

BCG Guideline #1 – Submitting Direct to a Monthly Competition (v1.3 Jan 2018)

This document describes in detail how to enter your images direct to a BCG Monthly Competition from your own files.

For abbreviated instructions see *Quick Tip #1* by Steve Jakes under [Website Quick Tips](#).

Adding images to a competition from your Account Image Library is not covered in this Guideline. *Quick Tip #3* covers submission from your Image Library.

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.

You can only enter competitions which are “open” ie. the current date is equal to or after, the date set by the Competition Manager as the date when entries open. The current date must also be before the Closing Date for entries.

If you need to enter future competitions ahead of time, for some reason, please contact the Competition Manager.

When you upload an image direct to a competition, your image is also loaded automatically into your Image Library. Should you want to use the same image in another competition, such as the Annual Competition, and this image is still in your Image Library, you must add the image from your library. If you try to upload that image again direct from your own folders to that other competition, you will get a warning directing you back to your library.

Note: it is recommended you work through these instructions, using the Dummy Monthly Competition set up on this website, which is currently valid until 31st January 2019. The Competition Manager may extend this or make other practice arrangements in the future.

It is recommended that you practise with images you are unlikely to enter into competitions, to avoid any complications from trying to duplicate use of an image in other competitions, as described above.

1. Open the Competitions tab and select the Submit Images to a BCG Competition option (Fig 1):

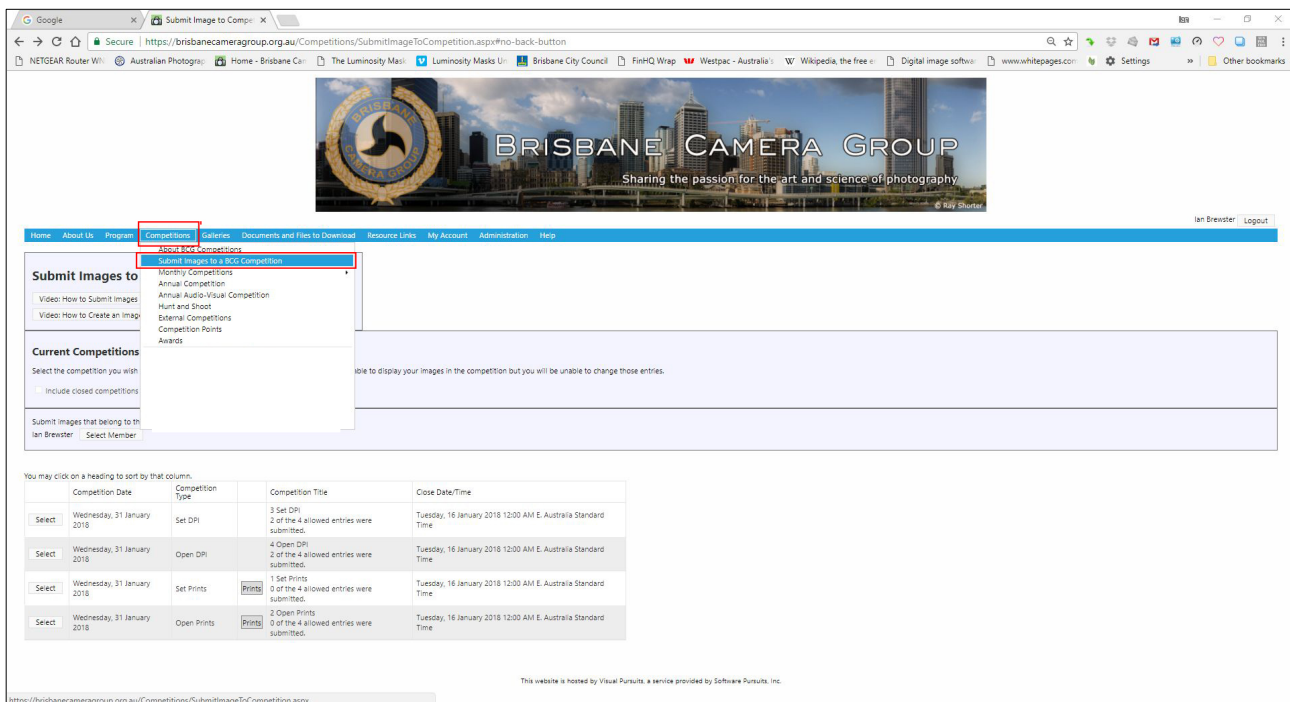


Fig 1

2. A set of four Competitions shows for the Monthly Competition that is open, listed by the Competition Date ie. the date for the BCG Competition Night and Competition Type (Fig 2). (a Dummy date is shown in the above for demonstration; it will normally be the fourth Monday in the month)

[Home](#)
[About Us](#)
[Program](#)
[Competitions](#)
[Galleries](#)
[Documents and Files to Download](#)
[Resource Links](#)
[My Account](#)
[Administration](#)
[Help](#)

Submit Images to a Competition

[Video: How to Submit Images to a Competition](#)
[Video: How to Create an Image Sequence](#)

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	Competition Type		Competition Title	Close Date/Time
