BCG Guideline #4 – Submitting to the Annual Competition (v2.0 Dec 2018)

This document describes in detail how to enter your images to the Annual Competition from your own files.
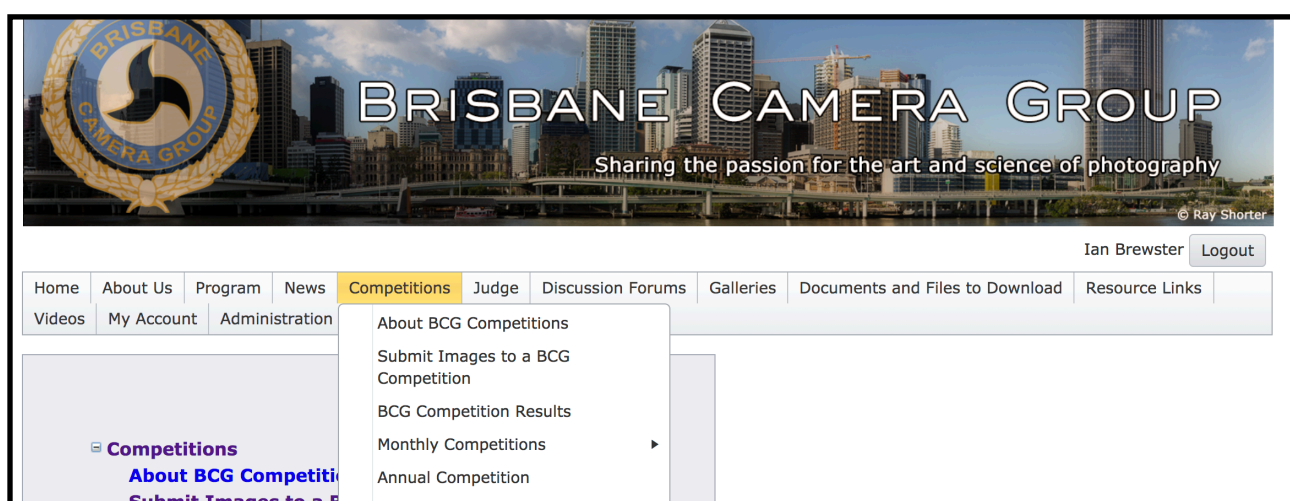
You must be registered in your Account as a Competing Member (this is normally set when your account is accepted by the Website Manager) and be Logged In.

It is assumed you are familiar with the processes involved for Submitting Direct to a Monthly Competition *(see BCG Guideline #1)*

Before commencing, make sure you are working according the Rules for the Annual Competition *(see tab Competitions>Annual Competition on the BCG website)*

When you upload an image direct to a competition, your image is also loaded automatically into your Image Library. To use the same image in another competition, as for the HIM and MAP Award entries in the Annual Competition, you must add the image from your library, NOT by uploading direct from your own folders as you do the first time. If you try to upload that image again direct from your own folders, you will get a warning directing you back to your library.

1. Open the Competitions tab and select the Submit Images to a BCG Com-

petition option (Fig 1):

Fig 1

2.A set of sixteen Competitions shows for the Annual Competition that is open, listed by the Competition Date ie. the date for the Annual Dinner Presen-

Current Competitions

Select the competition you wish to enter. If a competition has been closed for entries you will be able to display your images in the competition but you will be unable to change those entries.

☐ Include closed competitions

Submit images that belong to this user: (Available only for Competition Managers)
Ian Brewster   Select Member

