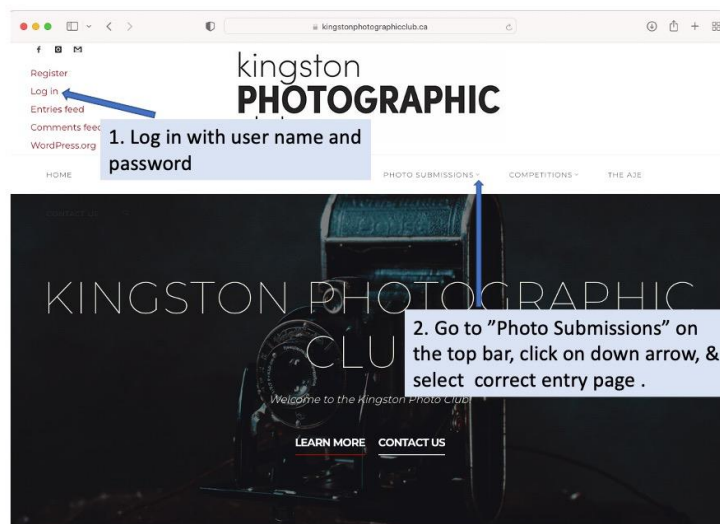


Guidelines for Uploading Image(s) to the Website-2021

REGISTER ON THE WEBSITE: You must be registered on the KPC website BEFORE you can upload images. To register, go to the KPC website, click on “Register” located in the top left corner of the home screen. Use your name or surname and initials to enter a username. Do NOT use a username like, “fasteddy” or “littlejohn.” Enter your email address. Hit submit and follow the prompts.

TO SUBMIT PHOTOS (these steps assume you are registered on the website):

1. Log in to the Kingston Photographic Club website



2. Locate the Correct Entry Page Under “Photo Submissions” tab

- Click on the down arrow beside “Photo Submissions” (see step 2 above.) From the drop-down menu, select the appropriate entry page.

3. Double Check Your Image Parameters and Image File Name

- Check your edited photo against the parameters identified at the top of the entry page (normally, landscape- 1400 on the long side; portrait-1050 on the long side; resolution at 72 dpi, overall size less than 1 MB).
- Ensure your Image File name is correct- see criteria and example at the top of the entry page.
- **NOTE:** the system will NOT accept photos that do not meet the above parameters- you will get an “error message.”

Guidelines for Uploading Image(s) to the Website-2021

4.Upload Your Image:

You will see an entry form like the one below (it may have 1-4 rows depending on the number of entries you are allowed for the competition or event.

The image shows a web form for uploading images. It consists of a table with four columns: *Category, *Title, *Image File, and Comment Requested. There are four rows for entries. Below the table is a red 'SUBMIT' button and a 'Share this' link. Five callout boxes with arrows point to specific parts of the form:

- 1. Click here to select a category (pictorial, theme, nature, etc.) - points to the 'Select' dropdown in the first row.
- 2. Type in your image name here - points to the title input field in the second row.
- 3. Locate your image on your computer. DRAG & DROP the image here OR Click on "Choose" and follow the prompts. - points to the 'Choose File' button in the third row.
- 4. Click box here to request comment (not all submissions allow for comments.) - points to the checkbox in the fourth row.
- 5. Click "Submit" when entry/entries have been made. WAIT FOR PROGRESS BAR TO FILL - points to the red 'SUBMIT' button.

CATEGORY: Some events only have one option (theme) to select. Other events will have multiple category options to select (nature, pictorial, experimental.)

