

# **Monmouth Camera Club**

## **MCC Digital Projected Images Guidelines**

*These Guidelines are targeted for all members of the Monmouth Camera Club, whether novice or experienced, for uploading images to PhotoContest Pro, our web-based contest software.*

*Guidelines and recommendations for:*

- *Importing photos from cameras into cataloging or editing software*
- *Editing tips, and*
- *Exporting files to a designated computer folder in preparation for uploading contest entries*

*may be found on the club website ([www.mcc-nj.org](http://www.mcc-nj.org)) and in our companion guide:*

*[“MCC-Digital\\_Image\\_Guidelines-I\\_Preparation”](#)*

### **I. Summary:**

<b>Contest Software:</b>	PhotoContest Pro; (Current Version: 4.0)
<b>Required Add-in:</b>	Microsoft Silverlight; free at: <a href="http://microsoft.com/getsilverlight/Get-Started/Install/Default.aspx">http://microsoft.com/getsilverlight/Get-Started/Install/Default.aspx</a>
<b>Image Dimension:</b>	1050 pixels on its longest side.
<b>File Type:</b>	JPEG only (TIFF format is not supported)
<b>Color Space:</b>	sRGB
<b>File Naming Syntax:</b>	Not Applicable
<b>Image Title Format:</b>	Include ONLY title and capitalize the first letter of each word, (except articles e.g., the, a, an). Do not use all caps or quotes. (Example: Bird Over the Calm Stream #3)
<b>Submission:</b>	Direct submission by member to the Photo Contest Pro server at: <a href="http://www.photocontestpro.com/UploadPicturesStart.aspx">http://www.photocontestpro.com/UploadPicturesStart.aspx</a> (Do not submit to the MCC organization)

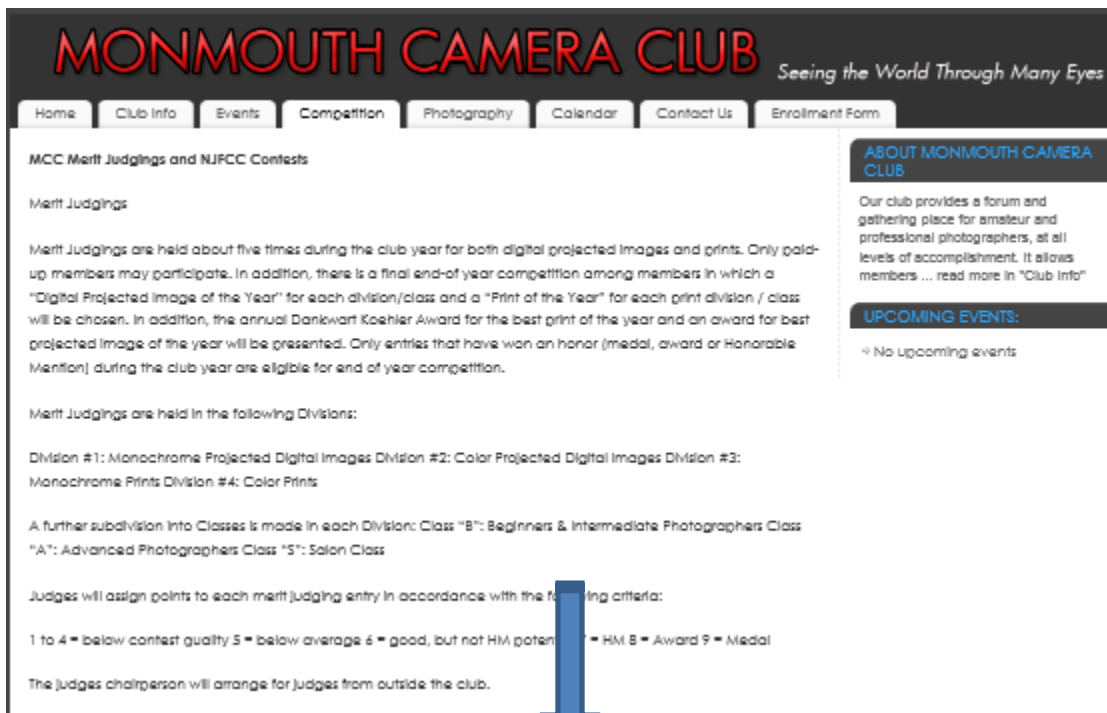
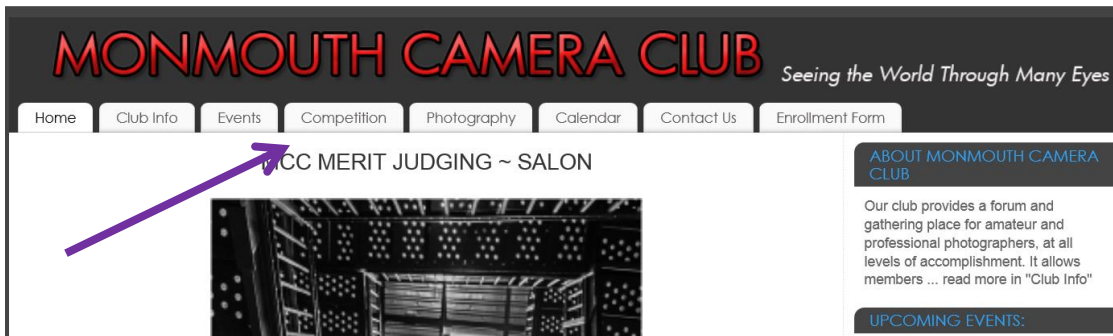
### **II. Upload Image(s) to PhotoContest Pro**

