

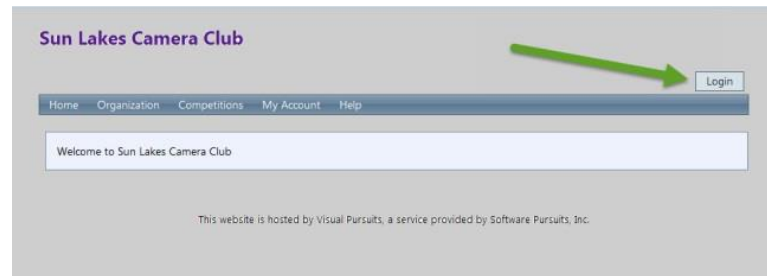
Sun Lakes Camera Club

Submitting Images to Your Library

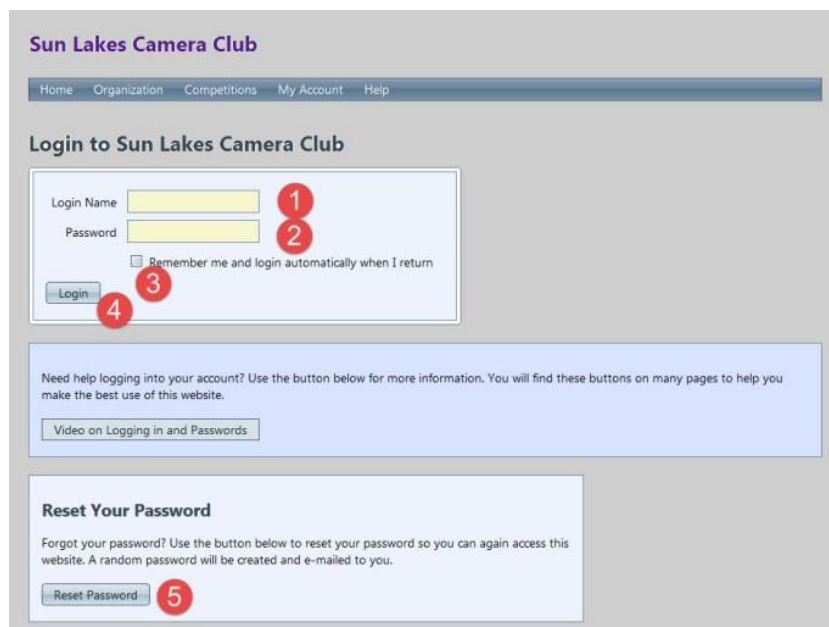
August 14, 2016

Follow these steps using the screen shots to help guide you through the process of uploading images to your library:

1. Access the website at SLCC.VISUALPURSUITS.COM . This screen will appear. Click the LOGIN button.



2. In this screen, enter your login name (at 1), your password (at 2) which is 1234567 unless you have changed it, and if you choose, you can have the program remember both login and password by checking the box (at 3). Then you click the LOGIN button (at 4). If you want to change the password, click here (at 5), then you will get an email from Visual Pursuits with your new password that consists of random numbers, letters and symbols. When you sign in with this new password you will be given a chance to change the password to something you prefer as long as it is seven characters long.

