

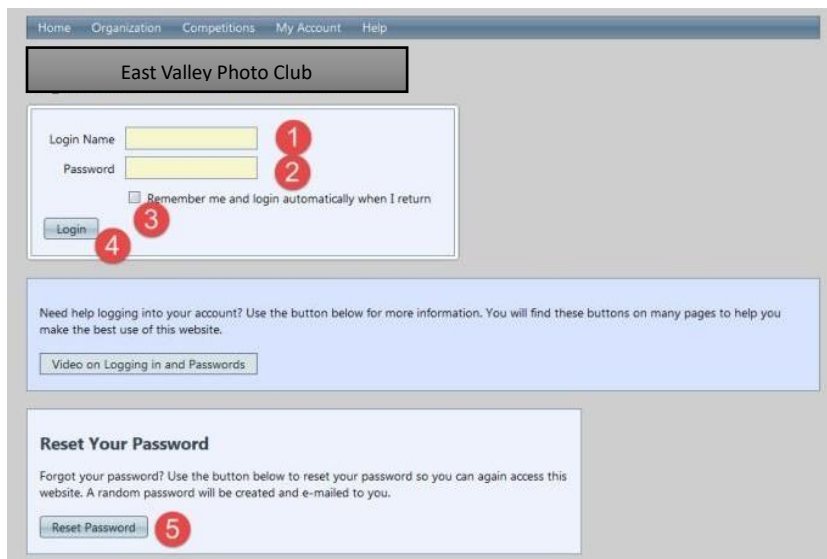
East Valley Photo Club

Submitting Images to Your Library

November 2, 2025

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 [East Valley Photo Club](#). 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.



The screenshot shows the login page for the East Valley Photo Club. At the top, there is a navigation bar with links for Home, Organization, Competitions, My Account, and Help. Below this is a header for the East Valley Photo Club. The main content area contains a login form with the following elements:

- 1. Login Name input field
- 2. Password input field
- 3. Check box labeled "Remember me and login automatically when I return"
- 4. Login button

Below the login form, there is a section titled "Need help logging into your account? Use the button below for more information. You will find these buttons on many pages to help you make the best use of this website." with a button labeled "Video on Logging in and Passwords".

At the bottom, there is a section titled "Reset Your Password" with the text "Forgot your password? Use the button below to reset your password so you can again access this website. A random password will be created and e-mailed to you." and a button labeled "Reset Password".

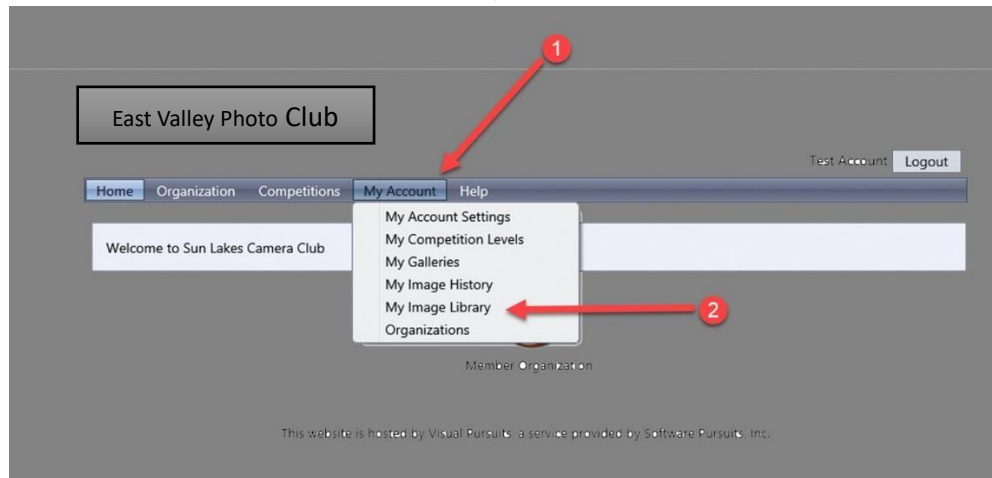
Red numbered callouts (1-5) are placed over the form elements to indicate the steps described in the text.

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).