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

	Competition Date	Prints	Competition Title	Competition Type	Close Date/Time
Select	Monday, 22 October 2018		3. Set DPI - OLD THINGS 0 of the 3 allowed entries were submitted.	Set DPI	Tuesday, 9 October 2018 12:00 AM E. Australia Standard Time
Select	Monday, 22 October 2018		4. Open DPI 0 of the 3 allowed entries were submitted.	Open DPI	Tuesday, 9 October 2018 12:00 AM E. Australia Standard Time
Select	Monday, 22 October 2018	Prints	1. Set Prints - OLD THINGS 0 of the 3 allowed entries were submitted.	Set Prints	Tuesday, 9 October 2018 12:00 AM E. Australia Standard Time
Select	Monday, 22 October 2018	Prints	2. Open Prints 0 of the 3 allowed entries were submitted.	Open Prints	Tuesday, 9 October 2018 12:00 AM E. Australia Standard Time
Select	Monday, 3 December 2018		01. Pictorial Monochrome DPI 0 of the 4 allowed entries were submitted.	Pictorial Monochrome DPI	Tuesday, 23 October 2018 12:00 AM E. Australia Standard Time
	Monday, 3 December 2018		02. Pictorial Colour DPI 1 of the 4 allowed entries were submitted.	Pictorial Colour DPI	Tuesday, 23 October 2018 12:00 AM E. Australia Standard Time
	Monday, 3 December 2018		03. Nature DPI 0 of the 4 allowed entries were submitted.	Nature DPI	Tuesday, 23 October 2018 12:00 AM E. Australia Standard Time
Select	Monday, 3 December 2018		04. People DPI 0 of the 4 allowed entries were submitted.	People DPI	Tuesday, 23 October 2018 12:00 AM E. Australia Standard Time
Select	Monday, 3 December 2018		05. Creative/Experimental DPI 0 of the 4 allowed entries were submitted.	Creative/Experimental DPI	Monday, 3 December 2018 12:00 AM E. Australia Standard Time
Select	Monday, 3 December 2018		06. Social Documentary/Photojournalism DPI 0 of the 4 allowed entries were submitted.	Social Documentary/Photojournalism DPI	Tuesday, 23 October 2018 12:00 AM E. Australia Standard Time
Select	Monday, 3 December 2018		07. Human Interest Monochrome DPI 0 of the 2 allowed entries were submitted.	Human Interest Monochrome DPI	Tuesday, 23 October 2018 12:00 AM E. Australia Standard Time
Select	Monday, 3 December 2018		08. Most Artistic Photograph - DPI 1 of the 2 allowed entries were submitted.	Most Artistic Photograph - DPI	Tuesday, 23 October 2018 12:00 AM E. Australia Standard Time
Select	Thursday, 31 January 2019		3 Set DPI - Dummy Practice 0 of the 4 allowed entries were submitted.	Set DPI	Thursday, 31 January 2019 12:00 PM E. Australia Standard Time
Select	Thursday, 31 January 2019		4 Open DPI - Dummy Practice 1 of the 4 allowed entries were submitted.	Open DPI	Thursday, 31 January 2019 12:00 PM E. Australia Standard Time
Select	Thursday, 31 January 2019	Prints	1 Set Prints - Dummy Practice 3 of the 4 allowed entries were submitted.	Set Prints	Thursday, 31 January 2019 12:00 PM E. Australia Standard Time
Select	Thursday, 31 January 2019	Prints	2 Open Prints - Dummy Practice 0 of the 4 allowed entries were submitted.	Open Prints	Thursday, 31 January 2019 7:30 PM E. Australia Standard Time

tation (Fig 2). (*only eight of the Competitions are shown in the Figure*)

<u>Fig 2.</u>

Select the row with the Competition Type in which you wish to enter. Initially select ONLY from the Subject competitions, not the HIM or MAP competitions; these are addressed later. You will return to this page later to enter images into other types as you choose to complete your entries

Notes: a. The Competition Title shown in the fourth column includes numbers 1 to 16 amongst the titles; these should be ignored. They are used for sorting in the Slide Show on Competition Night.

        b. Ignore the reference to 3 Set DPI in the Figures below; Annual competitions will appear as you work through these procedures

