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) and in our companion guide:

"MCC-Digital_Image_Guidelines-I_Preparation"

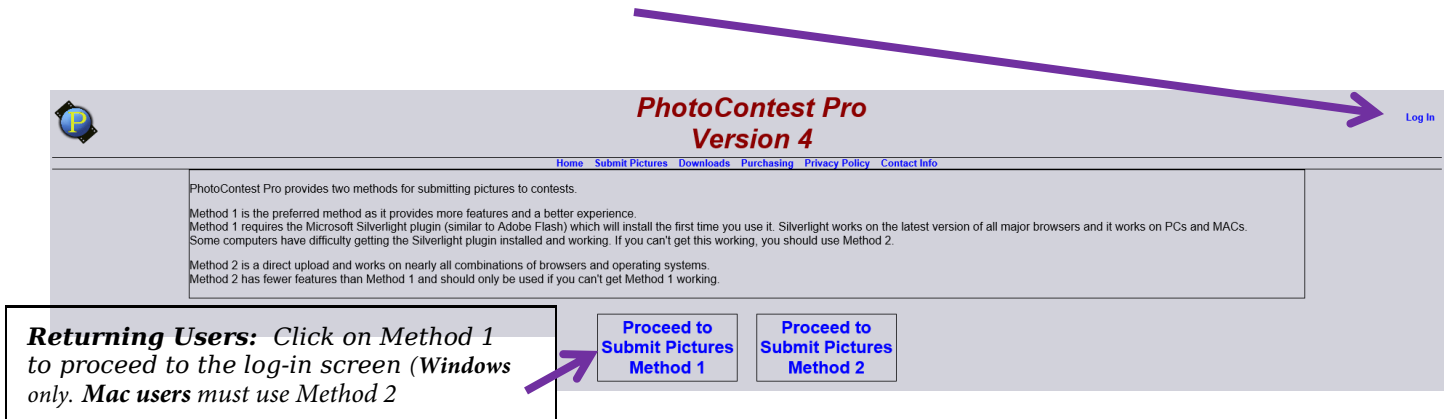## I. *Summary:*

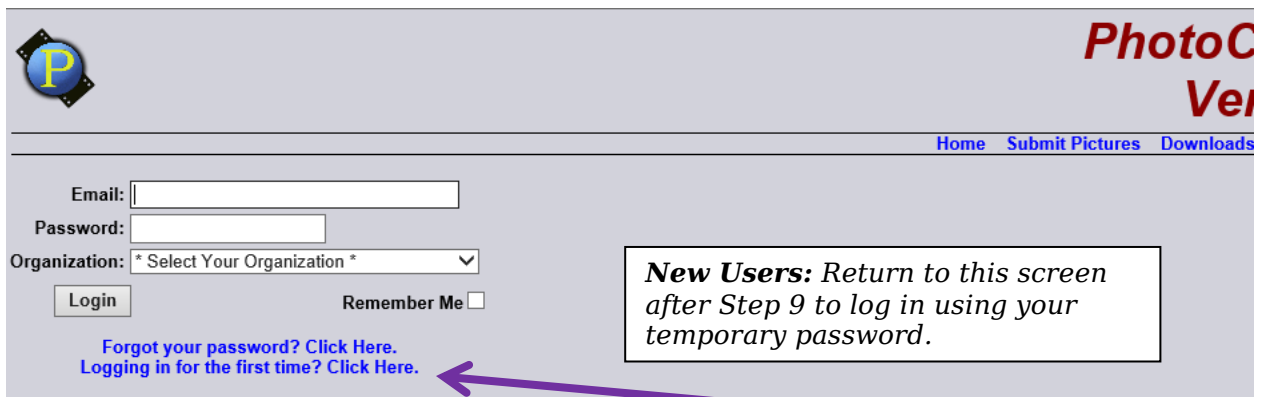|	
Contest Software:	PhotoContest Pro; (Current Version: 4.0)
Required Add-in:	Microsoft Silverlight; free at:
	http://microsoft.com/getsilverlight/Get-Started/
Image Dimension:	Install/Default.aspx 1440 pixels on its longest side.
File Type:	JPEG only (TIFF format is not supported)
Color Space:	sRGB or Adobe RGB
File Naming Syntax:	Not Applicable
Image Title Format:	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)
Submission:	Direct submission by member to the Photo Contest Pro server
	at: **http://www.photocontestpro.com**
	(Do not submit to the MCC organization)