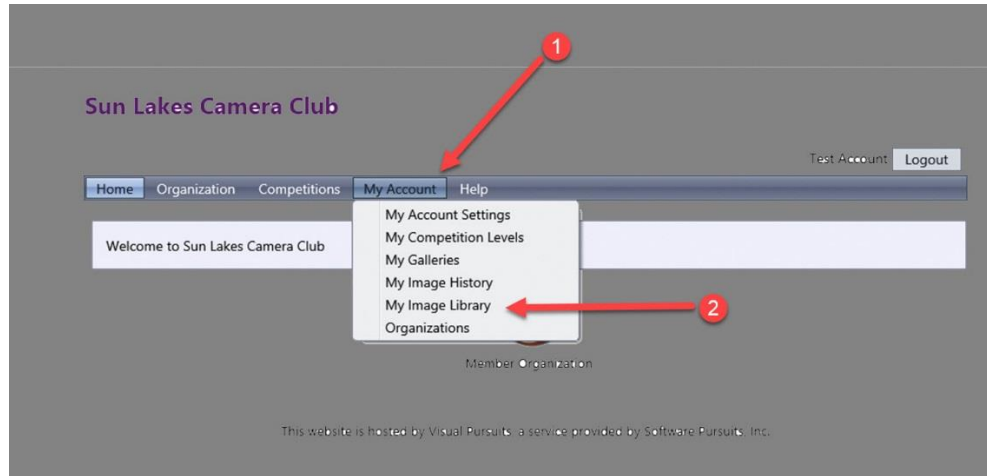


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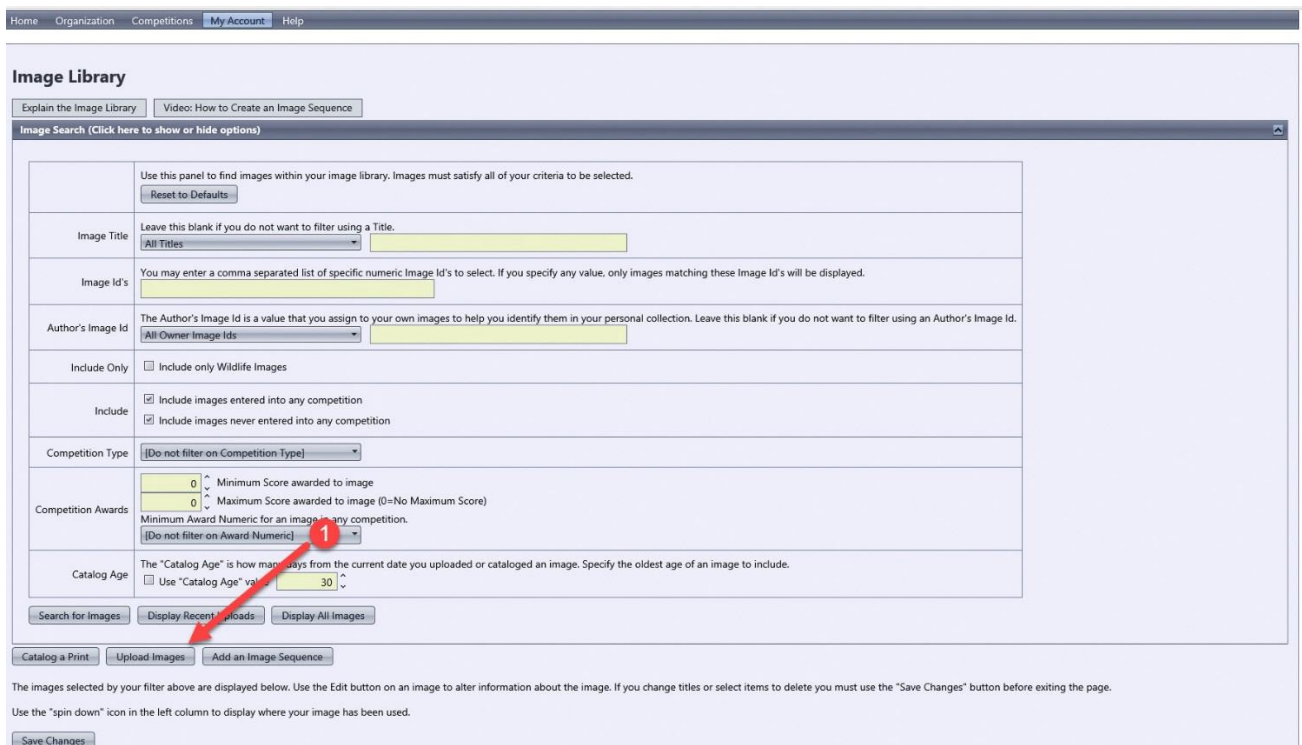
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3. After you have logged in, click the MY ACCOUNT tab (at 1) to open the fly out menu and select MY IMAGE LIBRARY (at 2).



4. Click the UPLOAD IMAGES tab.



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5. Click the SELECT tab (at 1). Navigate to the location of the image or images you wish to upload and select them.

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Home Organization Competitions My Account Help

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. This process starts with this page that quickly uploads your images and initially uses your file name or an embedded title as the image title. Special file name formats allow you to specify additional information beyond just your title.

Information on 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.

