

Instructions

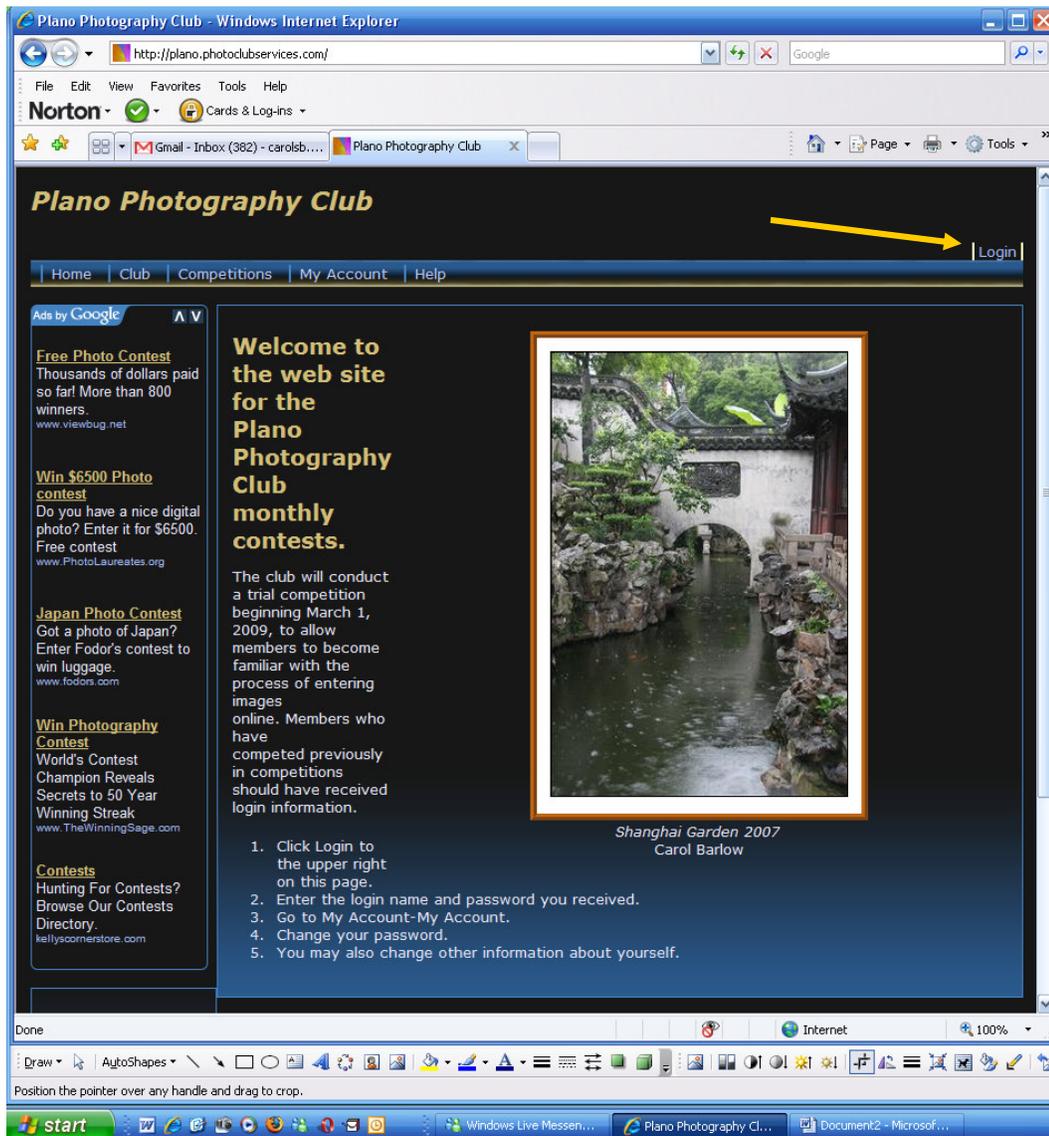
To submit images to a competition

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.

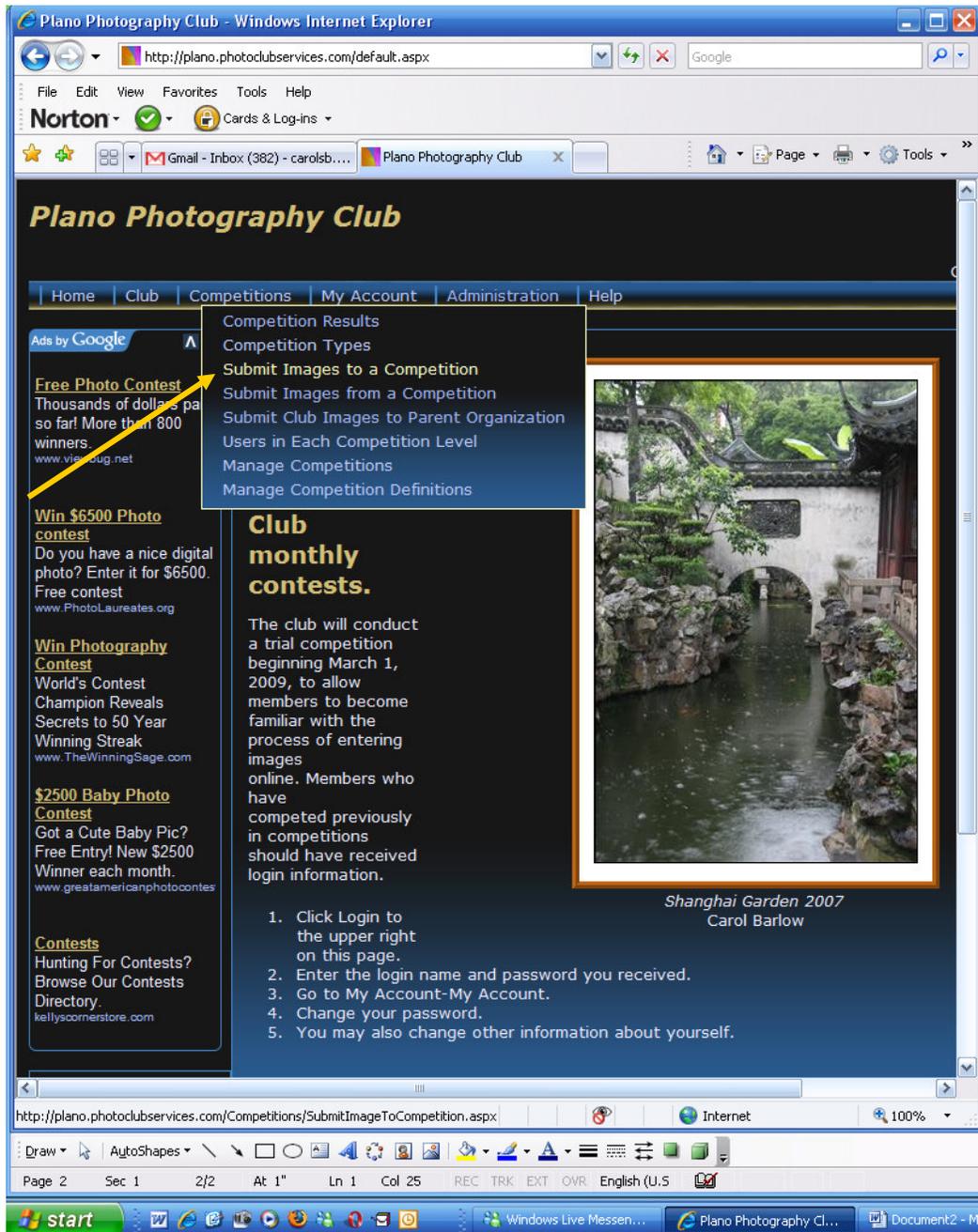
The file name should not identify the photographer in any way.