3. The details of the competition type you have chosen are displayed, in-
cluding the Definition (Fig 3). Please read these to become familiar with the
rules. Select the Upload Images into the Competition button (Fig 3). Figure 4
on the following page will then appear. (*Note: the link to Optional File Name
Formats in Figure 4 is not relevant to BCG Monthly Competitions and should
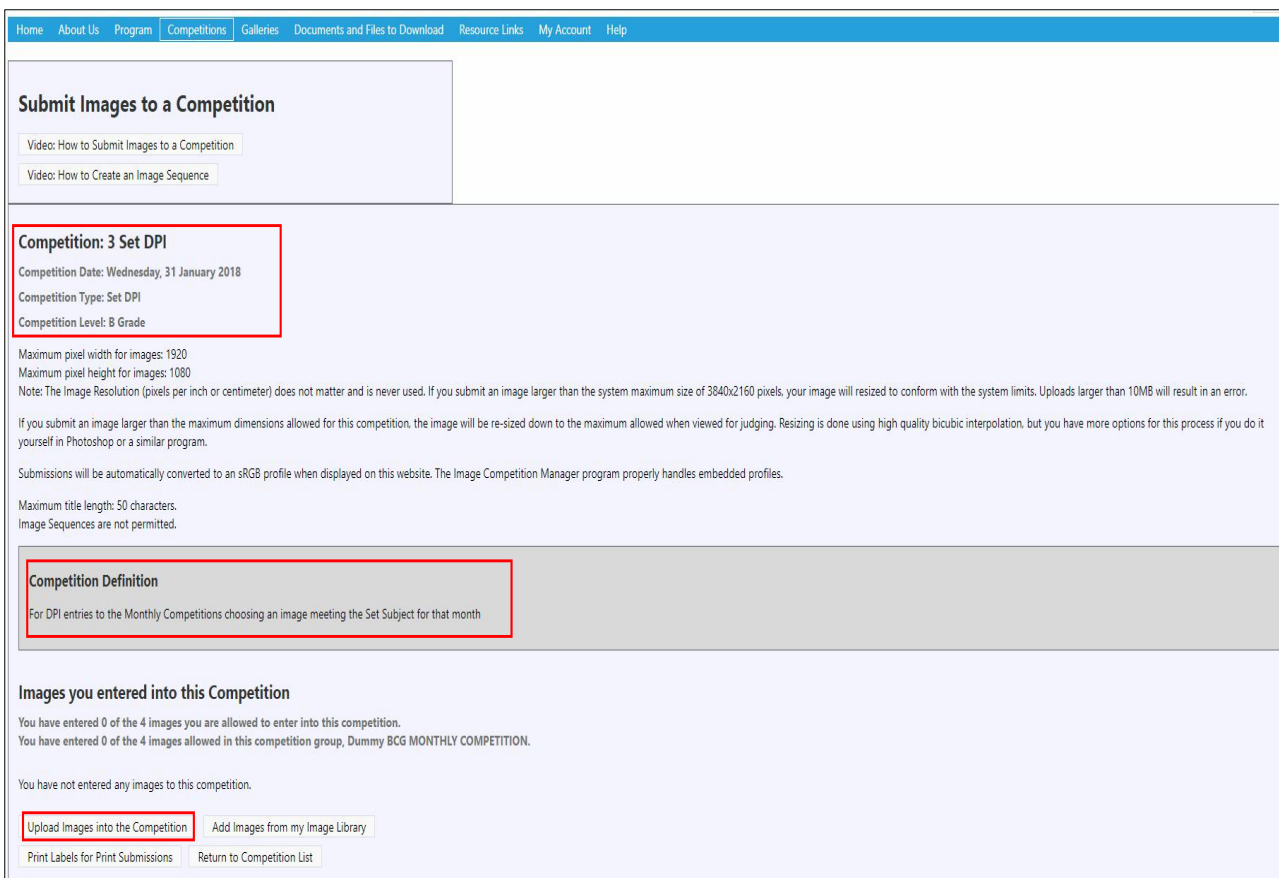be ignored*)

Fig 3.

Upload Images

When you upload an image it is always placed into your Image Library. Competitions and Galleries can then use any number of links to your image. Multiple organizations can link to the same images in your library.

Start your upload with this page. Your file name or an embedded title will be suggested as the image title. Special file name formats allow you to specify additional information beyond just your title.

Information on Optional File Name Formats

Once your images have been uploaded, a new page will be displayed where you can change your titles and add additional information about your images.

Note that images in your Image Library that are not used in any competition or gallery will be automatically deleted three months after their upload date.

Use the "Select" button below to select one or more files to upload. On most browsers you can also drag and drop files onto the Select button. Use the "Select" button to add additional files. The upload process will start with each file as soon as you use the Select button. When all the files have been uploaded, as indicated by the green dot by each file name, click the "Save Images" button below.

The system maximum image size is 3840x2160 pixels. If your image exceeds the system maximum size allowed, your upload time will be unnecessarily long and your image will be resized after the upload completes. If your image size exceeds the maximum file size allowed for the website (10.0MB), you will see an error message and the file will not be uploaded.

Competitions specify a maximum image size in pixels. Your uploaded image will be resized internally when viewed for judging to fit within the limits set for your competition. You should upload a size large enough for any organization or competition that may use your image and allow the system to downsize your image as necessary to comply with competition limits. Click here for information on how to resize an 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: 3 Set DPI
Competition Date: Wednesday, 31 January 2018
Competition Type: Set DPI
Competition Level: B Grade

You have already entered 0 of the 4 images permitted for this competition.

You have already entered 0 of the 4 images permitted for this competition group, Dummy BCG MONTHLY COMPETITION.

