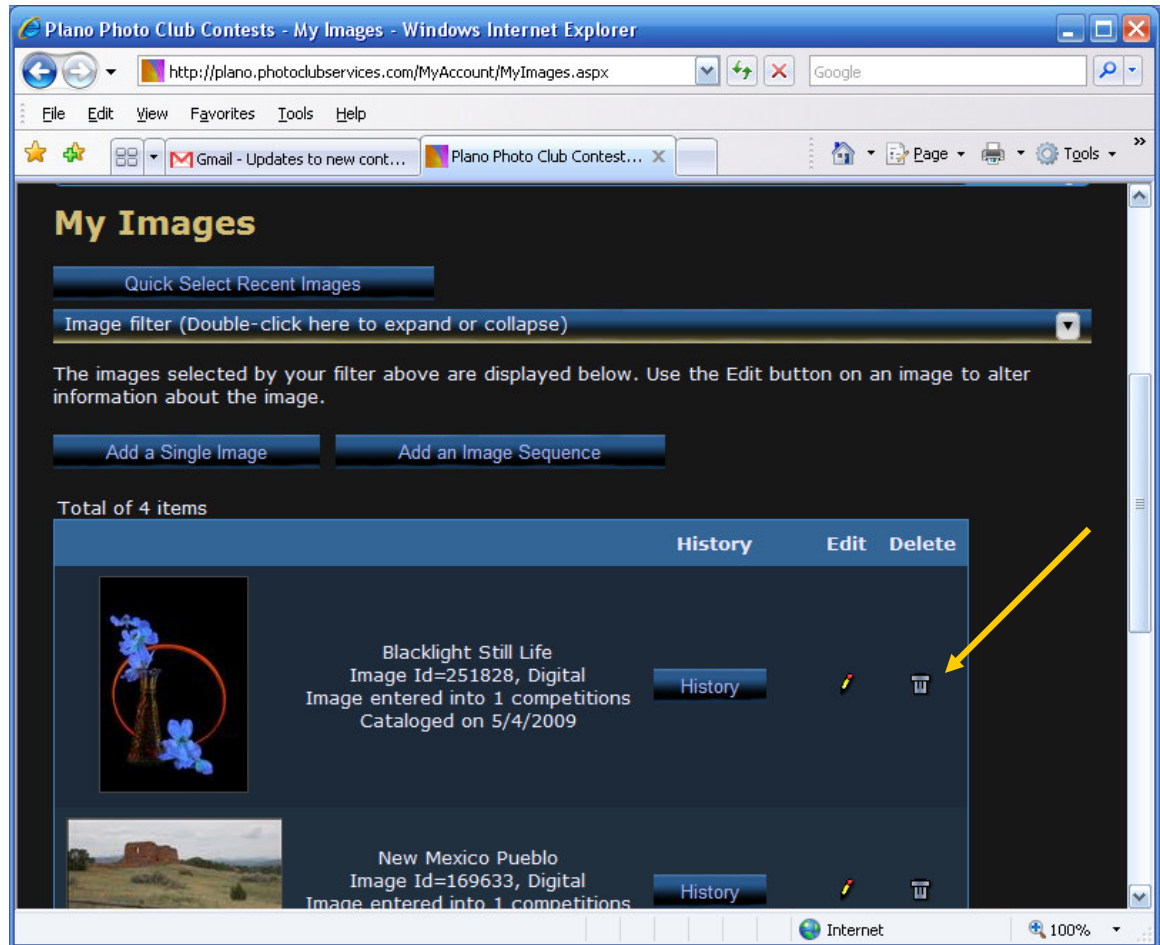


4. A message appears showing how many entries you have in the competition. Although the image is no longer in the competition, it still exists in your Image Library.

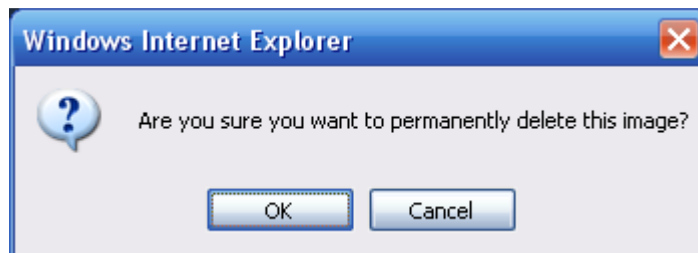


5. Select **My Account – My Image Library**.

6. Your **Images** page appears with thumbnails of all images in your library. Next to each image you can view the competition history of the image, change details about the image, or remove the image from your library. To replace an image (same file name), you must first delete the image from your library, then upload the replacement image of the same name. Click the **trash** icon.



7. A prompt pops up asking you to verify the deletion. Click **OK** to delete the image, or Cancel to keep the image



8. If you agree to delete the image, a confirmation appears with the image ID and stating that the image was deleted. You may now upload another image using the same file name and submit it to the competition following the instructions in this document.