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

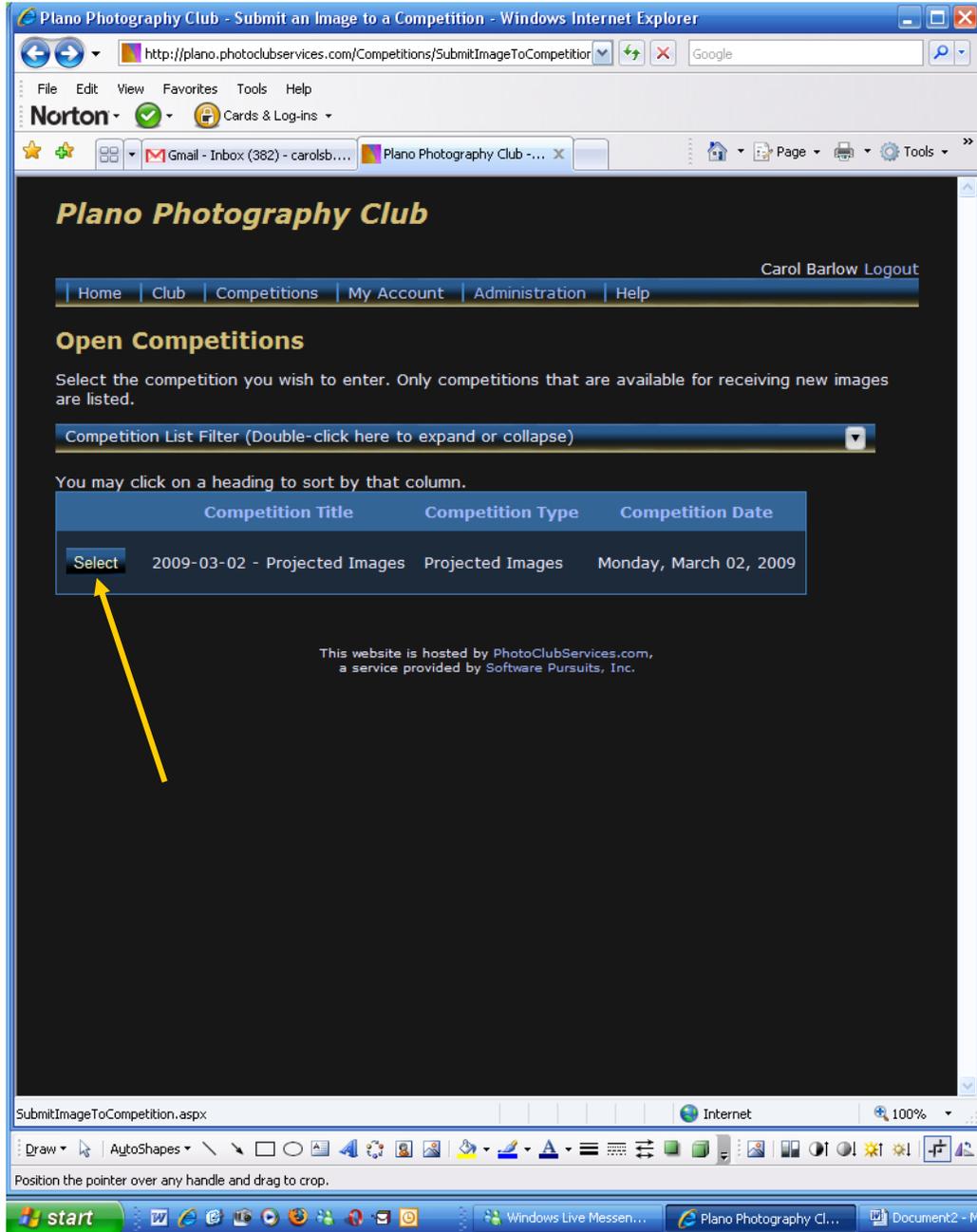


Follow the Login instructions on the Home Page. Notice the Login link at the top right.

