

Submitting Images for Competition

1. Log on with your username and password.
2. Select "**Competitions**" from the main menu.
3. Select "**Submit Images to a Competition.**"
4. Click on the "**Select**" button for the correct competition date and category.

You may click on a heading to sort by that column.

| | Competition Date | Competition Type | Competition Title | Close Date/Time |
|--------|----------------------------|------------------|---|---|
| Select | Tuesday, February 16, 2016 | Creative | Creative 1 of the 1 allowed entries were submitted. | Sunday, February 07, 2016 11:59 PM EST |
| Select | Tuesday, February 16, 2016 | Nature | Nature 0 of the 1 allowed entries were submitted. | Tuesday, February 16, 2016 12:00 AM EST |
| Select | Tuesday, February 16, 2016 | Pictorial | Pictorial 0 of the 2 allowed entries were submitted. | Sunday, February 07, 2016 11:59 PM EST |

5. **Image Size:** Your competition jpg entry must be sized to a width not to exceed 1400 pixels AND a height not to exceed 1050 pixels.
6. Click on the "**Upload Images into the Competition**" button.

Images you entered into this Competition
You have entered 0 of the 2 images you are allowed to enter into this competition.

You have not entered any images to this competition.

[Upload Images into the Competition](#) [Add Images from my Image Library](#)

[Print Labels for Print Submissions](#) [Return to Competition List](#)

7. On the next screen, you can change the the name of your image.

Please only upload only your own images. You will become the author of any images you upload and your images will be marked with your copyright.

After your images are uploaded into your library, references to those images will be automatically entered into your Competition.

Competition Title: Creative
Competition Date: Tuesday, February 16, 2016
Competition Type: Creative
Competition Level: AA

You have already entered 0 of the 1 images permitted for this competition.

[Select](#)

[Return to Competition](#) [Save Images](#)

8. Once you see the green dot, click on "**Save Images**" at the bottom of the screen.

You have already entered 0 of the 1 images permitted for this competition.

● Electric Bird.jpg [x Remove](#)

[Select](#)

[Return to Competition](#) [Save Images](#)

9. On the next screen, you can change the title name of your image.
- Titles must not contain any of the characters ~ \ / : " ? | < >
 - Do not leave ".jpg" at the end of the title, as this is a part of the file name and not the title.

Title: Electric Bird

Image Id=5668301, 1317x1050, 1/1250 f5.6 ISO: 2500 NIKON D750 280mm

Genuine Wildlife Allow Public Display Delete Skip

Author's Image Id: This is a field for the author's use only to help identify the image within the author's collection.

If a Sequence Name is present, your image will be placed into an Image Sequence. Clear the name or set the Image Number to zero to remove the image from an Image Sequence. Each image within an Image Sequence must be numbered sequentially.

Sequence Name:

Image Number within Image Sequence: 0

When you click the button below your changes will be saved. You will then return to the page where you started your upload.

Done

10. Verify that all the information is correct.
- **No** need to check "Genuine Wildlife"
 - Make sure the box "**Allow Public Display**" is checked
 - **No** need to enter anything in the "Author's Image Id:" box
 - Do **not** check either the "Delete" or the "Skip" box on the right hand side of the screen
 - You do **not** need to enter anything in the Sequence boxes
11. Click on "**Save any changes and return to the original page**" to upload the image for competition.
12. You will see a confirmation screen "**Images you entered into this Competition**"

Images you entered into this Competition

You have entered 1 images which is the maximum allowed for this competition.
To submit a different image, you must first delete one of the already submitted images.

Electric Bird
Image Id=5668301
Image size: 1317x1050

Edit Image Data or Replace Image

Delete from Competition and Image Library

Remove from Competition, Keep in Image Library

Print Labels for Print Submissions Return to Competition List

13. Click on "**Return to Competition List**"
14. You need to repeat the above steps for each category that you wish to submit images for. If the category allows more than one image, repeat the steps to submit the second image.

If you need to revise an image already submitted, see the **Modifying Submitted Image** instructions.