#### **A. Signing in to PhotoContest Pro:**

1. Go to the MCC website: [www.mcc-nj.org](http://www.mcc-nj.org)
2. Click on the tab: “Competition”, which will bring you general uploading instructions.  
(Returning Users may hover over the “Competition” Tab and click on “Upload Photos” to proceed directly to PhotoContest Pro’s link, shown below in Step 3.)

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**Scroll Down**

3. Read the instructions, and make notes of the Division, Class, and the title(s) that you will be using when filling out the entry forms. Click on the link near the bottom of the page to bring you to the PhotoContest Pro Website:



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4. **Returning Users:** Click on Method 1 to Skip to Step 10.
5. **New Users:** When you reach PhotoContest Pro's "Submit Pictures" screen, click on "Log In" at the upper right:

**PhotoContest Pro Version 4**

Home Submit Pictures Downloads Purchasing Privacy Policy Contact Info

PhotoContest Pro provides two methods for submitting pictures to contests.

Method 1 is the preferred method as it provides more features and a better experience. Method 1 requires the Microsoft Silverlight plugin (similar to Adobe Flash) which will install the first time you use it. Silverlight works on the latest version of all major browsers and it works on PCs and MACs. Some computers have difficulty getting the Silverlight plugin installed and working. If you can't get this working, you should use Method 2.

Method 2 is a direct upload and works on nearly all combinations of browsers and operating systems. Method 2 has fewer features than Method 1 and should only be used if you can't get Method 1 working.

[Proceed to Submit Pictures Method 1](#) [Proceed to Submit Pictures Method 2](#)

**Returning Users:** Click on Method 1 to proceed to the log-in screen in Step 10.

This will bring you to the log-in screen.

**PhotoContest Pro Version 4**

Home Submit Pictures Downloads

Email:

Password:

Organization: \* Select Your Organization \*

Remember Me

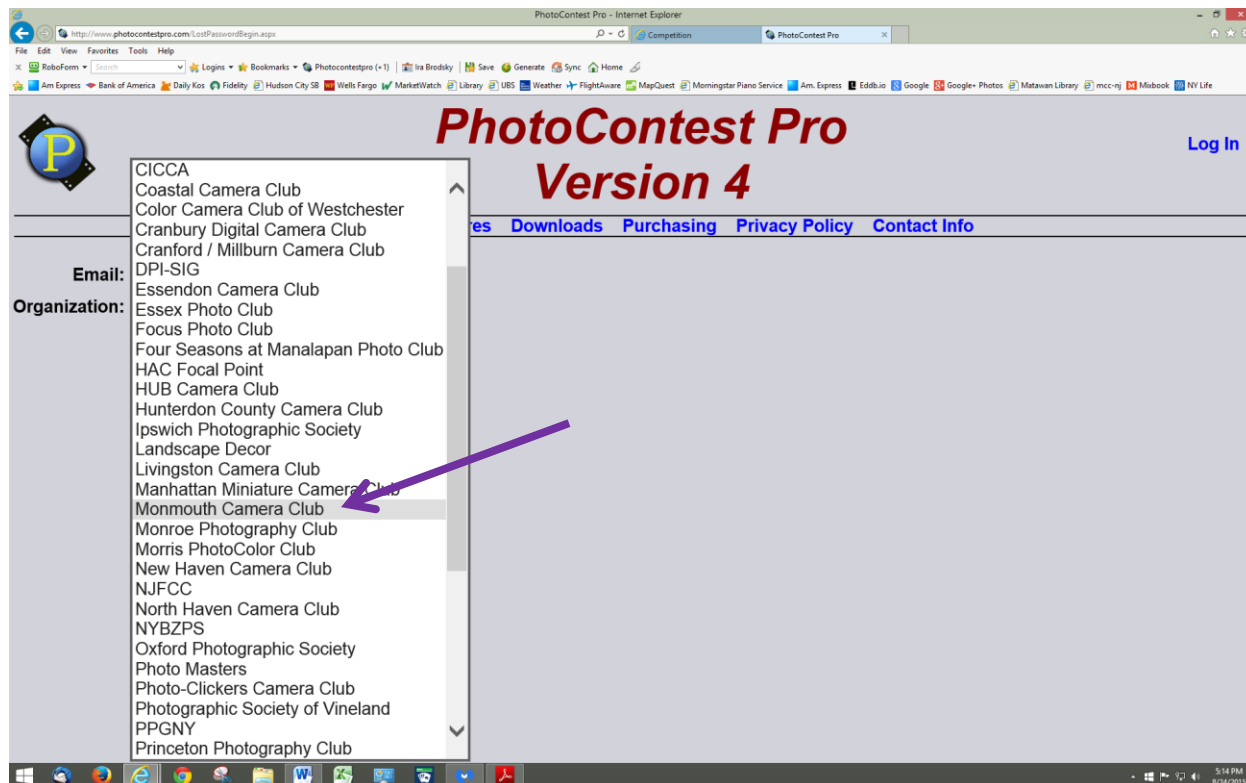
[Forgot your password? Click Here.](#)  
[Logging in for the first time? Click Here.](#)

**New Users:** Return to this screen after Step 9 to log in using your temporary password.

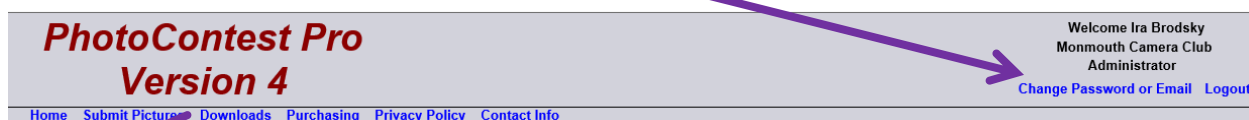
6. New users logging in for the first time: Click on the appropriate link:
7. Type in your email address. This will serve as your user name.
8. In the Organization box, click on right "v" symbol and scroll down and click on "Monmouth Camera Club".

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9. The system will send you an email with a temporary password. Retrieve that temporary password and return to the log-in screen [Step 4].
10. **All Users:** Log in with your email, password, and Organization. New users will use their temporary password the first time. (Be patient while the system retrieves your information.)
11. You will be brought back to the home screen with your name and Monmouth Camera Club showing on the right side of the screen. All users may change their password or email from this screen.