Most image uses specify a maximum image size in pixels. If you exceed the maximum size allowed, your upload time will be unnecessarily long and your image will be resized after the upload completes. The system maximum size is 2560x1700 pixels. If your image size exceeds the maximum file size allowed for the website (4.0MB), you will see an error message and the file will not be uploaded. Click [here](#) for information on how to resize an image.

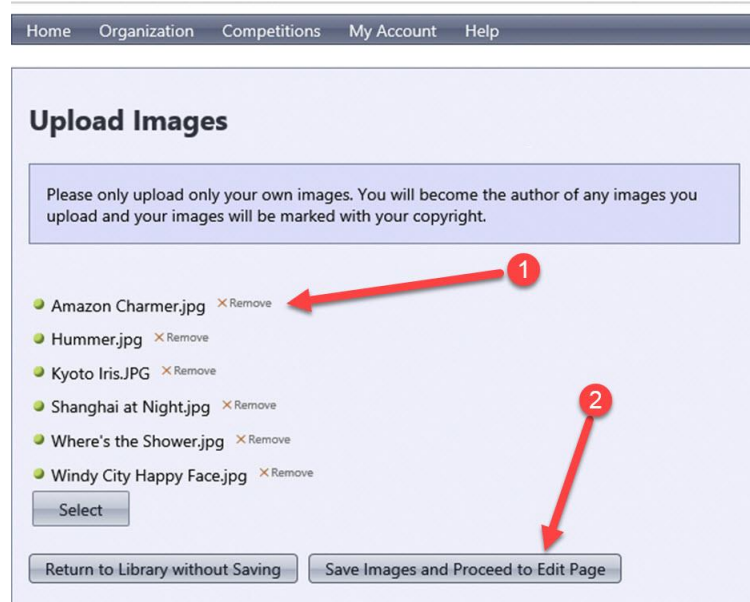
Please only upload only your own images. You will become the author of any images you upload and your images will be marked with your copyright.

Select

Return to Library without Saving Save Images and Proceed to Edit Page

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6. As shown on this screen, there is no limitation to the number of digital images you can upload (as opposed to the Upload to a Competition Screen). You can change your mind and cancel the upload by clicking the **X Remove** button (at 1). Next, click the **SAVE IMAGES AND PROCEED TO THE EDIT PAGE** button (at 2). Remember that images in your library will only remain there for three months unless they are assigned to a competition.



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7. On the edit page, you can change or modify the image name (at 1), and check the spelling of the name (at 2), you can verify the pixel dimensions of the image (at 3) but you can't change them here, you can only delete the image (at4) and resubmit the image after you change the image size in your image editing software. Finally, when done reviewing your images, click the SAVE ANY CHANGES AND RETURN TO THE ORIGINAL PAGE button.

The screenshot shows two image submission forms. The first form is for an image titled "Where's the Shower" with a red arrow pointing to the title field (1). Below the title is a language dropdown set to "English" and a "Spell Check" button (2). The image details include "Image Id=6350208, 1024x725, 1/250 14.5 190mm, Canon EOS 10D 220mm". There are checkboxes for "Genuine Wildlife" and "Allow Public Display". An "Author's Image Id" field is present with a "Delete" button. Below this is a section for "Image Sequence" with fields for "Sequence Name" and "Image Number within Image Sequence" (set to 0). The second form is for an image titled "Windy City Happy Face" with a red arrow pointing to the title field (3). It has similar fields for language, spell check, image details, checkboxes, author ID, and delete button. A red arrow points to the "Delete" button (4). Below the forms is a box with the text "When you click the button below your changes will be saved. You will then return to the page where you started your upload." and a button labeled "Save any changes and return to the original page" with a red arrow pointing to it (5).

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8. You will be returned to the IMAGE LIBRARY page. On this page you can view all images in your library by clicking the DISPLAY ALL IMAGES button (at 1); search for the images you submitted to a specific competition category by selecting from the pull down menu (at 2) and then clicking SEARCH FOR IMAGES button (at 4); search for images that received specific point in competition (at 3) and then clicking SEARCH FOR IMAGES button (at 4), go to the competition submission window to enter images into competition at the COMPETITIONS tab (at 5) or LOGOUT (at 6).