Select	Wednesday, 31 January 2018	Set DPI		3 Set DPI 2 of the 4 allowed entries were submitted.	Tuesday, 16 January 2018 12:00 AM E. Australia Standard Time
Select	Wednesday, 31 January 2018	Open DPI		4 Open DPI 2 of the 4 allowed entries were submitted.	Tuesday, 16 January 2018 12:00 AM E. Australia Standard Time
Select	Wednesday, 31 January 2018	Set Prints	Prints	1 Set Prints 0 of the 4 allowed entries were submitted.	Tuesday, 16 January 2018 12:00 AM E. Australia Standard Time
Select	Wednesday, 31 January 2018	Open Prints	Prints	2 Open Prints 0 of the 4 allowed entries were submitted.	Tuesday, 16 January 2018 12:00 AM E. Australia Standard Time

Fig 2.

There are four types of competition for each month ie. Set DPI, Open DPI, Set Print and Open Print. Select the row with the Competition Type in which you wish to enter. You will return to this page later to enter images into other types as you choose to complete your entry to the current Monthly Competition.

Note that the Competition Title shown in the next column includes numbers 1 to 4 amongst the titles; these should be ignored. They are used for sorting in the Slide Show on Competition Night.

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 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*)

Home About Us Program **Competitions** Galleries Documents and Files to Download Resource Links My Account Help

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) does not matter and is never used. If you submit an image larger than the system maximum size of 3840x2160 pixels, your image will be resized to conform with the system limits. Uploads larger than 10MB will result in an error.

If you submit an image larger than the maximum dimensions allowed for this competition, the image will be re-sized down to the maximum allowed when viewed for judging. Resizing is done using high quality bicubic interpolation, but you have more options for this process if you do it yourself in Photoshop or a similar program.

Submissions will be automatically converted to an sRGB profile when displayed on this website. The Image Competition Manager program 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 image meeting the Set Subject for that month

Images you entered into this Competition

You have entered 0 of the 4 images you are allowed to enter into this competition.
You have entered 0 of the 4 images allowed in this competition group, Dummy BCG MONTHLY COMPETITION.

You have not entered any images to this competition.

[Upload Images into the Competition](#) [Add Images from my Image Library](#)
[Print Labels for Print Submissions](#) [Return to Competition List](#)