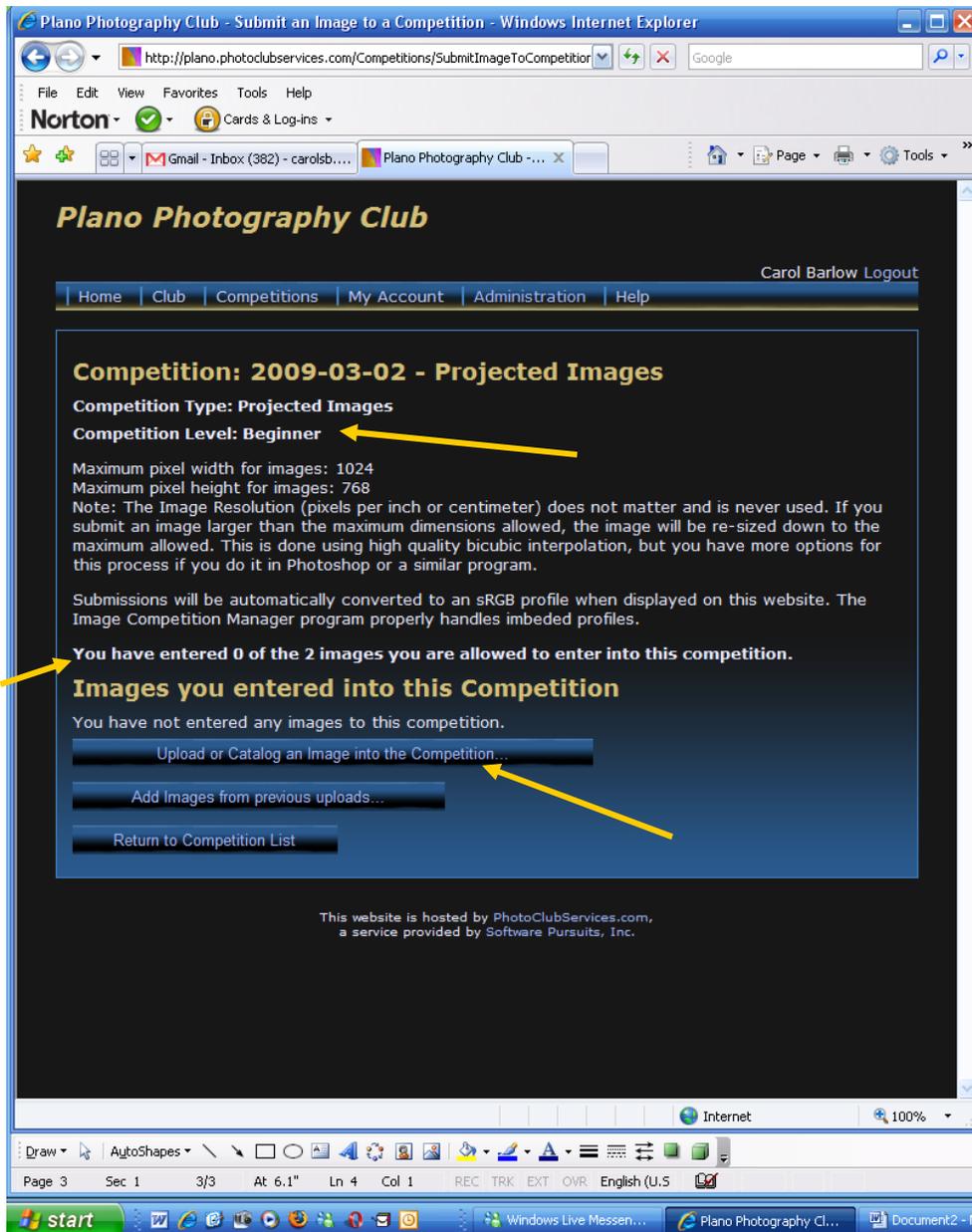
2. Select **Competition** menu, then **Submit Images to a Competition**.



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



- 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.

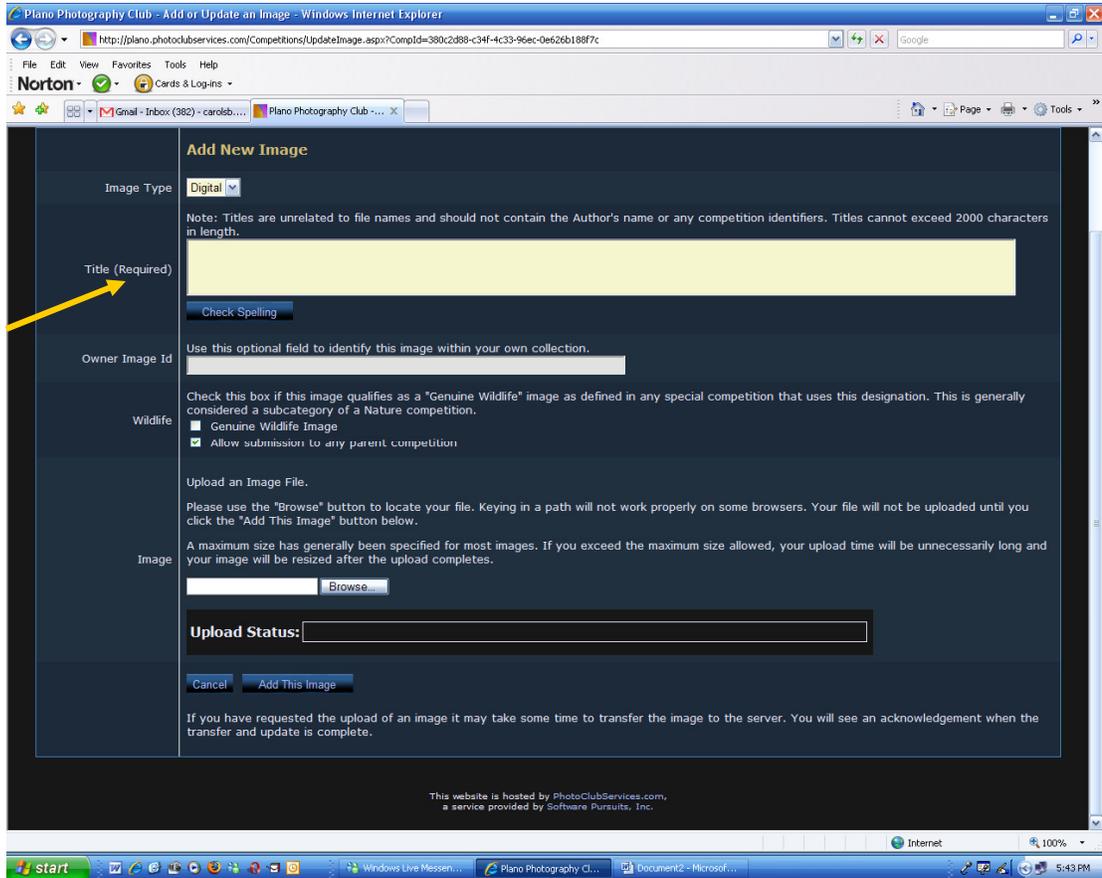
Image Type - Select **Digital**.