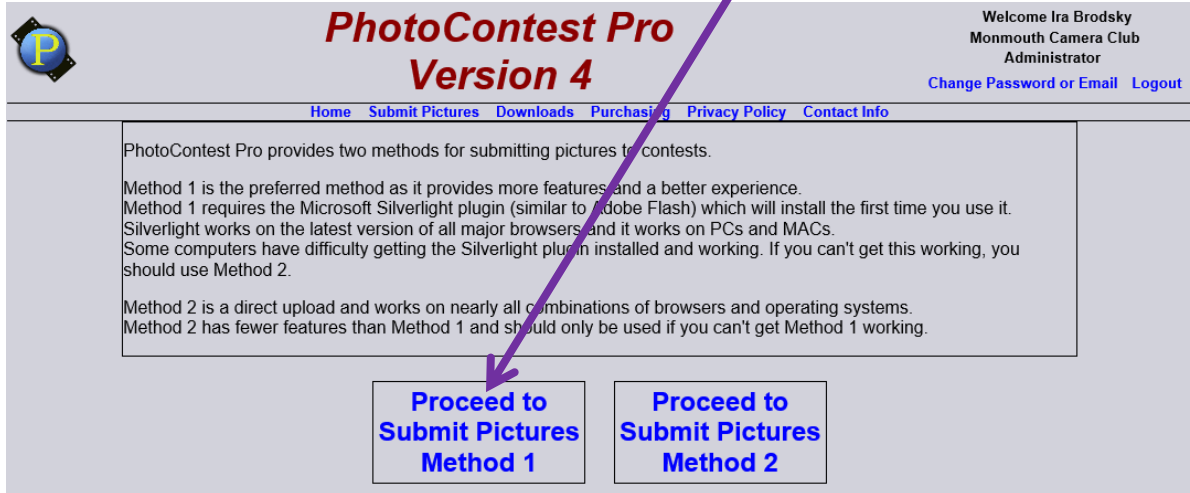
### **B. Submit Picture for Judging:**

1. Click on "Submit Pictures" on the Home screen.

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- At the Submit Pictures entry screen, click on "Method 1".



- The left pane on the next screen will have a list of all contests. The list of contests will include the contest Name and Date and may also be characterized by:

Color / Monochrome  
Beginner / Advanced / Salon  
"Special Topic" / Open



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4. Scroll down until you see the contest for which you will be uploading an entry and click on it.
5. After the contest is selected, you will reach the entry upload screen:
  - a. The left panel shows the selected contest.
  - b. The upper center panel shows notes for the selected contest.
  - c. The lower center panel shows thumbnails of the uploaded pictures.
  - d. The top right pane is where you will enter the title of the entry.
  - e. The bottom right panel contains a set of four control buttons:
    - 1) New Photo.
    - 2) Replace Picture.
    - 3) Save Picture.
    - 4) Delete Picture.

PhotoContest Pro  
Version 4

Log In

Home Submit Pictures Downloads Purchasing Privacy Policy Contact Info

Cheryl Auditor (Monmouth Camera Club)

Contests  Show All

**Color Advanced - Open**  
Class: All  
2/19/2015 2/17/2015  
Time Left: 11 days, 16 hours and 34 minutes  
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**Color Beginner - Open**  
Class: All  
2/19/2015 2/17/2015  
Time Left: 11 days, 16 hours and 34 minutes  
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**Color Salon - Open**  
Class: All  
2/19/2015 2/17/2015  
Time Left: 11 days, 16 hours and 34 minutes  
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**Monochrome Advanced - Open**  
Class: All  
2/19/2015 2/17/2015  
Time Left: 11 days, 16 hours and 34 minutes

**Contest Notes**  
Maximum size 1050 pixels on the longest side. JPEG file format only and a maximum file size of 1.5 megabytes. Images must be saved in sRGB color space, only and sharpened for screen. Maximum 3 images per member per contest.

Maximum entries this contest: 3

Maximum entries this date: 3

Max picture size (width or height): 1050 pixels

Your Pictures (Click to select)  Show All

**Step 1 - New Picture**  
Step 2 - Enter Title and Photographer's Name  
Step 3 - Save Picture

Contest Name: Color Advanced - Open

Picture Title:

Photographer's Name: Cheryl Auditor

Picture Size:

New Picture (or drop here)

Replace Picture (or drop here)

Save Picture and Info

Delete this Picture

6. Click the New Picture button, scroll to the directory holding your contest entry [**Ref. MCC-Digital\_Image\_Guidelines-I\_Preparation**] and double-click to upload. Alternately, drag all entries from the directory to the New Picture button. All uploaded pictures will appear in lower center panel (after checking the "Show All" box).
7. Click on a photo's thumbnail to select it as the entry.
8. Enter the photo's official title following the required format [**Section I**].
9. Click on the "Save Picture" button to complete the entry.
10. Repeat for other pictures that are to be entered in that contest.

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11. To enter pictures in another contest (e.g. Monochrome vs. Color), scroll down the left panel, click on the desired contest, and repeat.
12. When all entries have been completed, return to the Home screen and log out.