Select

Return to Competition without submitting   Save Images and Proceed to Edit Page

Fig 4

4. Uploading your images: The ensuing procedure is similar to that you would use to attach an image to an e-mail. The Select button will take you to your own folders on your computer where you can navigate to the image(s) you wish to use for the competitions. Figure 5 shows how this stage will look on a PC. *Note: you do not need to rename your images prior to uploading.*
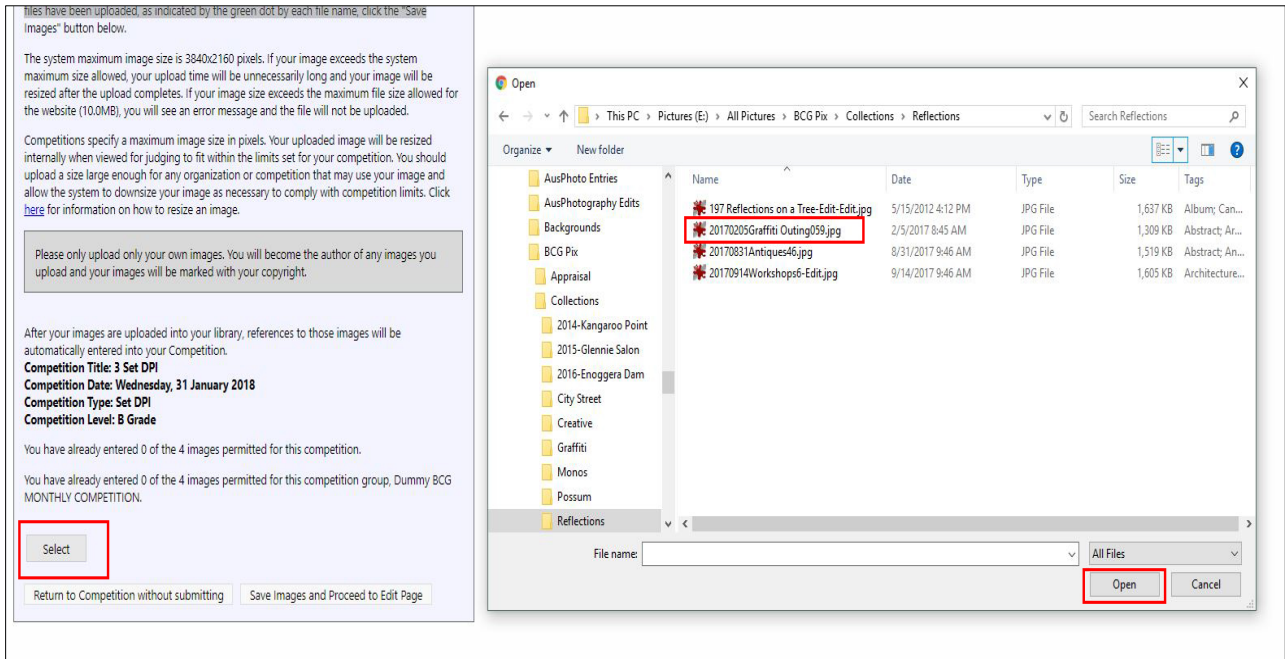
Fig 5.

While the image file(s) is uploading, an Orange dot will show against the file name. It will turn Green when finished uploading. If you want to replace this image with another at this point, use the Remove button (Fig 6).
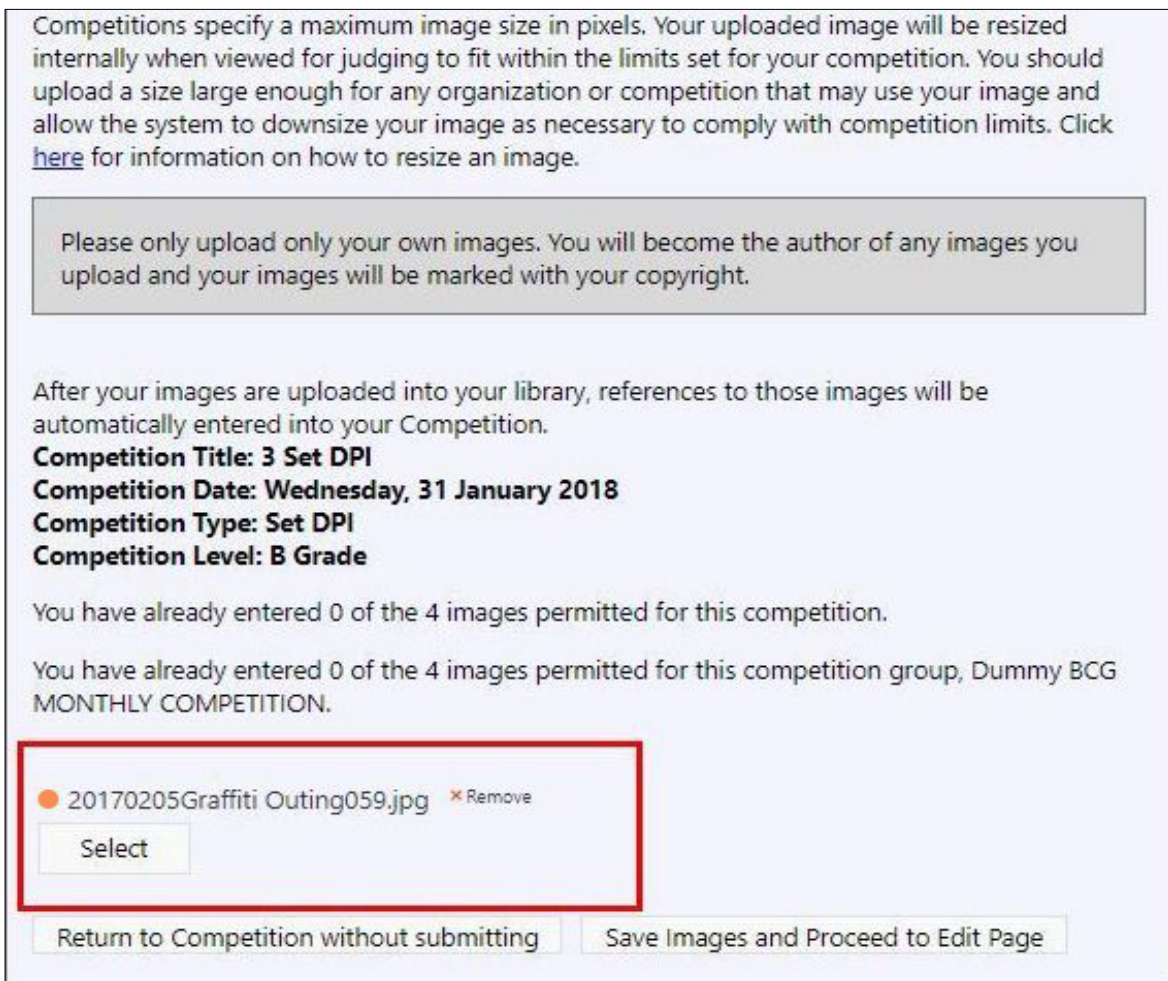