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

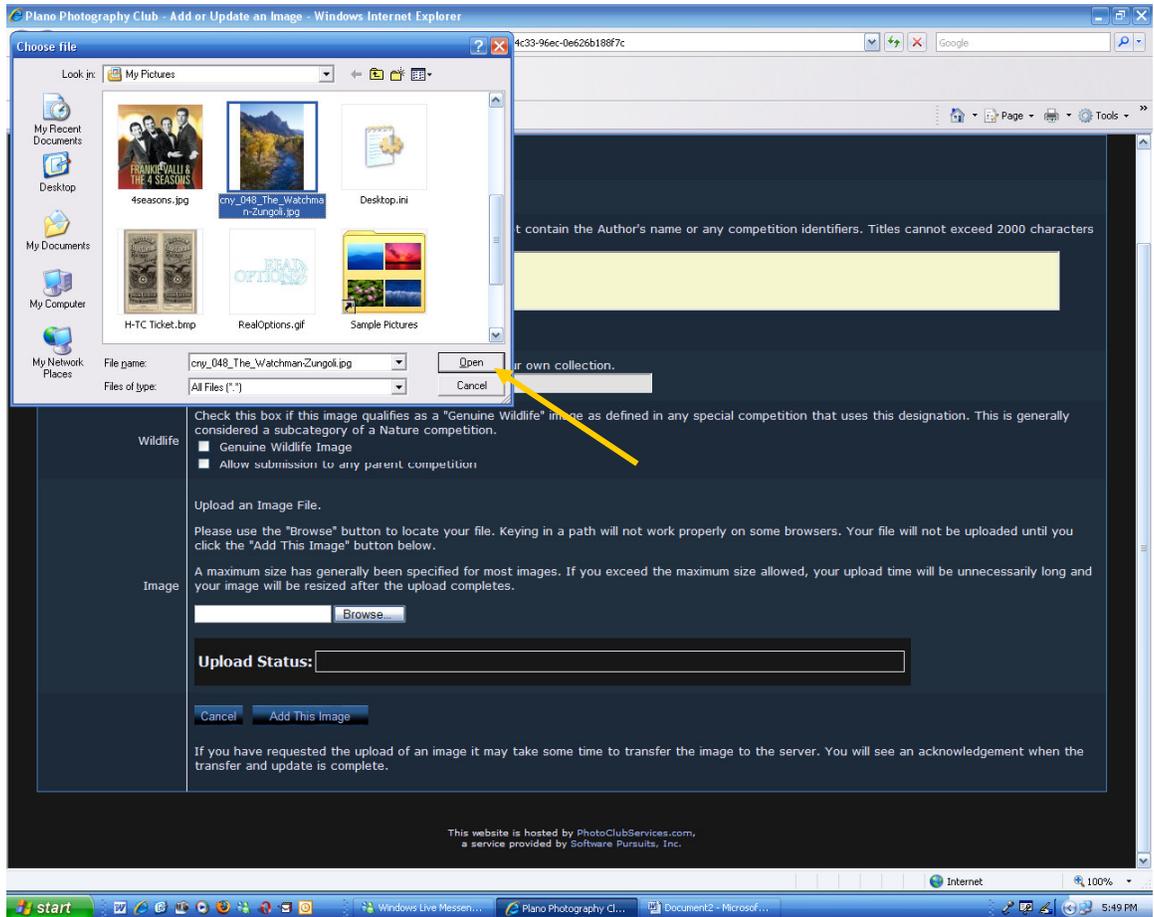
Owner Image ID – Optional. Enter whatever you would like to identify the image in your own collection.

Wildlife – NA.