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.*

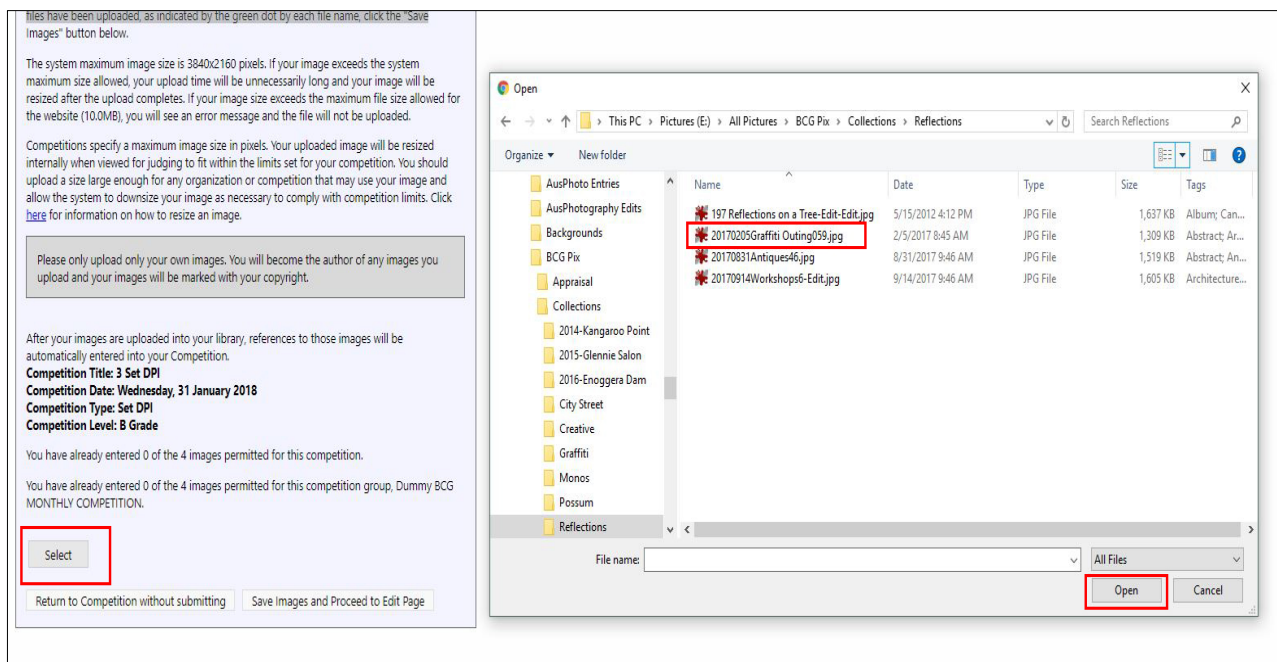


Fig 5.

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 on (Fig 6).

