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):

<u>Fig 1</u>

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-

	Competitions				
Select the c	ompetition you wish to enter. I	f a compet	ition has been closed for entries you will be able t	to display your images in the competition but	you will be unable to change those entries.
Include c	closed competitions				
Submit imag	ges that belong to this user: (A	wailable on	ly for Competition Managers)		
Ian Brewste	· _ · ·	wallable of	in the competition managers)		
	and a large day and have been as				
u may click	on a heading to sort by that co 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		 Open DPI of the 3 allowed entries were submitted. 	Open DPI	Tuesday, 9 October 2018 12:00 AM E. Australia Standard Time
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	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
Select	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		 Most Artistic Photograph - DPI 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
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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, including the Definition (Fig 3). Please read these to become familiar with the rules. Select the <u>Upload Images into the Competition</u> 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*)

Home About Us Program Competitions Galleries	Documents and Files to Download	Resource Links My Account I	p i	
Submit Images to a Competition				
Video: How to Submit Images to a Competition				
Video: How to Create an Image Sequence				
Competition: 3 Set DPI				
Competition Date: Wednesday, 31 January 2018				
Competition Type: Set 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) do	pes not matter and is never used. If you	submit an image larger than the sys	n maximum size of 3840x2160 pixels, your image will resized to cor	nform with the system limits. Uploads larger than 10MB will result in an error.
If you submit an image larger than the maximum dimensions yourself in Photoshop or a similar program.	allowed for this competition, the imag	e will be re-sized down to the maxin	n allowed when viewed for judging. Resizing is done using high qua	ality bicubic interpolation, but you have more options for this process if you do it
Submissions will be automatically converted to an sRGB profi	le when displayed on this website. The	Image Competition Manager progra	properly handles embedded profiles.	
Maximum title length: 50 characters.				
Image Sequences are not permitted.				
Competition Definition				
For DPI entries to the Monthly Competitions choosing an i	mage meeting the Set Subject for that	month		
Images you entered into this Competition	n			
You have entered 0 of the 4 images you are allowed to en		V COLIDERTICAL		
You have entered 0 of the 4 images allowed in this compo	ntion group, Dummy BCG MONTHL	COMPETITION.		
You have not entered any images to this competition.				
Upload Images into the Competition Add Images from	n my Image Library			
Print Labels for Print Submissions Return to Competiti	ion List			
-iq 3.				

When you u	pload an image it is always placed into your Image Library. Competitions and
	then use any number of links to your image. Multiple organizations can link to th
same image	s in yo <mark>ur library.</mark>
Start your u	pload with this page. Your file name or an embedded title will be suggested as the
	Special file name formats allow you to specify additional information beyond just
your title.	
Informatio	on on Optional File Name Formats
Once your in	mages have been uploaded, a new page will be displayed where you can change y
titles and ad	d additional information about your images.
Note that in	nages in your Image Library that are not used in any competition or gallery will be
	y deleted three months after their upload date.
Use the "Sel	ect" button below to select one or more files to upload. On most browsers you ca
also drag an	d drop files onto the Select button. Use the "Select" button to add additional files
	process will start with each file as soon as you use the Select button. When all the
Images" but	en uploaded, as indicated by the green dot by each file name, click the "Save ton below.
-	
	maximum image size is 3840x2160 pixels. If your image exceeds the system
	ze allowed, your upload time will be unnecessarily long and your image will be
	the upload completes. If your image size exceeds the maximum file size allowed (10.014P) upper upleaded
the website	(10.0MB), you will see an error message and the file will not be uploaded.
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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.*

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	© Open						
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.	\leftarrow \rightarrow \checkmark \uparrow \square \rightarrow This PC \rightarrow	Pictures (E:) > All Pic	tures > BCG Pix > Collecti	ons > Reflections	ٽ ×	Search Reflections	Q
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	Organize 🔻 New folder					BEE	• 🔳 🔮
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 <u>here</u> for information on how to resize an image.	AusPhoto Entries AusPhotography Edits	↑ Name # 197 Reflect	^ ions on a Tree-Edit-Edit.jpg	Date 5/15/2012 4:12 PM	Type JPG File	Size 1,637 KB	Tags Album; Can
Please only upload only your own images. You will become the author of any images you	Backgrounds BCG Pix	🗮 20170831A	1 31 3	2/5/2017 8:45 AM 8/31/2017 9:46 AM	JPG File JPG File	1,309 KB 1,519 KB	Abstract; Ar Abstract; An
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 Title: Wednesday, 31 January 2018 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.	Appraisal Collections 2014-Kingaroo Point 2015-Glennie Salon 2016-Enoggera Dam City Street Creative Graffrii Monos Possum Reflections		orkshops6-Edit,jpg	9/14/2017 9-46 AM	JPG File	1,605 KB	Architecture
		v <				-	
Select	File name:				~	All Files	~
Return to Competition without submitting Save Images and Proceed to Edit Page						Open	Cancel

