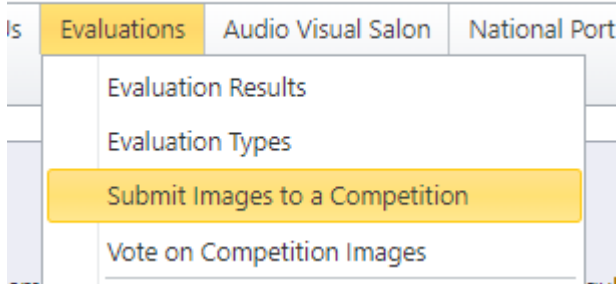





















How to upload your images to the TPS website

1	<p>Login to Tauranga Photographic Society website and from the menu select: “Evaluations – Submit Images to a Competition”</p> 																				
2	<p>Now select the Competition you want to add an image into. The competitions are listed in Competition date order.</p> <p>Click on the “Select” button on the left, next to the competition you want to enter an image into.</p> <table><tr><th></th><th>Competition Date</th><th>Prints</th><th>Competition Title</th></tr><tr><td></td><td>Thursday, 20 July 2023</td><td></td><td>2307 July - Print Set Subject - Black and White 1 additional images may be entered into this Competition. You have entered 0 images into this Competition. The competition allows a maximum of 1 images from each author.</td></tr><tr><td></td><td>Thursday, 20 July 2023</td><td></td><td>2307 July Print Open 1 additional images may be entered into this Competition. You have entered 0 images into this Competition. The competition allows a maximum of 1 images from each author.</td></tr><tr><td></td><td>Thursday, 3 August 2023</td><td></td><td>2307 July Digital SS - A Single Colour 1 additional images may be entered into this Competition. You have entered 0 images into this Competition. The competition allows a maximum of 1 images from each author.</td></tr><tr><td></td><td>Thursday, 3 August 2023</td><td></td><td>2307 July Open Digital 1 additional images may be entered into this Competition. You have entered 0 images into this Competition. The competition allows a maximum of 1 images from each author.</td></tr></table>		Competition Date	Prints	Competition Title		Thursday, 20 July 2023		2307 July - Print Set Subject - Black and White 1 additional images may be entered into this Competition. You have entered 0 images into this Competition. The competition allows a maximum of 1 images from each author.		Thursday, 20 July 2023		2307 July Print Open 1 additional images may be entered into this Competition. You have entered 0 images into this Competition. The competition allows a maximum of 1 images from each author.		Thursday, 3 August 2023		2307 July Digital SS - A Single Colour 1 additional images may be entered into this Competition. You have entered 0 images into this Competition. The competition allows a maximum of 1 images from each author.		Thursday, 3 August 2023		2307 July Open Digital 1 additional images may be entered into this Competition. You have entered 0 images into this Competition. The competition allows a maximum of 1 images from each author.
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3	<p>When the next page appears, Scroll down to the bottom of the page. That’s where you will find the Upload Button along with some other buttons. What do these buttons do?</p>																				

	<div data-bbox="349 210 1291 367"> <div>Upload Images into the Competition</div> <div>Add Images from my Image Library</div> <div>Catalog a Print into the Competition</div> <div>Print Labels for Print Submissions</div> </div> <p>Select "Upload images into the Competition" - to enter an image saved on your computer. This is the most common way of submitting.</p> <p>Select, "Add images from my image Library", only if you have previously loaded an image into your library, and you now want to enter it for an evaluation. See step 7 below for more info on how this works.</p> <p>If you are entering a Print, select "Print Labels for Print Submissions", to print out a label to fix to the back of your print.</p> <p>"Catalog a Print into the Competition" is not applicable for us, so you can ignore that.</p>
4	<p>Select "Upload images into the Competition" Scroll down to the bottom of the page that appears next And click the "select" button. And select the file from your computer.</p> <div data-bbox="349 934 1291 1207"> <p>1 additional images may be entered into this Competition. You have entered 0 images into this Competition. The competition allows a maximum of 1 images from each author.</p> <div>Select</div> <div>Return to Competition without submitting</div> <div>Save Images and Proceed to Edit Page</div> </div> <p>When you see a Green dot appear next the image file name you can click on "Save images and Proceed to edit page". The green dot means your image file has gone into your library.</p> <div data-bbox="349 1386 1291 1627"> <p>1 additional images may be entered into this Competition. You have entered 0 images into this Competition. The competition allows a maximum of 1 images from each author.</p> <div>● 1821_white_eye.jpg × Remove</div> <div>Return to Competition without submitting</div> <div>Save Images and Proceed to Edit Page</div> </div>

5

After you click on “Save images and Proceed to edit page”, a page appears where you can edit the title of your image. This is near the bottom of the page.
The title will default to the name of the file you uploaded. So you may have to edit the title, so it does not contain any file numbers etc.