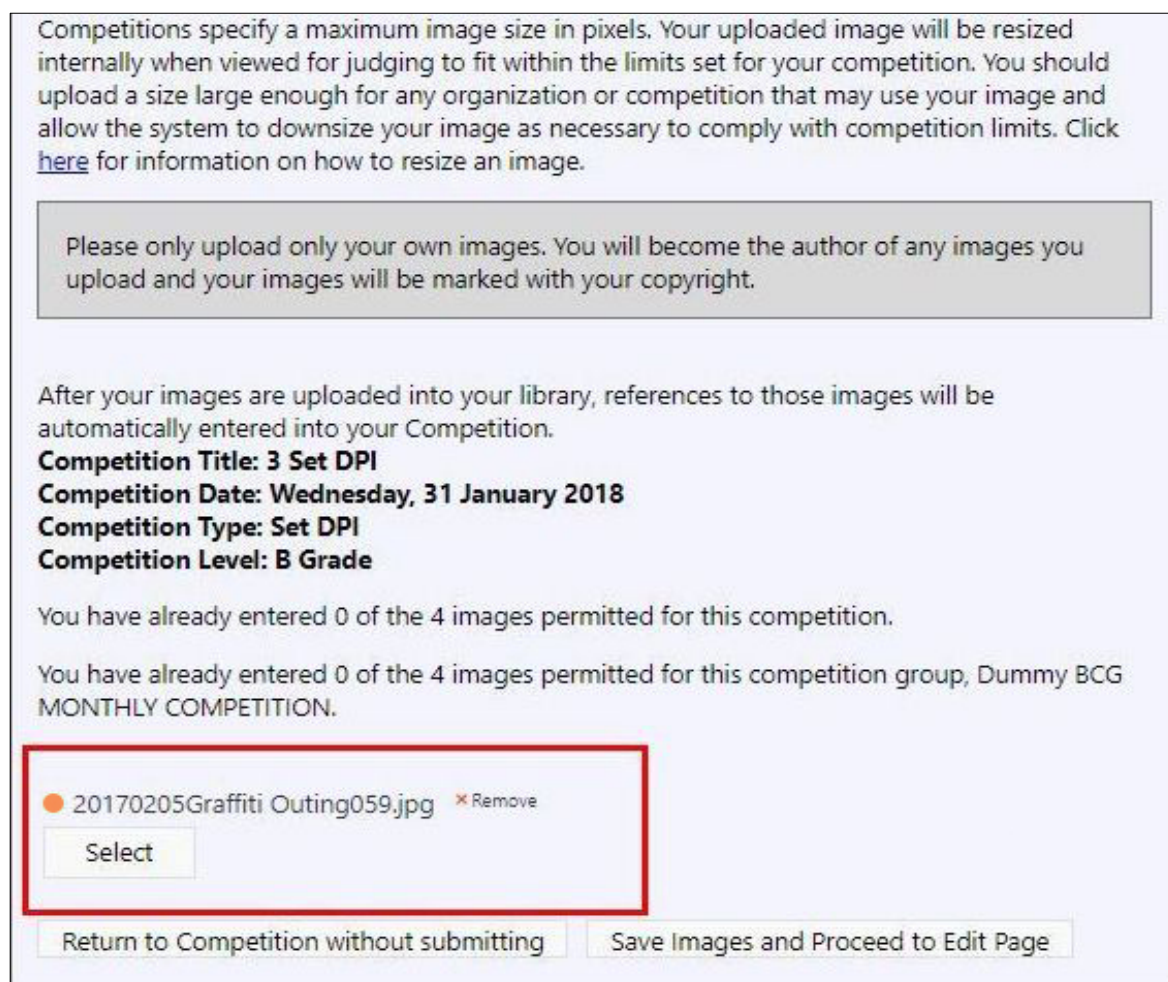


Fig 6.

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).

Title: 20170205Graffiti Outing059

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: This is a field for the author's use only to help identify the image within the author's collection.

When you click the button below your changes will be saved. You will then return to the page where you started your upload.

Save any changes and return to the original page

Fig 8.

Repeat this process for each image depicted, then hit the Save any Changes and return to the original page 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 Edit Image Data or Replace Image, Delete from Competition and Image Library or Remove from Competition, Keep in Image Library.

Title: 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 button below your changes will be saved. You will then return to the page where you started your upload.

Save any changes and return to the original page

Fig 9.

[Home](#)
[About Us](#)
[Program](#)
[Competitions](#)
[Galleries](#)
[Documents and Files to Download](#)
[Resource Links](#)
[My Account](#)
[Help](#)

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) does not matter and is never used. If you submit an image larger than the system maximum size of 1920x1080 pixels, the image will be re-sized down to the maximum allowed when viewed on this website.

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

Submissions will be automatically converted to an sRGB profile when displayed on this website. The Image Competition Manager program properly handles color profiles.

Maximum title length: 50 characters.

Image Sequences are not permitted.


Competition Definition

For DPI entries to the Monthly Competitions choosing an image meeting the Set Subject for that month

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 1 of the 4 images allowed in this competition group, Dummy BCG MONTHLY COMPETITION.



Reflections

Image Id=8069662

[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 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 maximum dimensions allowed for this competition, the image will be re-sized down to the maximum dimensions.

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

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

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.

 <p>Shopping Image Id=8069697</p> <div> Edit Image Data or Replace Image </div> <div> Delete from Competition and Image Library </div> <div> Remove from Competition, Keep in Image Library </div>	 <p>Loco 444 Image Id=8069719</p> <div> Edit Image Data or Replace Image </div> <div> Delete from Competition and Image Library </div> <div> Remove from Competition, Keep in Image Library </div>
---	--

[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 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).