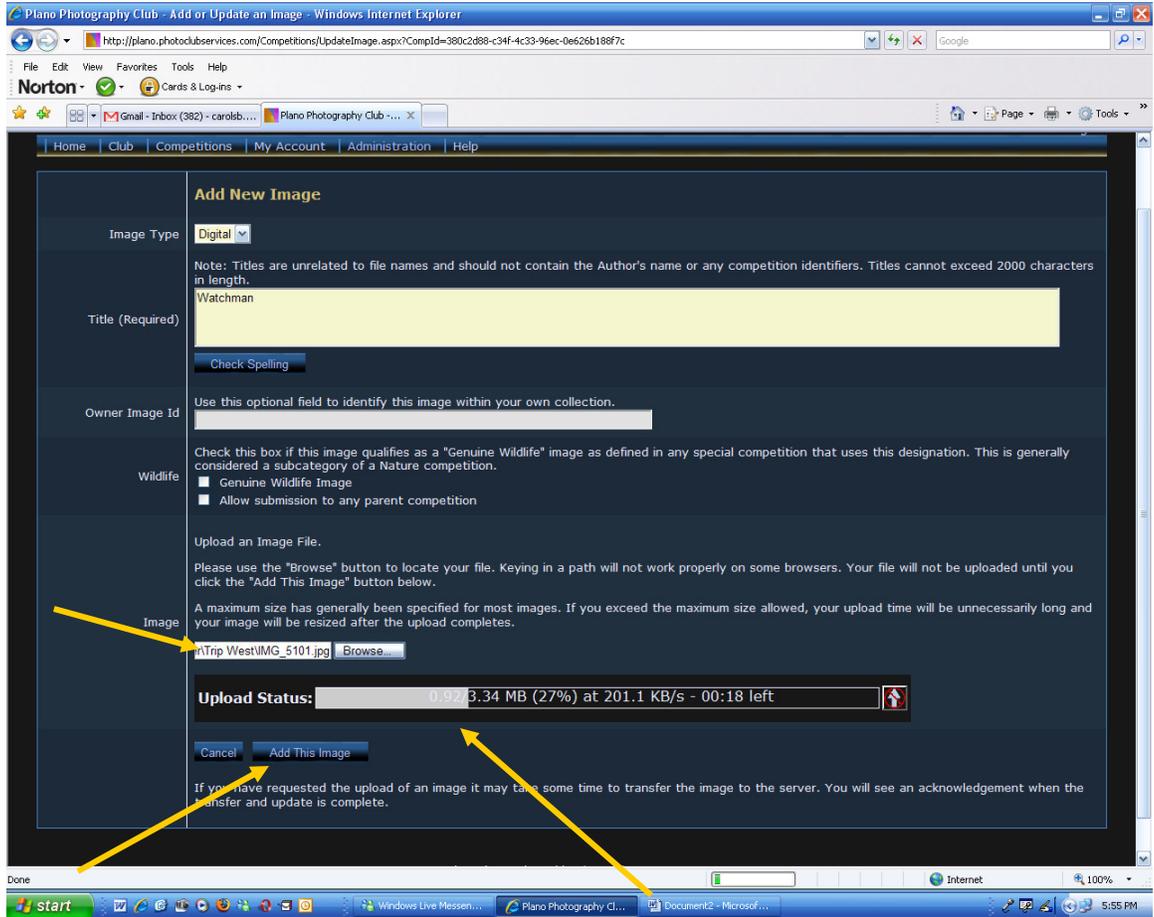
Image - Click the **Browse** button to upload an image.



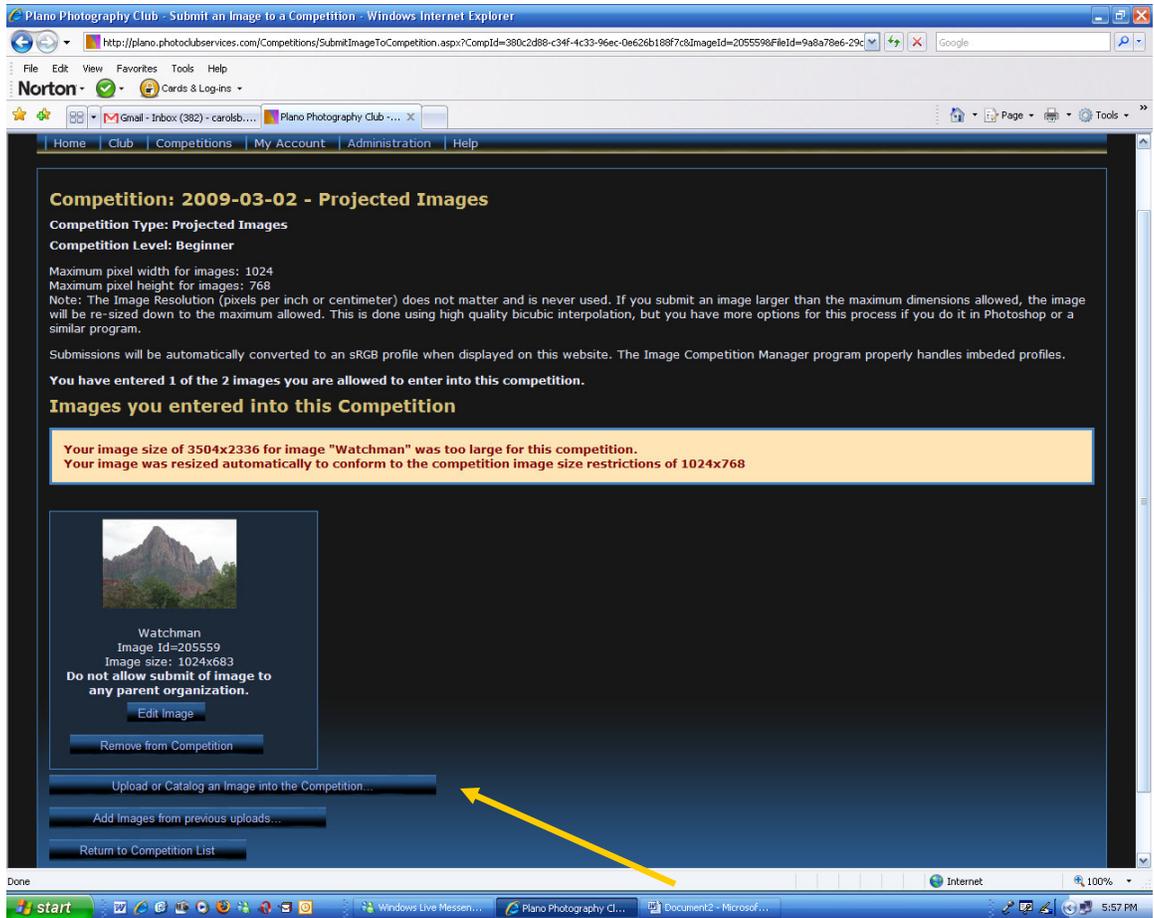
- Navigate to the location of your images and select the one you want to upload.
Click **Open** on the **Choose File** window.



