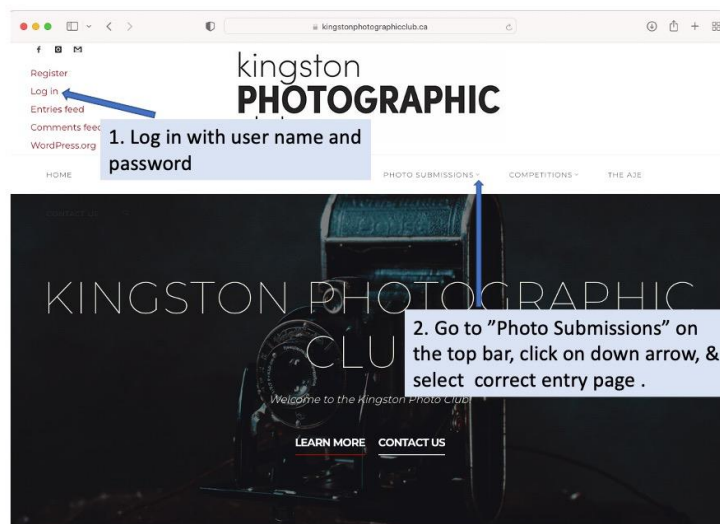## Guidelines for Uploading Image(s) to the Website-2021

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."

September 2022

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.

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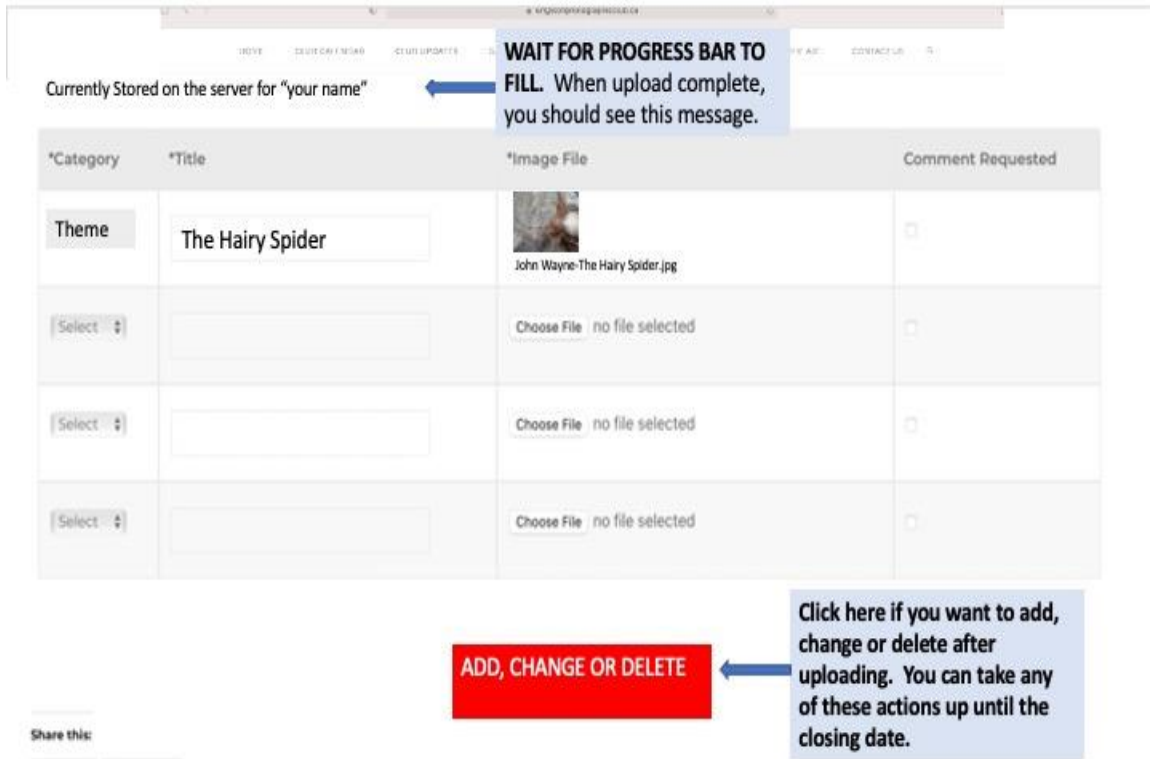
The image title/name in the title box (The Hairy Spider) MUST be identical to the image title/name found in the saved image file (John Wayne-The Hairy Spider.)

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.

5. Verify Your Upload

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