Fig. 12

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 [Print Labels 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)

Competition Definition

For Print entries to the Monthly Competitions choosing an image meeting the Set Subject for that month

Images you entered into this Competition

You have entered 3 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.




Headchute
Image Id=7677871

Edit Image Data or Replace Image

Delete from Competition and Image Library

Remove from Competition, Keep in Image Library




Bins 1
Image Id=7673434

Edit Image Data or Replace Image

Delete from Competition and Image Library

Remove from Competition, Keep in Image Library



Kuripla Bridge
Image Id=7901895

Edit Image Data or Replace Image

Delete from Competition and Image Library

Remove from Competition, Keep in Image Library

Catalog a Print into the Competition

Upload Images into the Competition

Add Images from my Image Library

Print Labels for Print Submissions

Return to Competition List

Fig 13.

Competition Submission Labels

Return to Competition

Adobe Acrobat Reader is required to display or print your report.



Use this page to generate a report for self-adhesive labels or paper forms that can be cut and adhered to the back of a print being submitted to your competition.

Competitions used for generating your report:

Competition Name	Date	Competition Type
1 Set Prints	31/01/2018	Set Prints

Output Format: 4in x 5in paper tags

☐ Display Author Name

When printing labels you can specify the starting label. Labels are printed in the left column before the right column.

Starting Label Column: 1 Starting Label Row: 1

Generate Report

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).