TITLE: in the title box, only type in the title/name that you have given your image and nothing else. Example: [The Hairy Spider](#)

IMAGE FILE: when you saved your image on your computer, you should have given it an image file name that included your name and the image title as in this example: [John Wayne-The Hairy Spider](#)

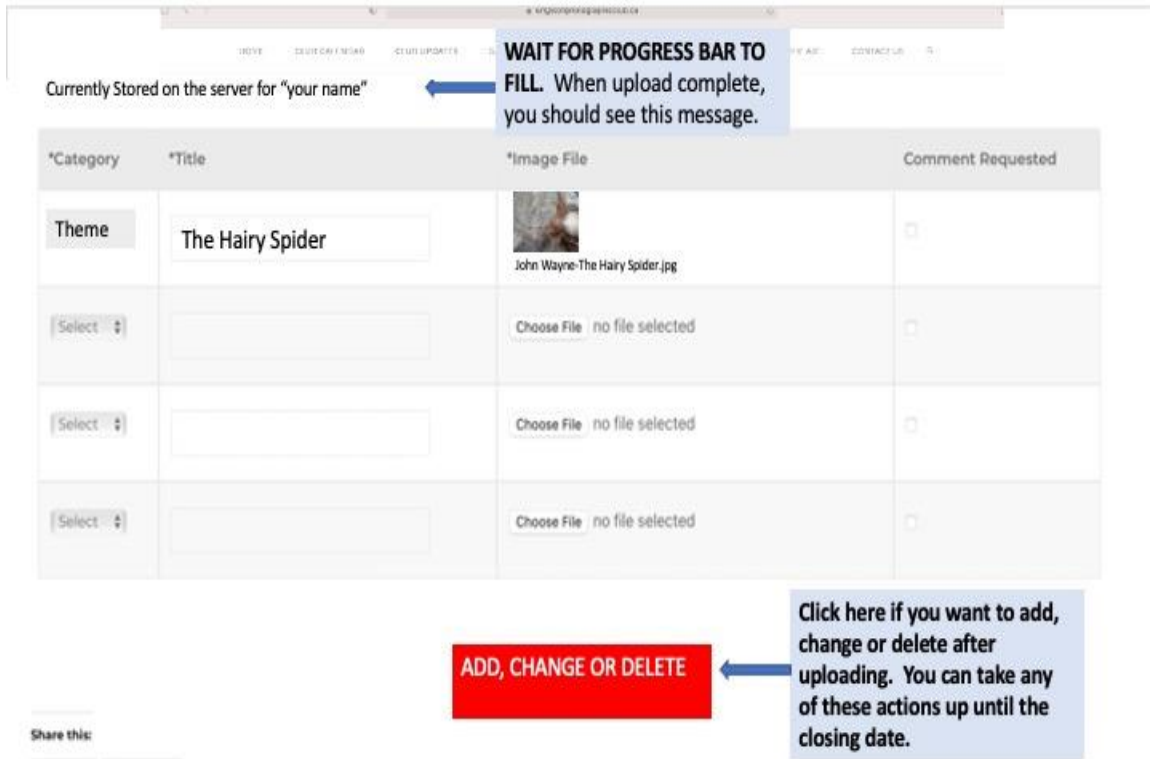
The image title/name in the title box ([The Hairy Spider](#)) MUST be identical to the image title/name found in the saved image file ([John Wayne-The Hairy Spider](#).)

Exception: The image file naming format for Online Competition submissions only is slightly different due to software requirements. Use this image file naming format (take note of the use of "x's" and spaces required):
[x John Wayne x The Hairy Spider](#)

When you choose to save your image as a jpg, the software will automatically assign the .jpg extension so you don't need to type that in anywhere.


Guidelines for Uploading Image(s) to the Website-2021

5. Verify Your Upload



Currently Stored on the server for "your name"

WAIT FOR PROGRESS BAR TO FILL. When upload complete, you should see this message.

*Category	*Title	*Image File	Comment Requested
Theme	<input type="text" value="The Hairy Spider"/>	 John Wayne-The Hairy Spider.jpg	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	Choose File no file selected	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	Choose File no file selected	<input type="checkbox"/>
<input type="text" value="Select"/>	<input type="text"/>	Choose File no file selected	<input type="checkbox"/>

ADD, CHANGE OR DELETE

Click here if you want to add, change or delete after uploading. You can take any of these actions up until the closing date.

Share this:

Congratulations!
You have successfully uploaded your image(s)!