Monmouth Camera Club
MCC Digital Projected Images Guidelines

4. **New Users:** When you reach PhotoContest Pro's "Submit Pictures" screen, click on "Log In" at the upper right:
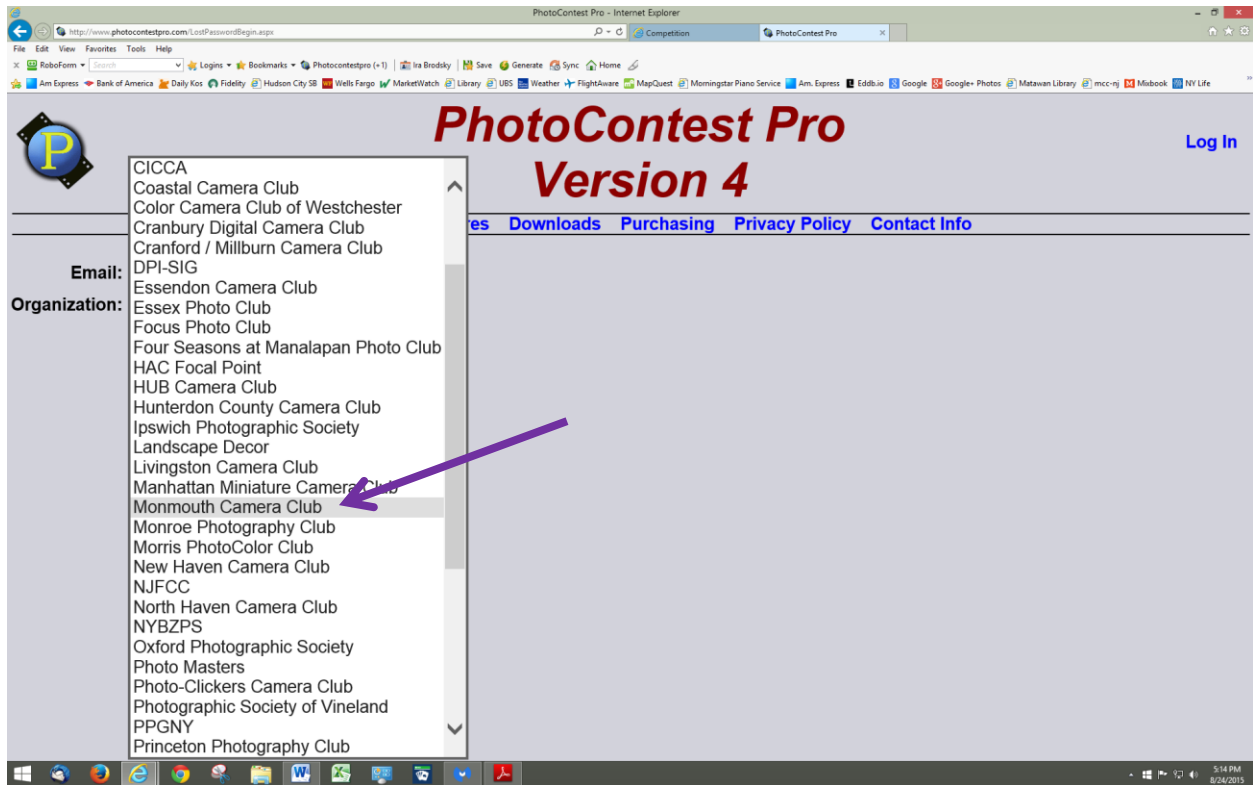

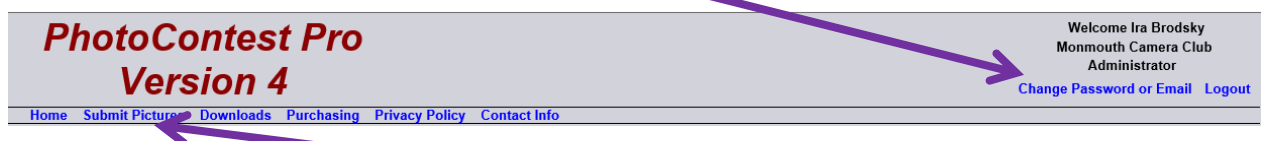This will bring you to the log-in screen.

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".

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.

Monmouth Camera Club
MCC Digital Projected Images Guidelines

2. At the Submit Pictures entry screen, Windows users click on "Method 1".

3. 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

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.

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.

Monmouth Camera Club

<ins>MCC Digital Projected Images Guidelines</ins>

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.