	Title:
	White Eye
	Title contains 10 characters.
	English <input type="button" value="v"/> <input type="button" value="Spell Check"/>
	Image Id=20106092, 1800x1200
	<input checked="" type="checkbox"/> Allow Public Display
	Author's Image Id: <input type="text"/> This is a file

6

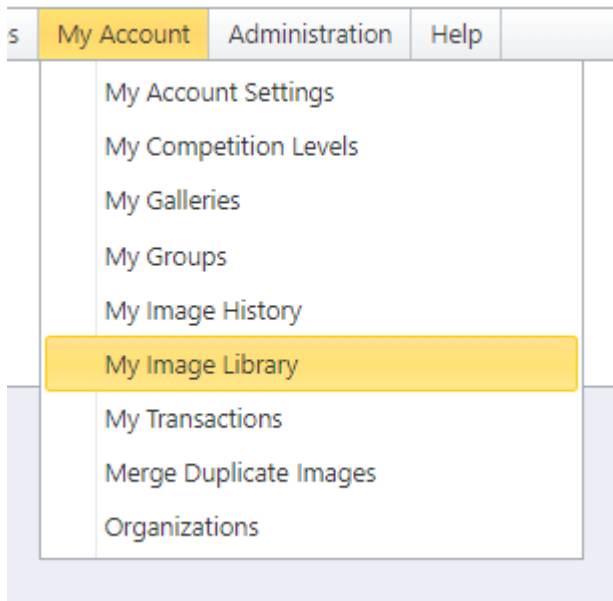
Now you can click on “Save any changes and return to the original page”

This returns you to the “Submit images into a Competition” page.
To confirm your image has been submitted, scroll down to the bottom of the page.

If everything went well, you will see a thumbnail of your image.


White Eye
Image Id=20106092
<input type="button" value="Edit Image Data or Replace Image"/>
<input type="button" value="Delete from Competition and Image Library"/>
<input type="button" value="Remove from Competition, Keep in Image Library"/>

At this point you have options to

	<p>“Edit image data or Replace image” or remove from the competition.</p> <p>If you are going to remove it, the best option is to select, “Delete for competition and Image Library.</p> <p>So, if all is well and you are happy you have entered the correct image, click on “Return to Competition List.</p> <p>If you have images to submit to other competitions (Evaluations), repeat the steps above.</p>
7	<p>Entering an image that is already in your library.</p> <p>You can add images into your library, without submitting them to an evaluation. To do this, select, “My Image Library” from under the “My Account” menu.</p>  <p>The screenshot shows a user interface with a top navigation bar containing 'My Account', 'Administration', and 'Help'. A dropdown menu is open under 'My Account', listing several options: 'My Account Settings', 'My Competition Levels', 'My Galleries', 'My Groups', 'My Image History', 'My Image Library' (which is highlighted with a yellow background), 'My Transactions', 'Merge Duplicate Images', and 'Organizations'.</p> <p>Simply select the “Upload images” button.</p> <p>When the next page appears, click on the “select” button. Note you can select more than one image at a time to upload.</p> <p>After you have selected and uploaded the image files, click on “Save images and Proceed to Edit page.</p> <p>Remember the green dot, means the image has been uploaded.</p>

upload and your images will be marked with your copyright. Avoid uploading duplicate images. Instead, reference your existing image in your Image Library.

● 1459_Part_wall_matata.jpg × Remove

● 3347_small.jpg × Remove

● 3362_MGBGT-.jpg × Remove

● 3613-hebe.jpg × Remove

Select

Return to Library without Saving

Save Images and Proceed to Edit Page

When the edit page appears, your images will be displayed and you can edit the titles. Then select, “Save any changes and return to the original page.”

Your images are in your library ready to be loaded into future evaluations.

To load an image from your library to an evaluation, at Step 3 click on “Add images from my Image Library”.