Entering Images in Competitions on Visual Pursuits

Start

Here is how you get started. Note that all entries must be jpg entries, no other file format is valid. Also, most of our competitions require a size no larger than 1400 pixels wide and 1050 pixels high. When you export your images for a competition, make the file name be just the title of the image. Do **not** include your name, date, competition name, or any other information in the file name. Do make sure it has a .jpg extension. Also you must upload a digital version, even for a print competition. This allows you to print a label for your print and will include your image in the online gallery for the competition. Note you must be a competing member to enter. If you are logged in and do not see the menu option and don't see the menu option Competitions->Submit Images to a Competition, notify the competition manager to update your account.

1. Log in to ccaacc.visualpursuits.com
2. Select Competitions->Submit Images to a Competition and you will see a list of open competitions. Note for an internal competition we typically have three categories. In this system, each one is considered a competition and each will have the same competition date. Note whether the competition is a print or projected (digital) competition. If it is a print, proceed, but you will need to bring a print on the night of the competition. See the rules document on requirements for Prints. You will also need to print a label to attach to the back of your print.
3. Click on the Select button for the competition you want to enter images to and this will bring up the Submit Images to a Competition page. There is a link to a video on the top of this page if you want to watch it, but it is straightforward.
4. At the Bottom, there are two choices Upload into the competition, and Add images from my Image library. If this is a new entry that is on your computer, use the first option and upload the file. If you have already loaded it on the web site, possibly for a previous competition where you did not win a ribbon, or from an NECCC competition, you can re-enter it using the second button. Use one of the next two sections, which ever applies.

Upload Images

If you selected this option, you can select images from your hard drive to upload to the competition. Follow these steps:

1. On the Upload Images page scroll down and find the Select button. Click on this and it will take you out to your operating system.
2. Navigate and find the image you want to upload.
3. Now you will see the file name and have an option to remove it if this is the wrong file.
4. If you want to abort without submitting, then click the Return to Competition without Submitting button.
5. If this is the image you want, click the Save Images and Proceed to Edit Page.
6. This will bring up an edit page. Note that the title is filled in with the default of the file name minus the .jpg extension. Edit the title if this is not correct. Do not include your name, date, competition name, competition level or any other information here, just the title of the image.

7. You also have options to Delete or Skip if you desire. Delete will abort the entry to this competition and delete the image from your library. Skip will abort entering this image into the competition, but will leave it in your library.
8. We generally don't use the Genuine Wildlife feature, leave it blank. Leave the Allow Public Display button checked so that others can see your entry.
9. When Done, click the Save any changes and return to the original page.
10. This will return you to the competition page and you will see your entries. If you have entered the maximum entries for the competition, you will see a warning that you can't enter any more.
11. If this is a print competition, click the Print Labels for Print Submissions – see the directions below.
12. If not a print competition, click the Return to Competition List button.
13. On the competition list you will see how many images you have entered in the competitions. If you are below the limit, you can go back and add more.

Add Images from My Library

If your image is already in your library, you should select this option rather than uploading a duplicate copy. If you try to upload a duplicate, you should get a warning. If you selected this option from the Start section above, then do the following:

1. After clicking the Add Images from my Image Library, you will a new page labeled Select Images to Enter into Competition.
2. This page has several options for filters to select images from your library. You can fill in this form and then select Search for Images. If you uploaded the image recently, you can leave the form with the defaults and just click the Display Recent Uploads button.
3. You will then get a page of images that meet the criteria you selected. If you see image(s) you want to enter in this competition, click the selected box on those images.
4. When done, click on Finished Making Desired Images.
5. This will bring you back to the competition page with the selected images shown.
6. You have the option to Edit the images Data, Delete from the competition, or Delete from the competition and your library. Choose any of these buttons if appropriate.
7. If this was a Print competition, click the print Labels for Print Submissions and see the section below. If it is a projected competition, click Return to Competition List.
8. This will bring you back to the competition list, continue entering images if you have more.

Printing a Label

From the upload or library section above, you have the option to print a label. If it is a print competition, you want to do this. Follow these steps.

1. Click the Print Labels for Print Submissions
2. This will bring up a Labels page and show the competition you are entering into.
3. You have the option to choose the format. You can purchase Avery labels at a store like Staples, but it is not necessary. If you do purchase labels, select the "Labels 6 per page, 4in x 3.3in, on Letter" option and load the labels in your printer. Choose the column and row to pick the location on the sheet for the label. This lets you use a sheet that has already had some labels used.

4. If you don't use labels, choose the "Paper Tags, 4 per page, 4in x 5in, on Letter" option and print on plain paper and cut out the label from the letter size sheet.
5. Click on Generate Report and this will bring up an image of the label.
6. Click on the Printer icon to print the label.
7. If a paper label, cut it down to size.
8. Attach the label to the lower right corner of the back of your image when it is oriented in either the desired horizontal or vertical viewing orientation. If it is a label, it will have adhesive, if plain paper, use tape.

Deleting or Replacing Images in a Competition

Right up until the closing date and time of the competition, you have the option to delete or replace an image in a competition. Follow these steps to do that:

1. Use the menu option Competitions ->Submit Images to A Competition.
2. This will bring up a list of open competitions and will list the number of entries you have in each competition. Click Select on the competition where you want to change your image.
3. This will bring up a page with thumbnails of the images you have already entered in that competition.
4. To delete this image from the competition, use either the Delete from competition and library button, or the Remove but keep in library option. If the image has been used in a previous competition, you won't be able to delete it from the library, just remove it from the competition.
5. If you want to replace this image with another one, use the Edit Image Data or Replace Image button. You can use this to replace the image with a newer version of the image with different post processing, or replace it with an entirely different image. Use the select button to find the new image on your system.
   a. If it is an entirely different image remember to change the title, it tends to keep the title from the original image.
   b. Click Save Updates to make the change.
   c. If this is a print competition, reprint the label so it reflects the new image.
   d. If this image has been used in a closed competition (one that has been judged), don't replace it, load a new one.