Fig 6.

Once all the images you wish to enter into this competition type have uploaded and are showing the Green dot, hit the Save Images and Proceed to Edit Page button (Fig 7).
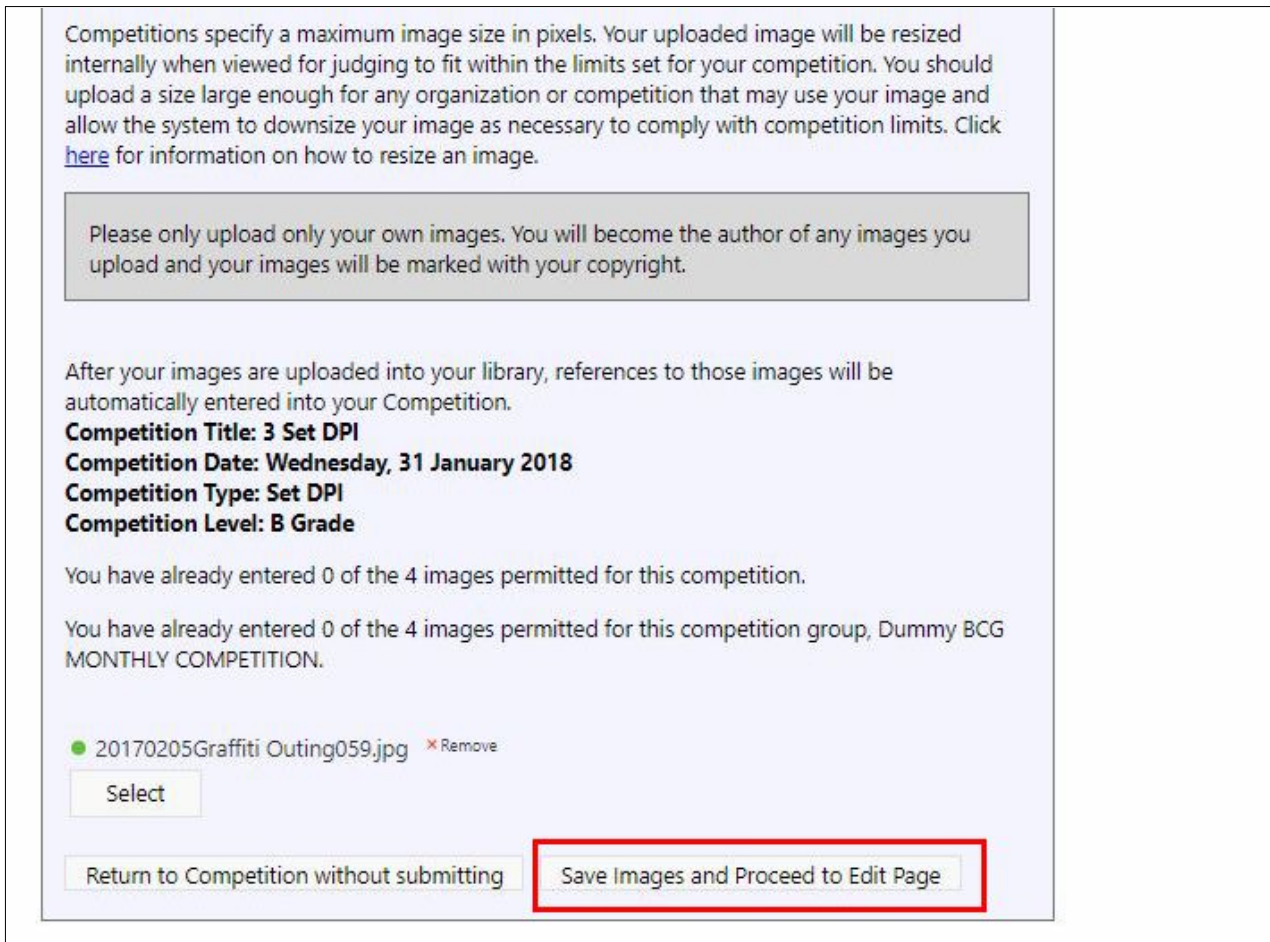

