Quick Tip #3

Add Images to a Competition from Your Image Library:

- Click on *"Competitions"* on the main menu toolbar
- Click on *"Submit Images to a Competition"*
- Competitions open to you to submit to are listed, <u>be careful to select the one you want</u>
- Click on *"Select"* button for the competition you want
- Read the competition and upload instructions
- Further down the page, see the *"Images you have entered into this Competition"* section. It will tell you what you can upload (number of images permitted)
- Select *"Add Images from my Image Library"*
    - o You will be presented with the *"Image Search"* box to use to find the image you wish to enter
    - o You can use the various fields to find the image, however it is generally quicker to use the *"Display Recent Uploads"* at the bottom of the Image Search box
    - o *"Display Recent Uploads"* – just above this button is a *"Use Catalog Age value"* and default of *"30".* This will search your Image Library for all uploads completed in the last 30 days. You can change this number from 1 and up.
    - o **OR**
    - o To see all your images in the library, uncheck the "*Use Catalog Age value"* then click on *"Search for Images"*
    - o You will see the images you have search for presented in a table of boxes with their information
    - o Click on *"Selected"* in the top left corner of all the images you want to enter. Remember, the competition may restrict the number of entries
    - o Click on *"Finished Marking Desired Images"* at the bottom of the page
    - o You will be returned to the *"Submit Images to a Competition"* page and your selected image(s) will be there.
    - o You can edit the image(s) you have put in the competition if required
    - o When you are done submitting your image(s), click on *"Return to Competition List"* at the bottom of the page to finish

You can return to the competition after you have uploaded your images and do the following:
- Edit the image data
- Replace the image with a new version or different image
- Delete it from the competition AND your Image Library
- Delete it from the competition, but keep it in your Image Library