<u>Fig 5.</u>

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).

pload a size large enough for any organization	n the limits set for your competition. You should on or competition that may use your image and ecessary to comply with competition limits. Click
Please only upload only your own images. Y upload and your images will be marked with	ou will become the author of any images you n your copyright.
After your images are uploaded into your libra utomatically entered into your Competition. Competition Title: 3 Set DPI Competition Date: Wednesday, 31 January 2 Competition Type: Set DPI Competition Level: B Grade You have already entered 0 of the 4 images per YOU have already entered 0 of the 4 images per YOU have already entered 0 of the 4 images per	2018
20170205Graffiti Outing059.jpg ^{× Remove} Select	
Return to Competition without submitting	Save Images and Proceed to Edit Page

<u>Fig 6.</u>

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

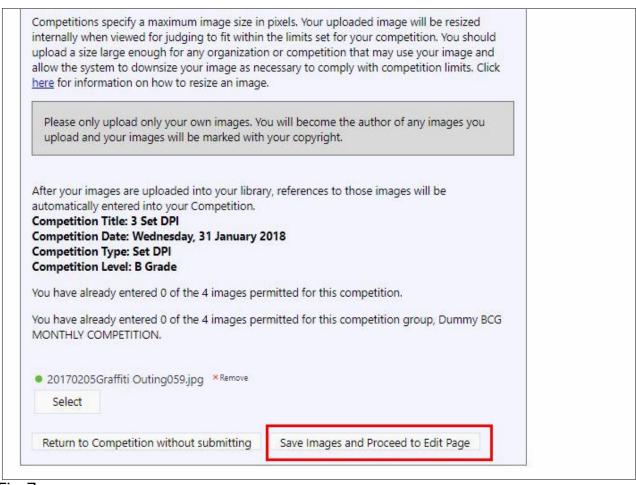


Fig 7.

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 <u>Author's Image ID</u> (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).

S <u>au</u>	7				
	Title:				
and the second second	20170205Graffiti Outing059				
	•				
	English V Spell Check				
	Image Id=8069662, 1365x2048 , 1/160 f8 ISO: 400 FUJIFILM X-T1 18mm(27mm)				
	inage ra-boostoz, 1963/2046, r/rebits 150, 400 r barrier A-rit reinin(2711m)				
	Genuine Wildlife 📃 Allow Public Display				
System Section					
	Author's Image Id: This is a field for the author's use only to help identify the image within the author's collection.				
	utton below your changes will be saved. You will then return to the page				
where you started you	Jr upload.				
Save any changes ar	ind return to the original page				

<u>Fig 8.</u>

Repeat this process for each image depicted, then hit the <u>Save any Changes</u> <u>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 Competi-</u> <u>tion and Image Library</u> or <u>Remove from Competition</u>, <u>Keep in Image Library</u>.

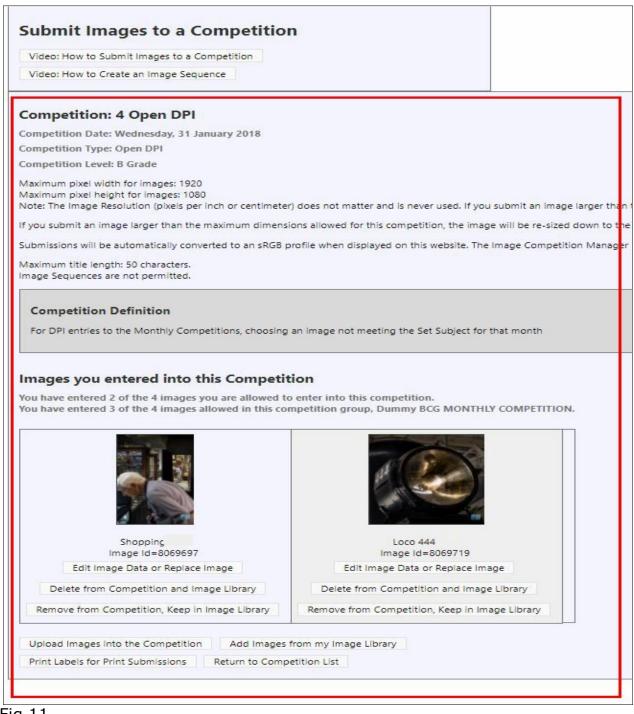
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	Reflection
	English Spell Check Image Id=8069662, 1365x2048, 1/160 f8 ISO: 400 FUJIFILM X-T1 18mm(27mm) Genuine Wildlife Allow Public Display
	Author's Image Id: 20170205Graffiti Outir This is a field for the author's use only to help identify the image within the author's collection.
When you click the b where you started yo	utton below your changes will be saved. You will then return to the page
-	and return to the original page

