

## Image Uploading Instructions

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### Logging into the website:

Log on to the club website at: <http://losgatos-saratogacameraclub.org/>

### To upload your images for a Competition, or to upload winning Print images for display:

Watch this video:

<http://host.photoclubservices.com/photoclubvideos/HelpSubmitToCompetition/HelpSubmitToCompetition.html?AspxAutoDetectCookieSupport=1>

Step by step instructions:

1. Go to: **Competition / Submit Images to a Competition**
2. Hit the "**Select**" button next to the Competition you want to upload images to. Please check this carefully to insure you are entering to the right Competition
3. Hit the "**Upload or Catalog a Single Image into the Competition**" button if you are uploading a single image from your computer to this Competition, or use the "**Upload Multiple Images into the Competition**" button if you have multiple images to upload to the **SAME** competition.
4. On the next page, hit the "**Select**" button to browse your hard-drive for the image(s) to upload and select an image. The images no longer have to have a special name. Any file name you have given them is fine. Images should JPEG (.jpg), be resized to be 1050 pixels on the widest side, 72 dots per inch (dpi), and be in sRGB format.
5. Give your image a **Title** that will be projected on the screen during the program. **Whatever you type here will be projected.** (No prefixes or special codes are needed here (i.e., no need for LG-XX like before. No suffixes (like .jpg) are needed in the Title. Just give the image the exact title you want displayed during the Judging). Check for spelling errors since it will be displayed *exactly* as you type it
6. If uploading multiple images, hit the "**Next Image**" button to continue to add images. If uploading only a single image, click the "**Add this Image**" button
7. Review your image and its title very carefully to insure it is correct and is in the correct competition.
8. When done adding images, hit the "**Return to Competition List**" button

### Forgotten Password:

If you have forgotten your password, press the **Login** link in the upper right and navigate to the center section titled "**Reset Your Password**" and hit the "**Reset Password**" button. Your Login Name is often the email address that the Club uses to contact you (If not, then you or the administrator has assigned a different Login Name. If you have forgotten it, contact the club Webmaster). The system will send a temporary password to your email address. Use this to Login to the system.

Once logged in, go to: **My Account / My Account Settings / Change Password** to change your temporary password to a password you will remember. Please also browse the **My Account Settings** section to add missing information and check for accuracy.