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



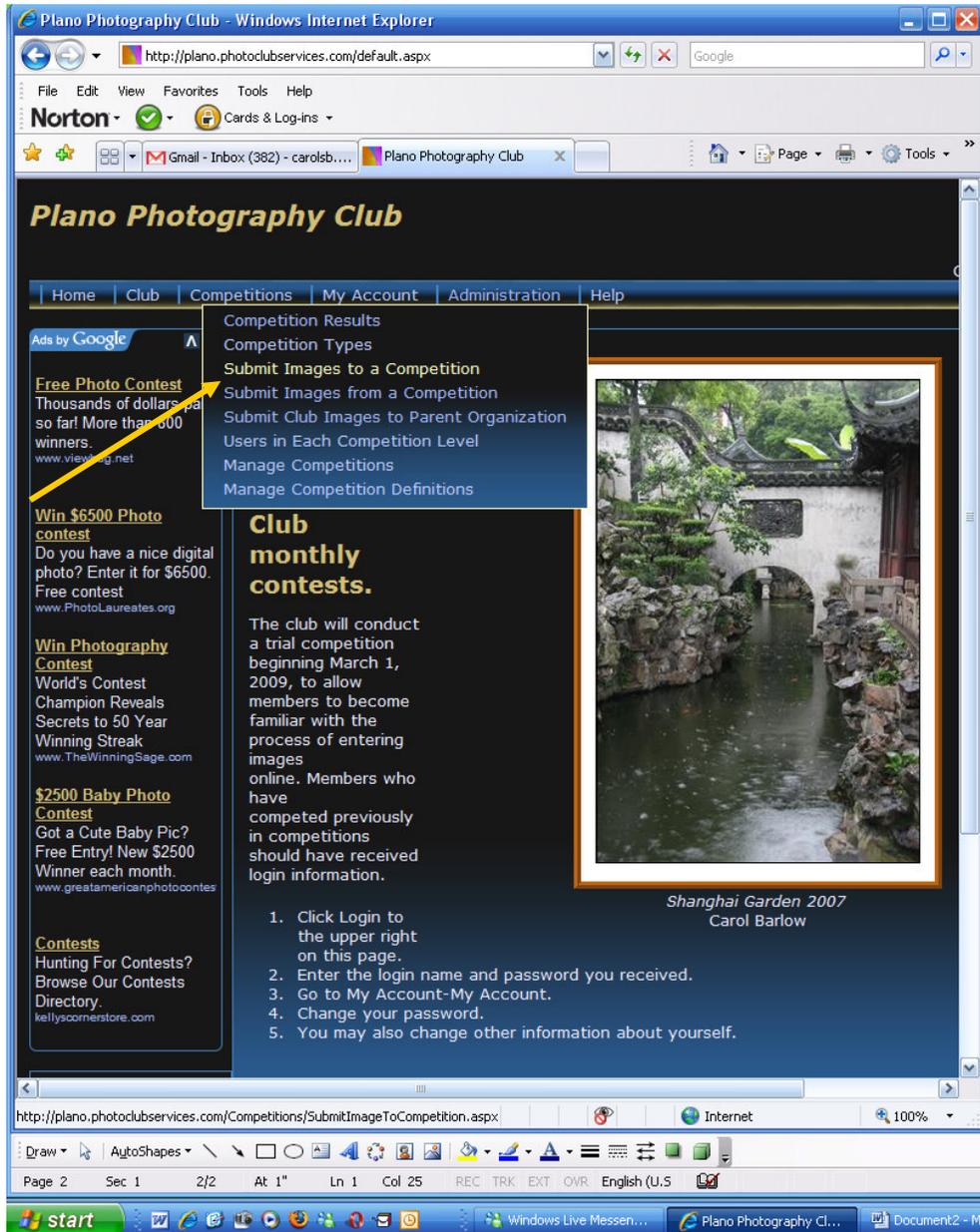
8. When the Upload Status bar is completely gray, your image has been uploaded to the competition. (The image size is changed to the competition size restriction, if necessary.)



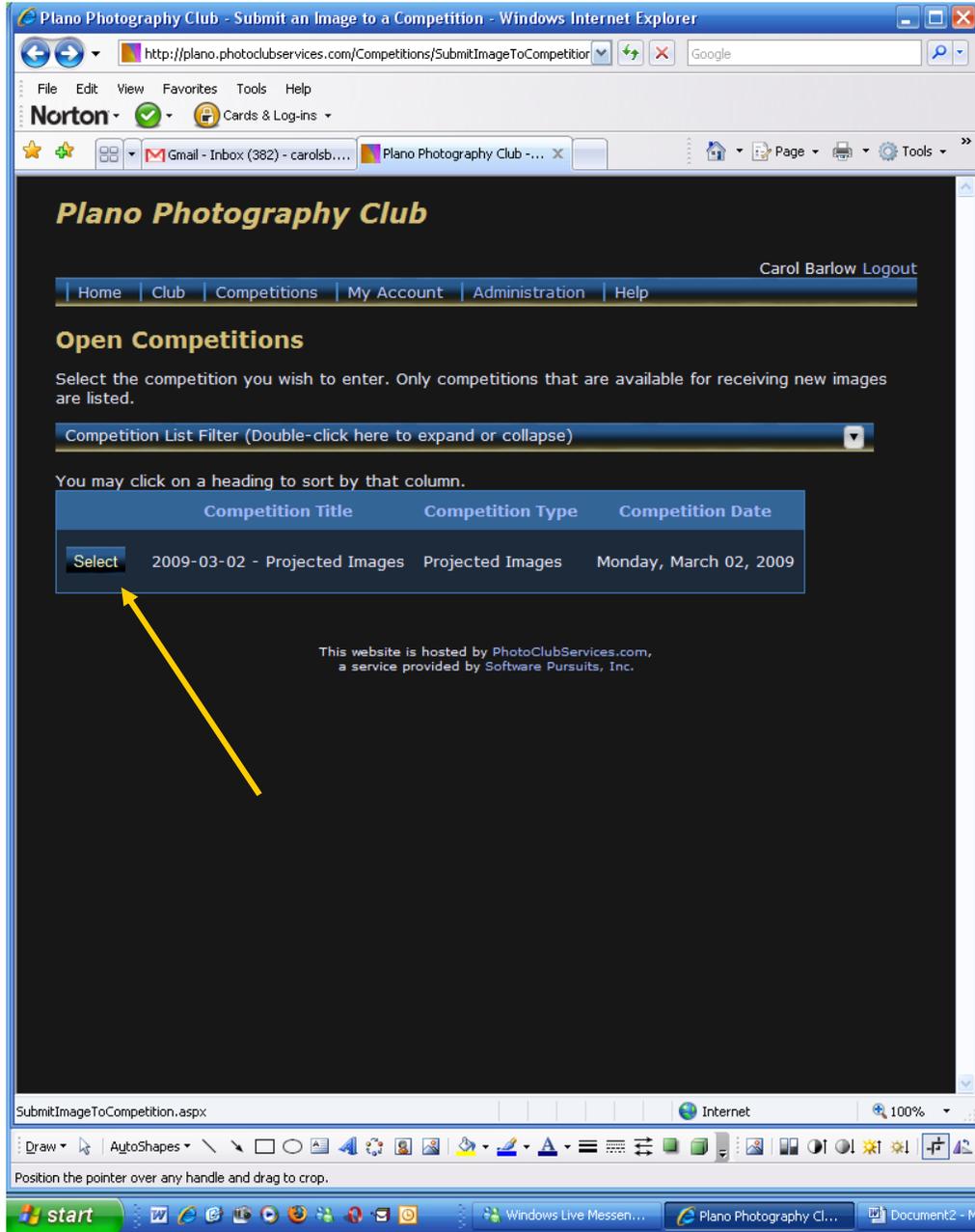
You can repeat these steps to upload another image, add an image previously uploaded, or return to the competition list. Select the appropriate button. You can also select a menu item.