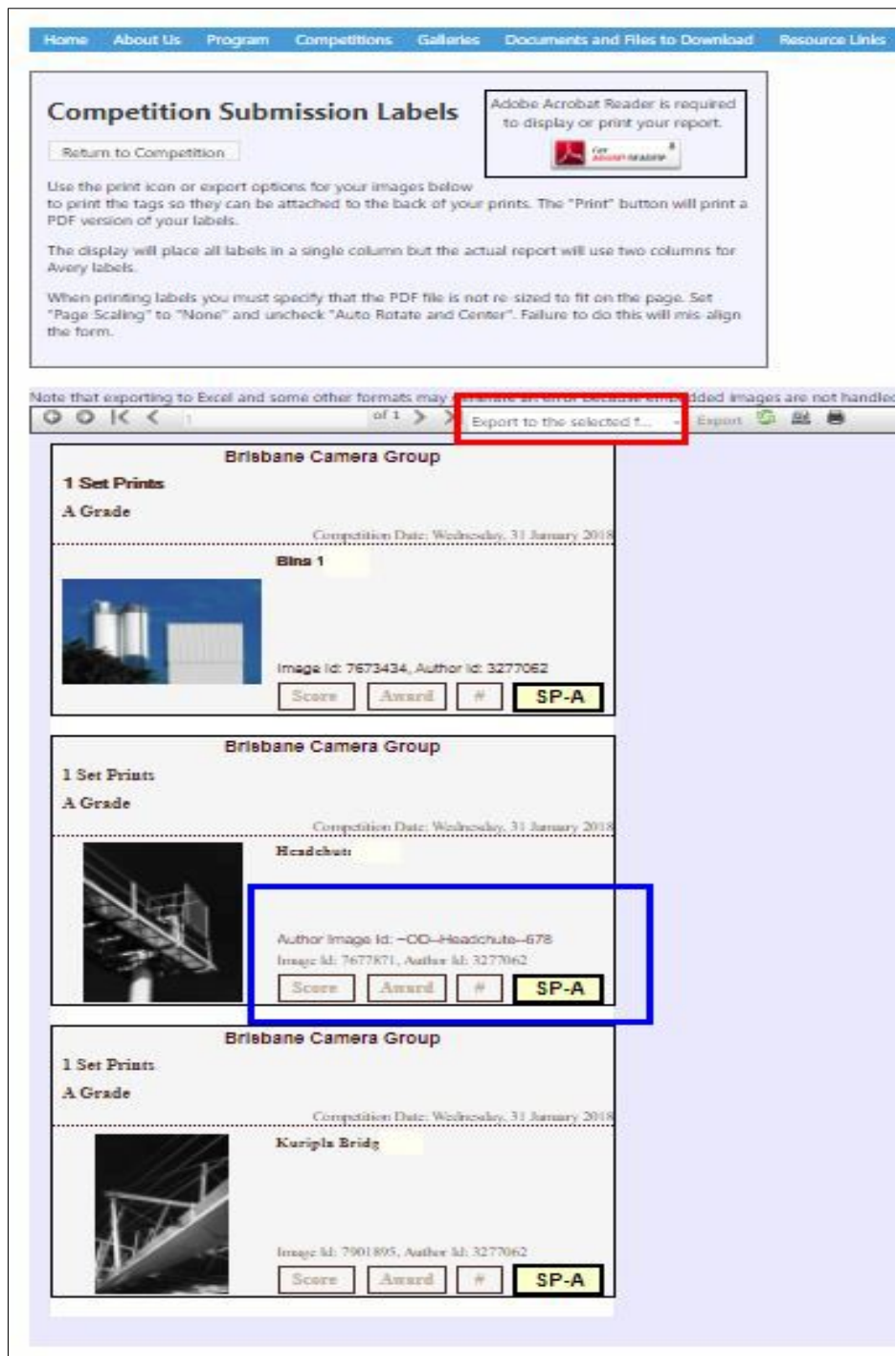


Fig 15.

