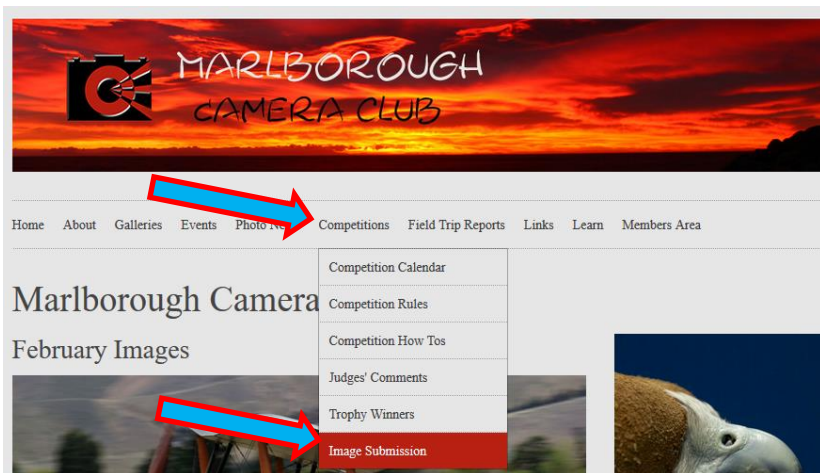


## Club Competition – Online submission guide

1. On the club website [www.marlboroughcameraclub.org.nz](http://www.marlboroughcameraclub.org.nz) go to the [Competition](#) dropdown menu and select “Image Submission”



2. This will take you to a page that looks like this:

A screenshot of the PROCESSwire login page. At the top, it says 'PROCESSwire' and 'Admin > Login'. Below this are two input fields: 'Username' and 'Password'. A green 'Login' button is positioned below the fields. At the bottom left, there is a 'Home' link with a house icon.

You should have been provided with the username and password. If you don't have them, email anyone on the committee who can provide them. Please do not publicise the username and password on social media such as Facebook or provide to non-members. They are intended to prevent non-members from attempting to submit images.

3. The next page will look like the normal website

A screenshot of the 'Competition Entry Form' on the website. The header is the same as the previous screenshot. The main content area is titled 'Competition Entry Form'. It contains several instructions and form fields: 'You can submit your competition entries via this page. Remember the maximum dimensions for images is 1620x1080 pixels. If you attempt to send images larger than this, they will be automatically rejected and you will need to resize them before you can send them. You should try to make your images as large as possible while remaining within the maximum dimensions as small images do not give judges much to look at in terms of detail. Any images smaller than the old competition dimensions of 1024x768 will be automatically rejected, as they will not display well on screen.' Below this, it says 'Even if you are entering prints, please upload a digital copy as well, and make sure to indicate that it is a print.' and 'You don't need to worry about file names if you submit via this page, as files will be renamed to the correct format automatically when you send them.' The form fields include: 'First Name', 'Last Name', 'Email', 'Grade' (with a dropdown menu 'Select your grade'), 'Open/Set Subject/Shot of the Year' (with a dropdown menu 'Is this open or set subject?'), 'Digital/print' (with a dropdown menu 'Is this a digital image or print?'), 'Image Title', and 'Select Image File' (with a 'Browse...' button and 'No file selected.' text). At the bottom, there is a 'Send Image to Competition Secretary' button.

4. Complete the entry form:

First Name

Last Name

Email

Grade  
Select your grade ▾

Open/Set Subject/Shot of the Year  
Is this open or set subject? ▾

Digital/Print  
Is this a digital image or print? ▾

Image Title

Select Image File  
 No file selected.