To Remove an Image

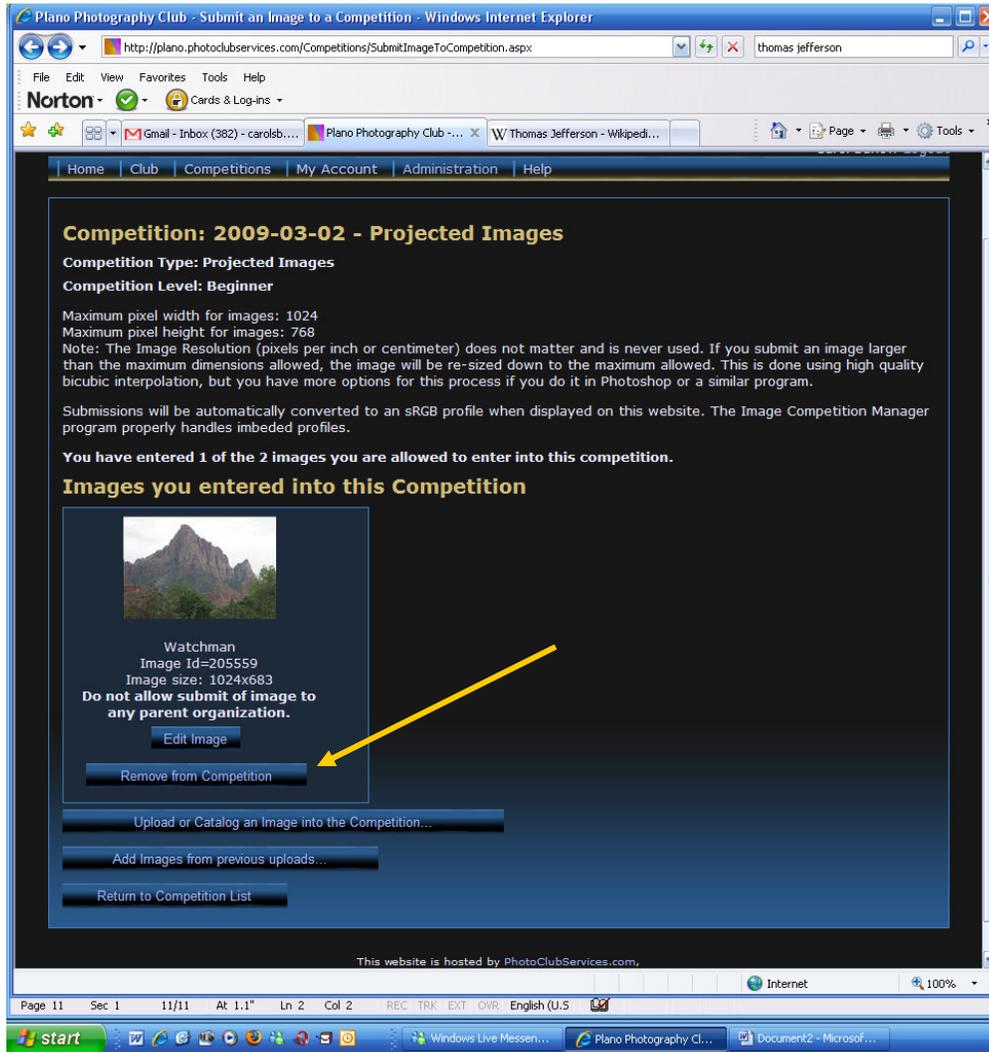
1. Select **Competition** menu, then **Submit Images to a Competition**.