Competitions specify a maximum image size in pixels. Your uploaded image will be resized internally when viewed for judging to fit within the limits set for your competition. You should upload a size large enough for any organization or competition that may use your image and allow the system to downsize your image as necessary to comply with competition limits. Click here for information on how to resize an 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: 3 Set DPI
Competition Date: Wednesday, 31 January 2018
Competition Type: Set DPI
Competition Level: B Grade

You have already entered 0 of the 4 images permitted for this competition.

You have already entered 0 of the 4 images permitted for this competition group, Dummy BCG MONTHLY COMPETITION.

● 20170205Graffiti Outing059.jpg ✕Remove
Select

Return to Competition without submitting   Save Images and Proceed to Edit Page

Fig 7.

5. Editing refers to editing the file name(s) of your images to suit the competition rules. For Monthly Competitions the file name must simply be in the form Title eg. **Reflection**

In the yellow box labeled Title (Fig 8), your original file name from your computer will show. If you wish to retain this file name for your own identification, copy this file name into the grey box Author's Image ID (Fig 9). Now go back to the Title box and replace the file name with that required for the competition, eg. **Reflection** as described above - (Fig 9).

Fig 8.

Repeat this process for each image depicted, then hit the <u>Save any Changes and return to the original page</u> button, (Fig 9). This will take you back to the page similar to that shown in Figure 3, but now showing the images you have entered for this competition type (Fig 10). At this stage for each image, if you want, you can also <u>Edit Image Data or Replace Image</u>, <u>Delete from Competition and Image Library</u> or <u>Remove from Competition, Keep in Image Library.</u>

Fig 9.

Fig 10.

6. Complete your competition entries for the current Monthly Competition by returning to the list of Competition Types (hit the Return to Competition List button, (Fig 10).

Repeat the above procedure from items 2. to 6. for each type of competition you wish to enter. (see Fig 11 as an example)

Submit Images to a Competition

Video: How to Submit Images to a Competition

Video: How to Create an Image Sequence

Competition: 4 Open DPI

Competition Date: Wednesday, 31 January 2018

Competition Type: Open DPI

Competition Level: B Grade

Maximum pixel width for images: 1920
Maximum pixel height for images: 1080
Note: The Image Resolution (pixels per inch or centimeter) does not matter and is never used. If you submit an image larger than the

If you submit an image larger than the maximum dimensions allowed for this competition, the image will be re-sized down to the

Submissions will be automatically converted to an sRGB profile when displayed on this website. The Image Competition Manager

Maximum title length: 50 characters.
Image Sequences are not permitted.

Competition Definition

For DPI entries to the Monthly Competitions, choosing an image not meeting the Set Subject for that month

Images you entered into this Competition

You have entered 2 of the 4 images you are allowed to enter into this competition.
You have entered 3 of the 4 images allowed in this competition group, Dummy BCG MONTHLY COMPETITION.

Shopping
Image Id=8069697

Edit Image Data or Replace Image

Delete from Competition and Image Library

Remove from Competition, Keep in Image Library

Loco 444
Image Id=8069719

Edit Image Data or Replace Image

Delete from Competition and Image Library

Remove from Competition, Keep in Image Library

Upload Images into the Competition   Add Images from my Image Library

Print Labels for Print Submissions   Return to Competition List

Fig 11

You may continue this process until you reach the maximum number of entries permitted for the Monthly Competition. If you try to make any more entries, you will get the warning sign (Fig 12. *(for the Dummy Competition set up for these instructions, the limit is four entries. For 2018 Monthly competitions the limit will be* underline three per month *and 27 for the year, not including the Annual Competition)*

Images you entered into this Competition

You have entered 1 of the 4 images you are allowed to enter into this competition.
You have entered 4 of the 4 images allowed in this competition group, Dummy BCG MONTHLY COMPETITION.
To submit a different image, you must first delete one of the already submitted images.

The Engraver
Image Id=8069727

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

Additional submissions are blocked because you have reached the maximum number of images you can submit to the competition GROUP (not the competition).