<u>Fig 9.</u>

Submit Images to a Competition	
Video: How to Submit Images to a Competition	
Video: How to Create an Image Sequence	
Competition: 3 Set DPI	
ompetition Date: Wednesday, 31 January 2018	
ompetition Type: Set DPI	
ompetition Level: B Grade	
faximum pixel width for images: 1920 faximum pixel height for images: 1080 lote: The Image Resolution (pixels per inch or centimeter) does n	ot matter and is never used. If you submit an image larger than the system maximur
you submit an image larger than the maximum dimensions allo	wed for this competition, the image will be re-sized down to the maximum allowed v
ubmissions will be automatically converted to an sRGB profile wi	hen displayed on this website. The Image Competition Manager program properly h
faximum title length: 50 characters.	The second se
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Competition Definition For DPI entries to the Monthly Competitions choosing an imag	e meeting the Set Subject for that month
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6. Complete your competition entries_for the current Monthly Competition by returning to the list of Competition Types (hit the <u>Return to Competition List</u> 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)



<u>Fig 11</u>

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 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</u> for Print Submissions 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)

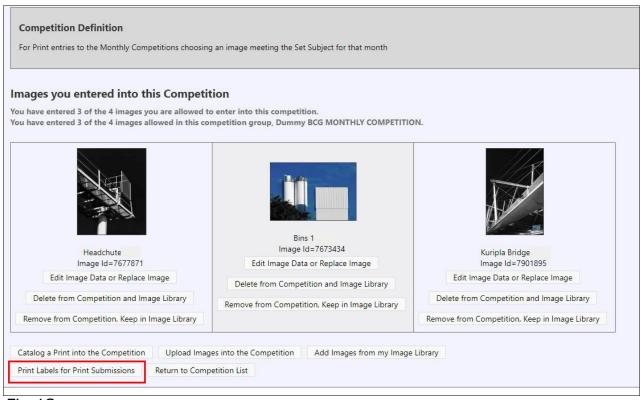


Fig 13.

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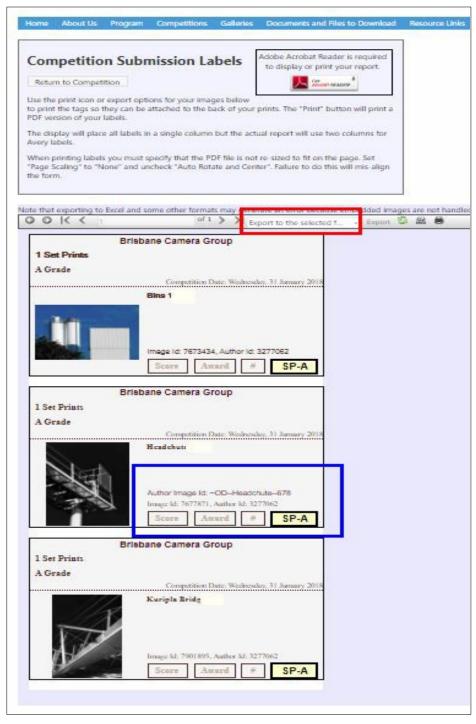
Competition Submi	ssion Lab	Adobe Acrobat Reader is required to display or print your report.
Use this page to generate a report or paper forms that can be cut and competition. Competitions used for generating y	adhered to the b	labels ack of a print being submitted to your
Competition Name	Date	Competition Type
1 Set Prints	31/01/2018	Set Prints
Output Format: 4in x 5in paper tag Display Author Name When printing labels you can speci	js	Set Prints - el. Labels are printed in the left column
before the right column. Starting Label Column: <u>1</u> CStar Generate Report	rting Label Row:	1



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

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 <u>Generate Report</u> button to display the labels (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 <u>Preview</u> icon is also selected



Select the <u>Print</u> icon to access your printer as usual.(Fig 17).

