

# 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
  - o *“Upload Images into the Competition”*
  - o *“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)



The screenshot shows a form for uploading an image. On the left is a thumbnail of a pink rose. To its right is a text input field with the title "CherryPt Rose". Below the title is a language dropdown set to "English" and a "Spell Check" button. Further down is the "Image Id" field containing "5253357, 1179x1050, 1/25 ISO: 200 Panasonic DMC-GF1". Below that are two checkboxes: "Genuine Wildlife" (unchecked) and "Allow Public Display" (checked). At the bottom is the "Author's Image Id" field, which is empty, with a note: "This is a field for the author's use only to help identify the image within the author's collection." On the far right, there are two buttons: "Delete" and "Skip".

- You will see the Image information for each image:
  - o *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
  - o *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 Public-viewable gallery or competition.
  - o *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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## 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.