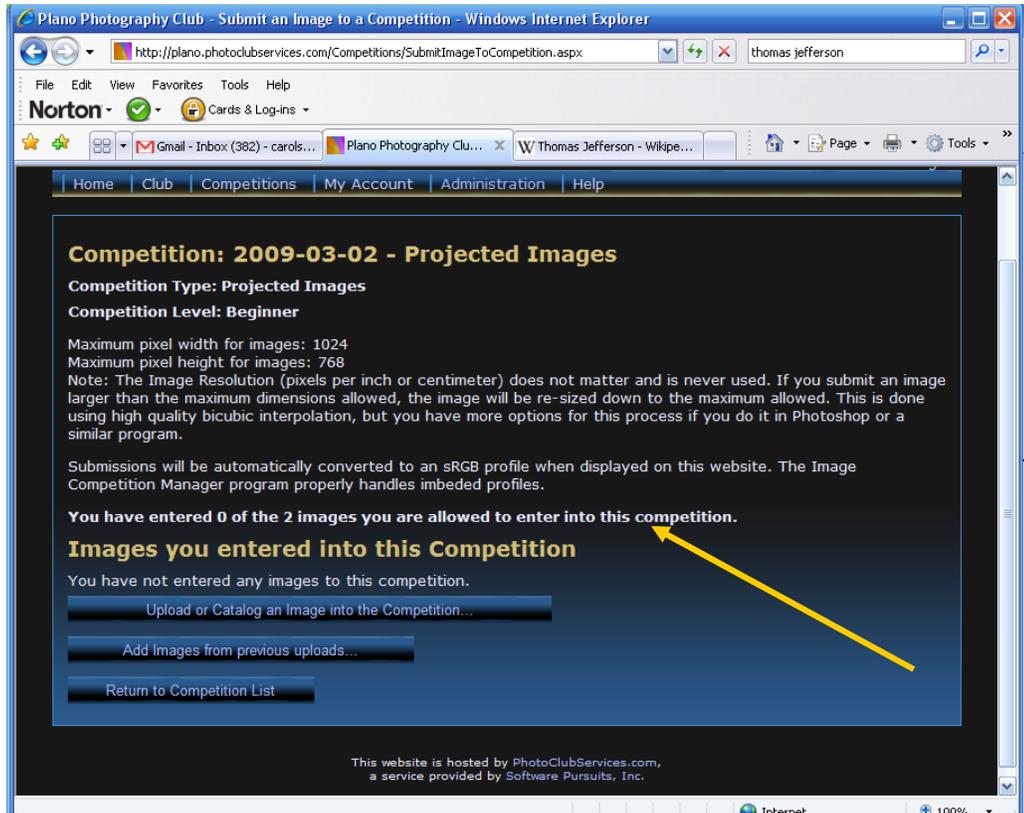
- There is one available competition. Click the **Select** button. (The example shows the 2009-03-02 competition.)



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



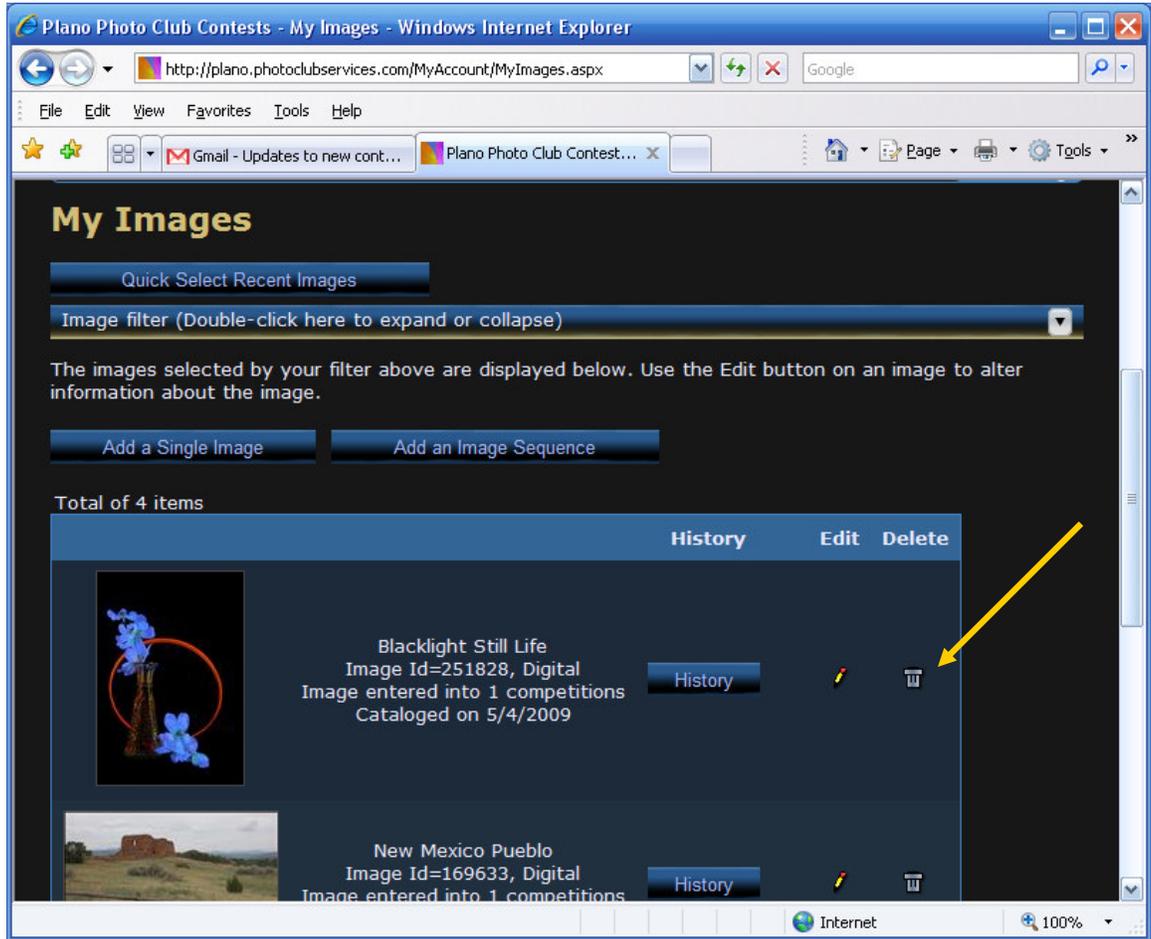
4. A message appears showing how many entries you have in the competition. Although the image is no longer in the competition, it still exists in your Image Library.



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



- 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.



- 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.