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

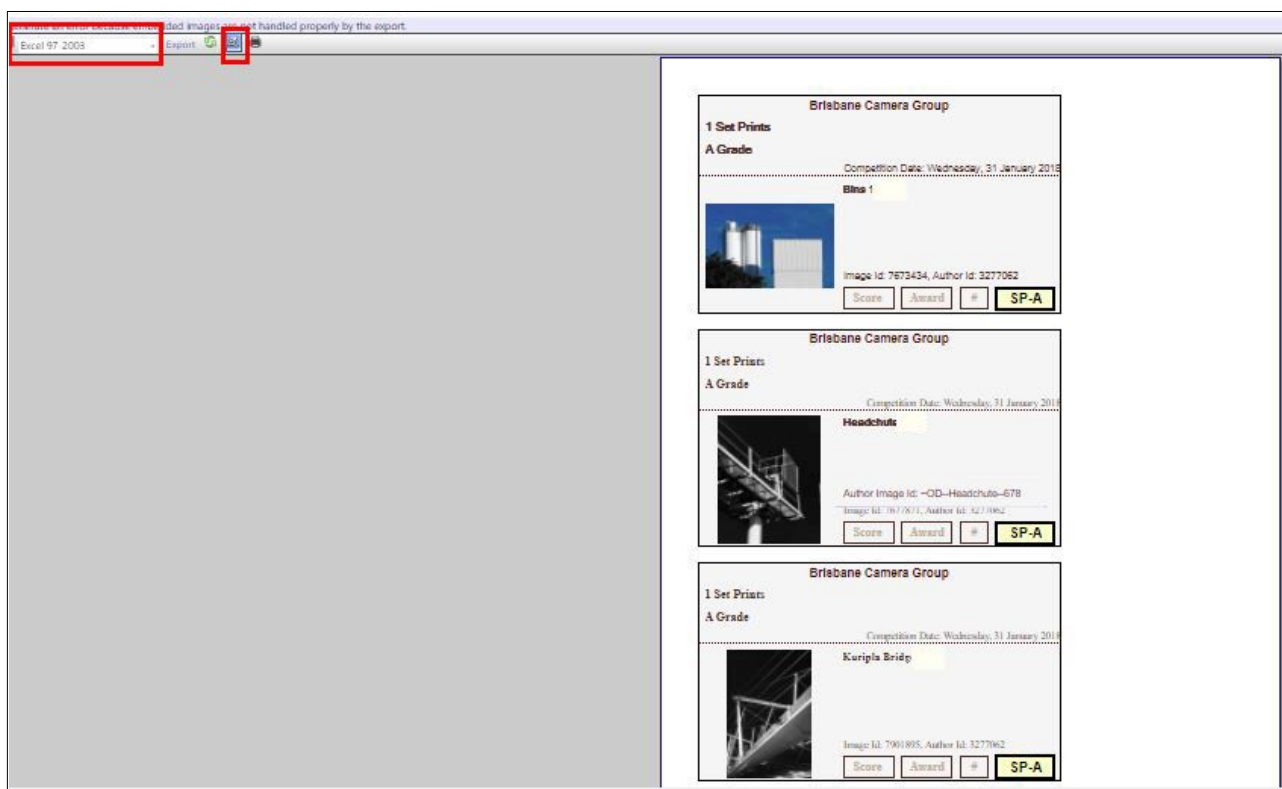


Fig 16.

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

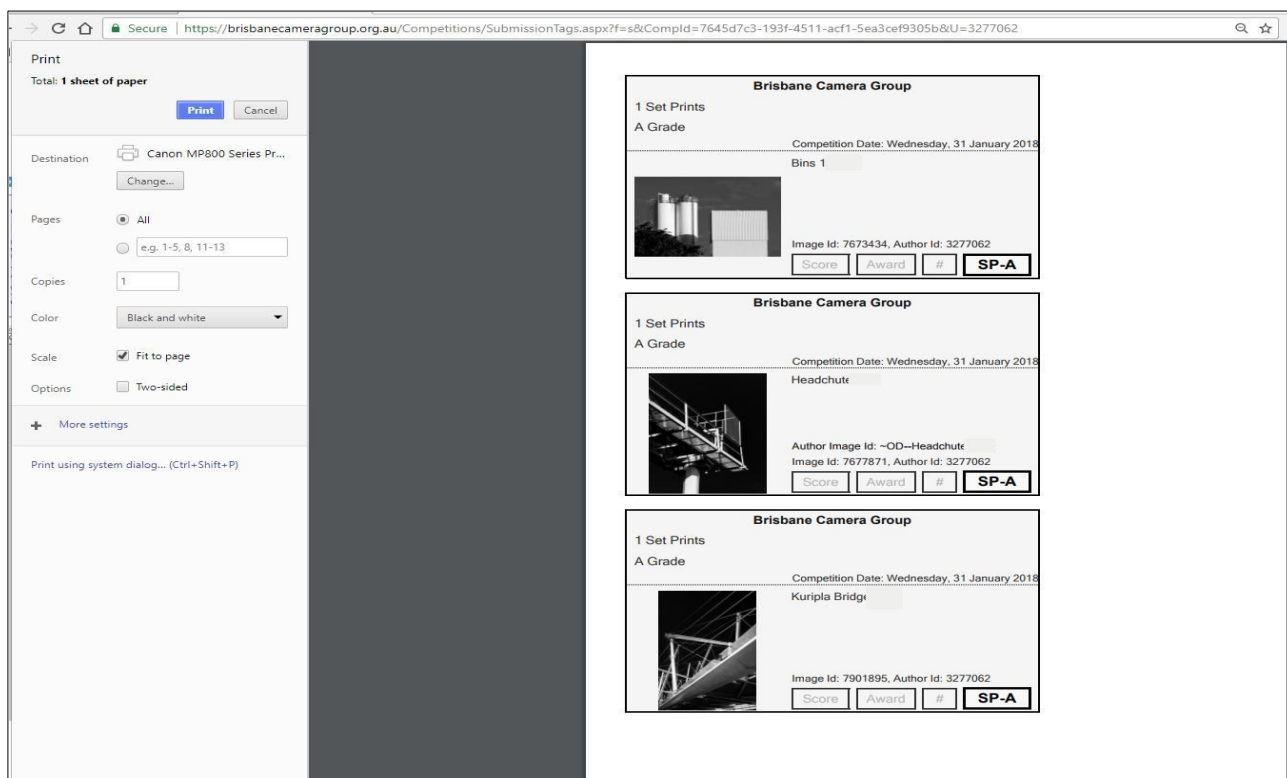


Fig 17