For example

First Name

Last Name

Email

Grade  
A ▾

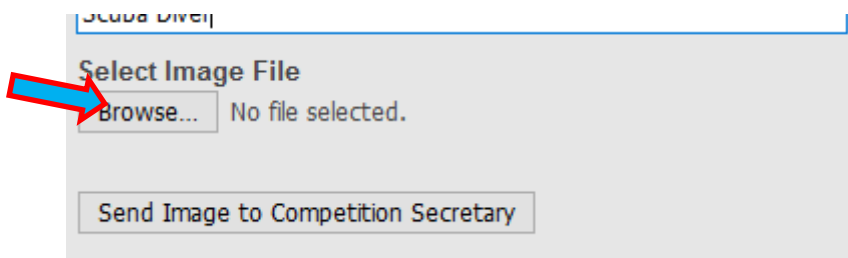
Open/Set Subject/Shot of the Year  
Set ▾

Digital/Print  
Digital Image ▾

Image Title

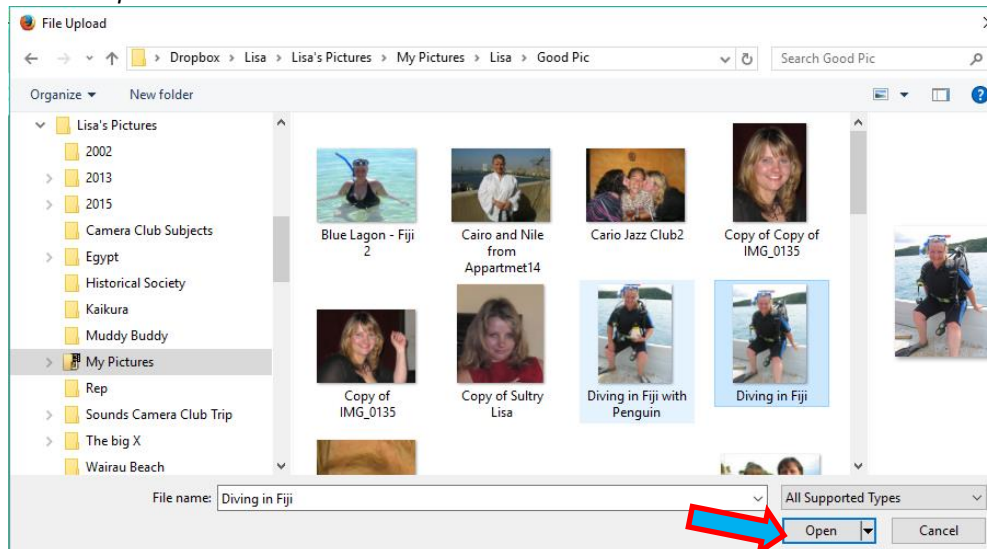
Select Image File  
 No file selected.

5. Then click "Browse"

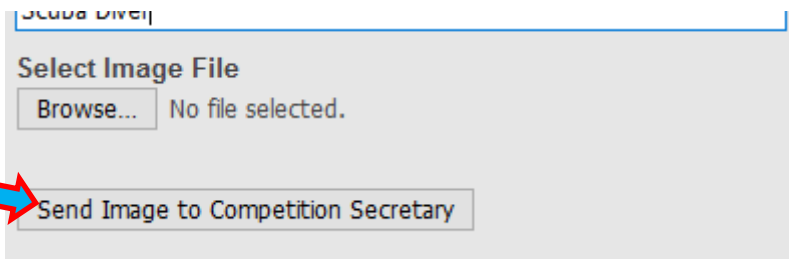


6. Navigate through your files to find and then select your picture. Click "Open" to upload the picture.

For example:



7. Then click “Send Image to Competition Secretary.”



8. Hurrah! you have successfully submitted an image. If it's a large file, you might need to wait a few moments before it's sent. You will receive an email as confirmation.

### Points to Note:

- Do not use the old naming convention of c-o-[name]-[title]. Files will be renamed automatically when they are submitted.
- The images that are too large or are in the wrong format will result in an error message, you will need to amend your image and resubmit.

*This is what an error message will look like.*

This image is too large.  
Maximum size allowed is 1620x1080.  
This image is 1704x2272  
The correct size is 810x1080

OK