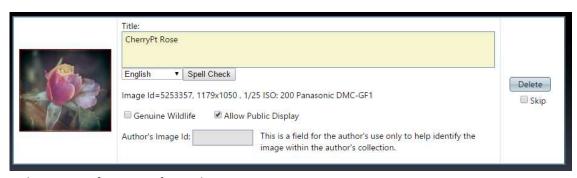
Quick Tip #1 v2.1 (Sep 2015)

Upload Images Directly to a Competition:

Note: images will be automatically added to 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, be careful to select the one you want
- 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 one of the *Upload* options buttons to upload image(s) from your computer to the competition
 - "Upload Images into the Competition"
 - "Add Images from my Image Library" (covered in another Quick Tip)
- Select the "Upload Images into the Competition"
- Read the upload instructions. Ignore the "Information on File Name Formats"
- Just under the instructions, click on the "Select" button. It will open the file manager on your computer select the file (and any other files if doing multiple uploads) you want to upload and click on it according to your computer system
- The file(s) will upload and a green dot will appear to the left if successful. You can delete the file by clicking the "X" on the right side of the file name. If it was not successful, a red dot will be shown and a reason presented
- Click on "Save Images and Proceed to Edit Page" this will upload the files to the Competition (and Image Library)



- You will see the Image information for each image:
 - Title Edit according to the Competition title length otherwise the title will be the file name, not normally what you want.
 - o Genuine Wildlife mark this only if it meets the official APS definition
 - Allow Public Display on by default if unchecked this image can only be viewed by logged in members. The public will see a placeholder icon if the image is in a Publicviewable gallery or competition.
 - Author's Image ID only if the member has a personal index system not required by the VP system
 - o "Delete" removes the Image from the competition AND Image Library
 - o "Skip" removes it from the Competition, but keeps it in the Image Library

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Quick Tip #1 v2.1 (Sep 2015)

REMEMBER:

Click the "Save any Changes and Return to the Original Page" button at the bottom of the page — even if you didn't make any changes/edits. You will be returned to the Competition to which you were uploading images. From there you can:

- 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.

Note:

- 1. The VP system will not allow duplicate files (same filename) to be uploaded
- 2. The VP system will not allow images to have the same Title.