<u>Fig. 12</u>

7. Print Entry Labels. The website software has the facility for setting up a file to print Labels for your prints. To initiate this process hit the <u>Print Labels for Print Submissions</u> button, (Fig 13). This will bring up the page shown (Fig 14) OR, alternatively, a hand-made label can be prepared and affixed in the **bottom left corner** with:

- Competition type eg. Set Print
- Competition Grade/Level eg. A Grade
- Competition Date
- Image Title
- Author/User ID (the seven figure number shown in your website Account details)

Fig 13.

Fig 14

Here you have a choice of printing plain paper labels or the option of printing to Avery sticky label sheets (3.3in x 4 in or 84 x 102mm) which size doesn't appear to be available in Australia. Plain paper is chosen in the example (Fig 14), selecting Output Format: 4in x 5in paper tags.

Untick the blue marker against Display Author Name, as your name should not be shown on the label before any judging takes place. Your Member Number will be the only Club identifier; this is included in your Image File Names.

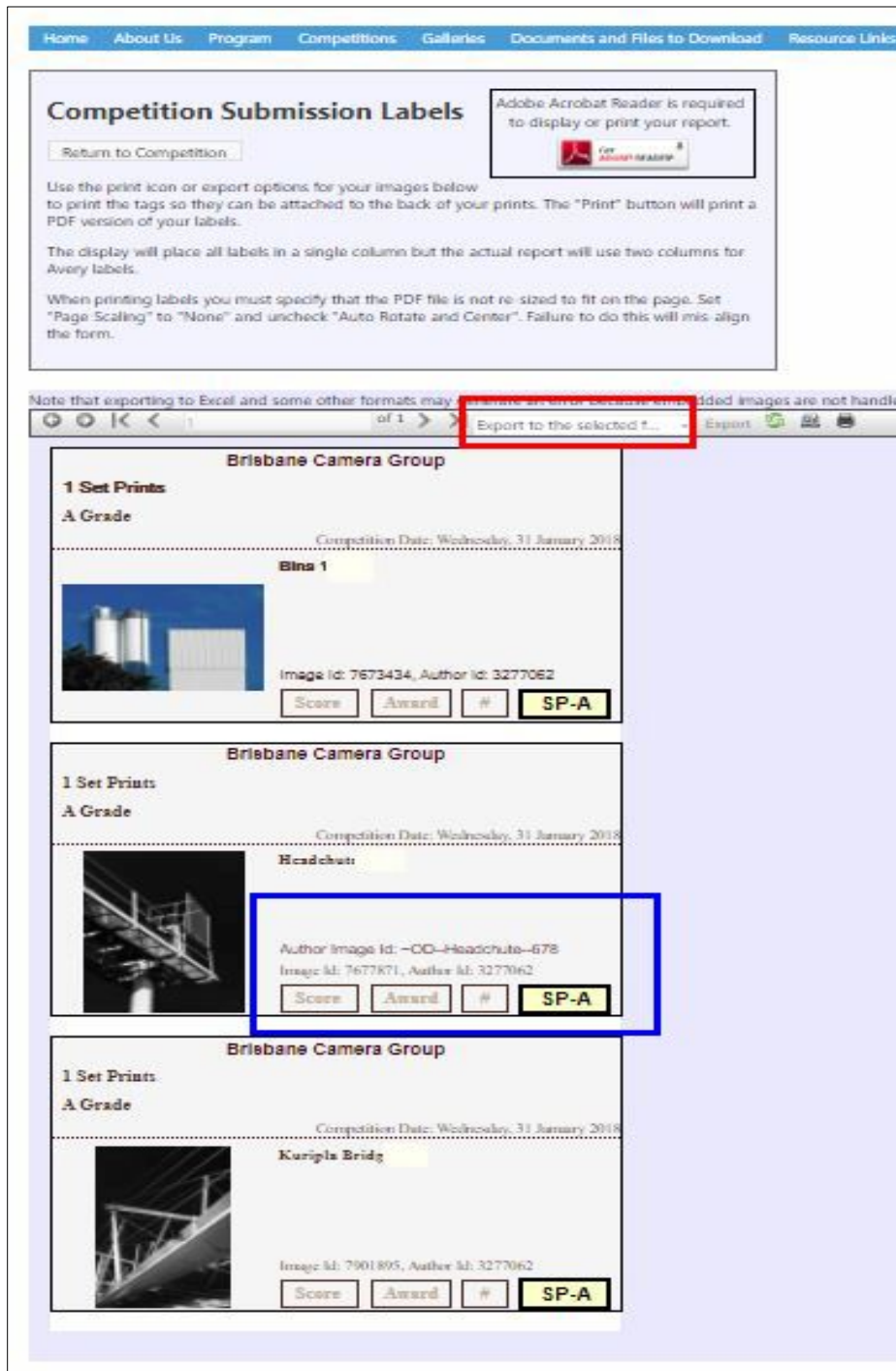Hit the Generate Report button to display the labels (Fig 15).

Fig 15.

