Follow these steps using the screen shots to help guide you through the process of uploading images to a competition from a file on your computer:

- 1. Access the website at <u>East Valley Photo Club</u>. Click the LOGIN button.
- 2. In this screen, enter your login name (at 1), your password (at 2). You can have the program remember your login 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 at least seven characters long.

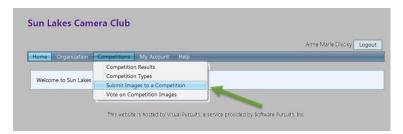


3. After you have logged in, just click the COMPETITION tab to open the fly out menu.

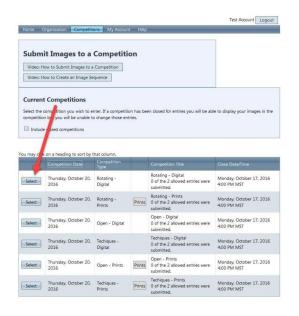


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4. Select the SUBMIT IMAGES TO A COMPETITION option.



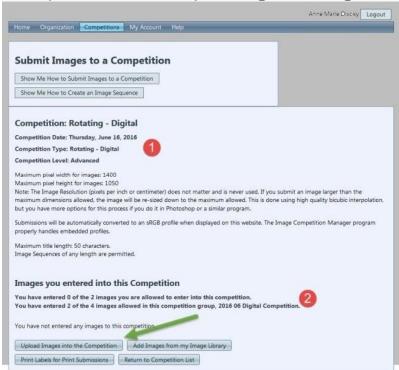
5. Select the competition you wish to enter. Note you can only submit to one competition at a time. So this will be a repetitive operation for each competition you wish to submit to. Click the SELECT button for the competition you wish to enter.



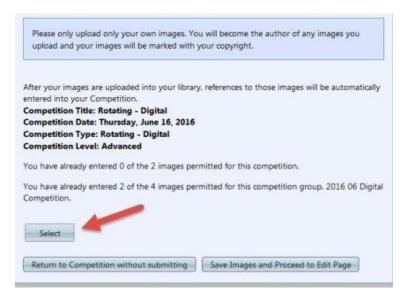
This website is hosted by Visual Pursuits, a service provided by Software Pursuits, Inc.

6. Confirm you are entering into the correct competition category (at 1). Confirm the status of your competition entries up to this point so you don't try to submit more entries than you are allowed (at 2). Then click the UPLOAD IMAGES INTO COMPETITION button.

Competition maximum pixel width for images: 1920 Competition maximum pixel height for images: 1200



7. At the next screen just click the SELECT button.

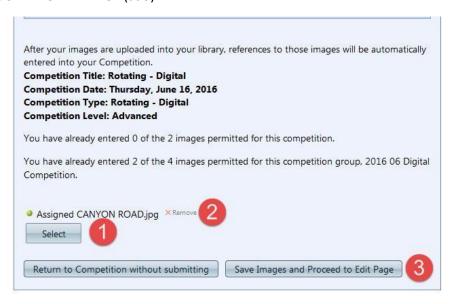


#### East Valley Photo Club

#### Image Submission Instructions to a Competition

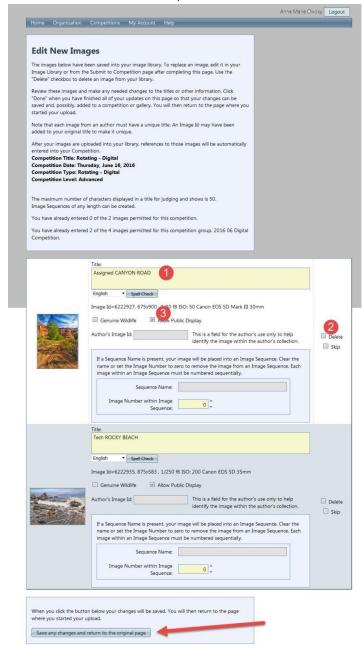
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8. Navigate to the location where your images are stored. Select the image or images you want to submit. You will be returned to the previous screen. At this point you have three options. You can continue to submit an addition image in this category by clicking the SELECT button (at 1) or you can remove the entry you just selected by clicking on the X remove (at 2) button and make another selection, or you can submit the image selected by clicking the SAVE IAMGES AND PROCEED TO EDIT PAGE (at 3)

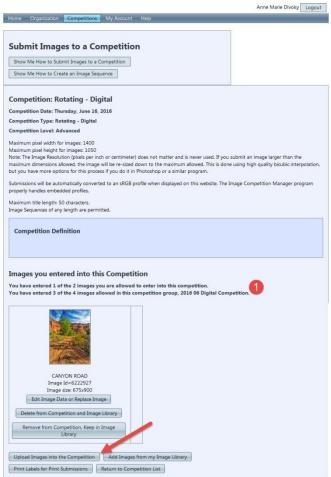


9. At the next screen you will have a chance to edit entry information. You can modify the image name (at 1). You have one last chance to delete the image from the competition (at 2). You can allow or not allow the public to see your image (at 3). When done, go to the bottom of the screen and click the SAVE ANY CHANGES AND RETURN TO THE ORGINAL PAGE button.

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10. At the next screen you can see the status of your competition submission (at 1). You click the UPLOAD IMAGES INTO COMPETITION button.



11. At this screen, you will see the number of images you have submitted in this competition (called a competition group) and in this category (at 1). The thumbnails of the images submitted (at 2). If you have more images to submit in this competition category, you click the RETURN TO COMPETITION LIST button (at 3). The warning highlighted at the very bottom of the page (at 4) indicates you have submitted all the images you can in this competition category. If you are finished, just logout at the top of the page.