The data on each label shows the Competition Type; your Grade; Image Title, which is where your Membership Number appears; your Image ID and also your Author ID as recorded in the Visual Pursuits database, then in large font, the Code for the Competition Type (**SP** = Set Print and your Grade or Competition Level, **A** in this example).

If you have included your own Author Image ID in the Title Edit page (Fig 9), this will also be shown, as in blue in the centre label (Fig 15).

Hit the Export to the selected format button. Excel is chosen (Fig 16) and the Preview icon is also selected
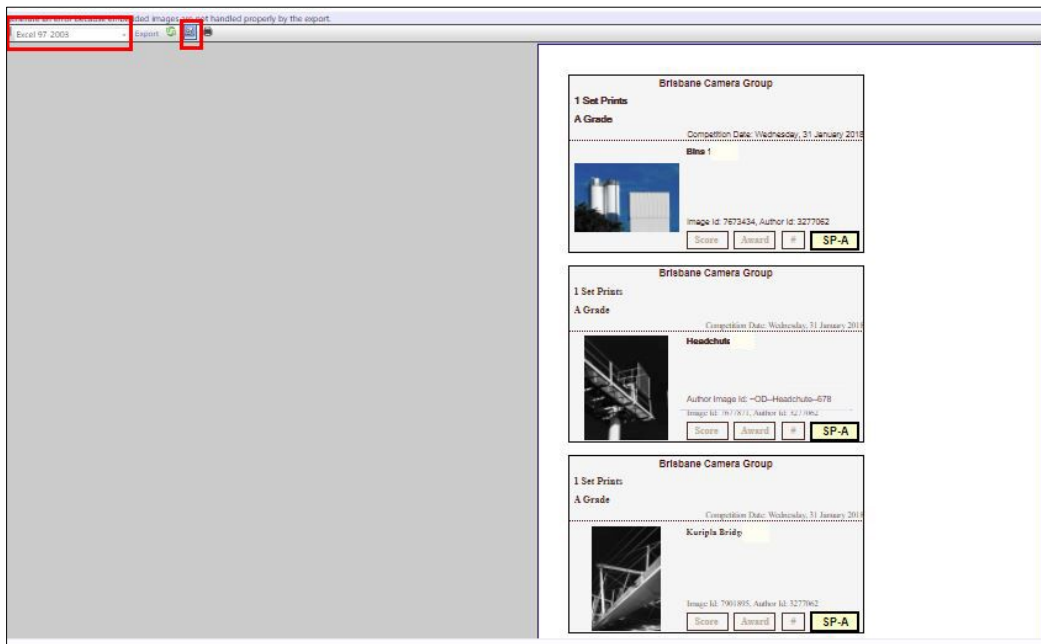

Fig 16.

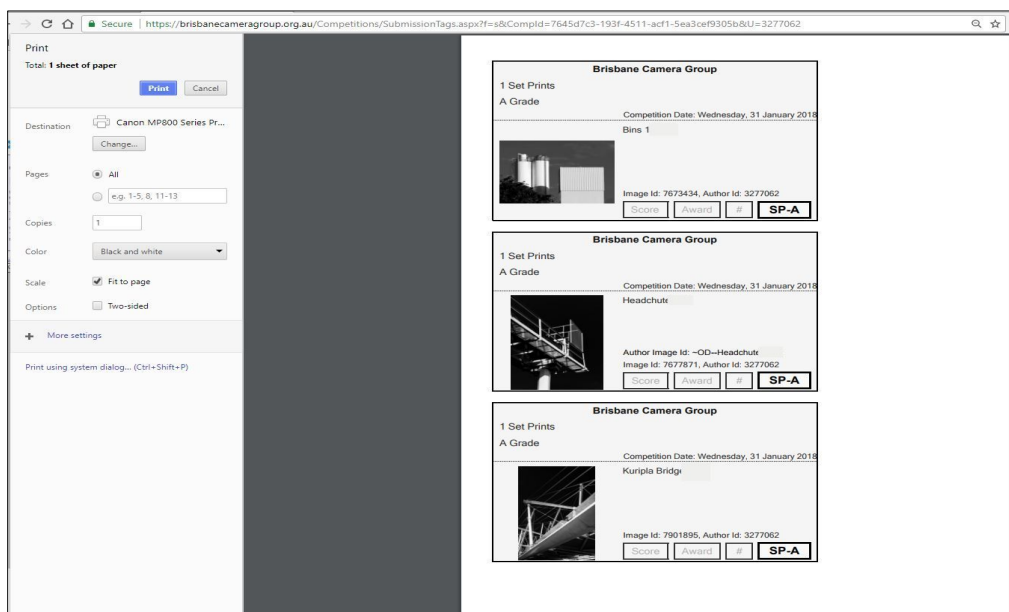Select the Print icon to access your printer as usual.(Fig 17).

Fig 17