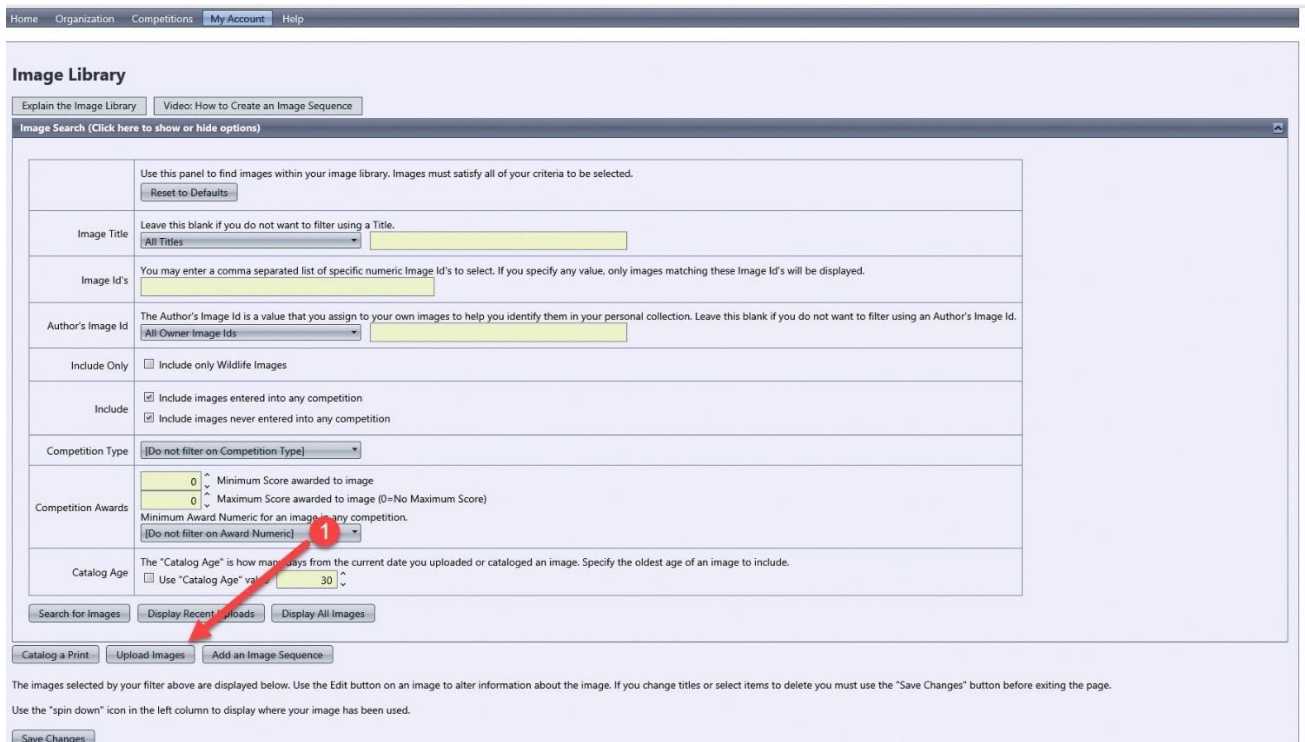
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4. Click the **UPLOAD IMAGES** tab.



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.

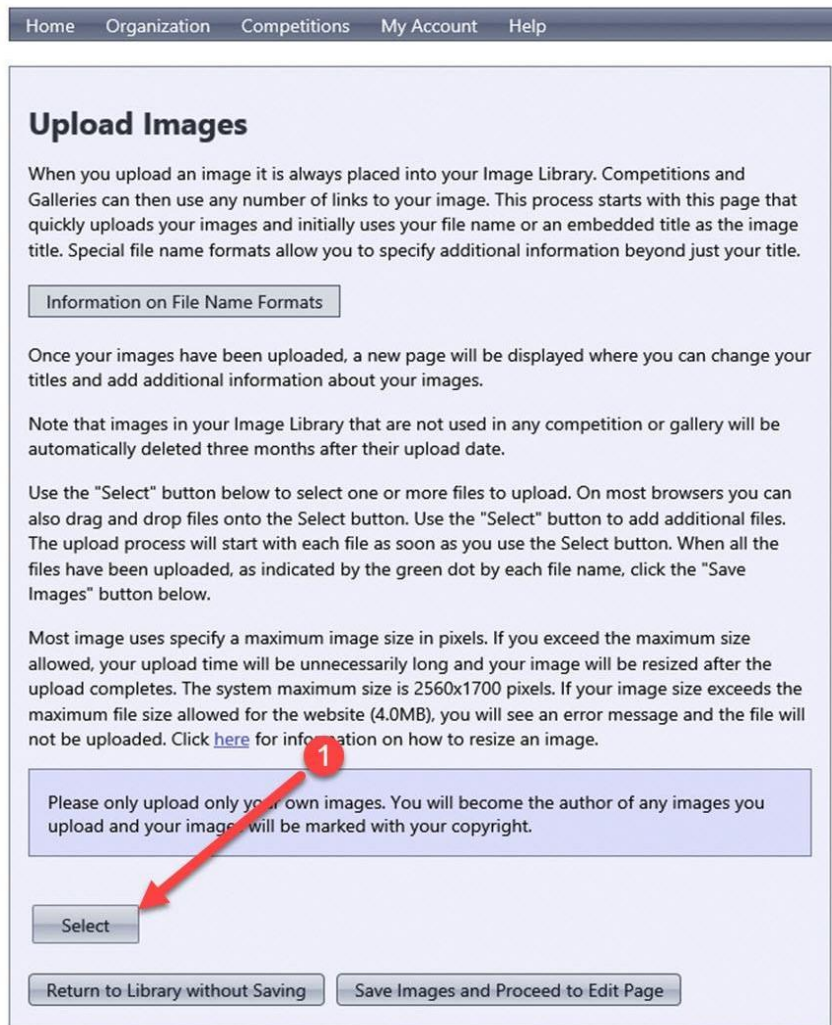
Use the "Select" button below to select one or more files to upload. On most browsers you can also drag and drop files onto the Select button. Use the "Select" button to add additional files. The upload process will start with each file as soon as you use the Select button. When all the files have been 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.

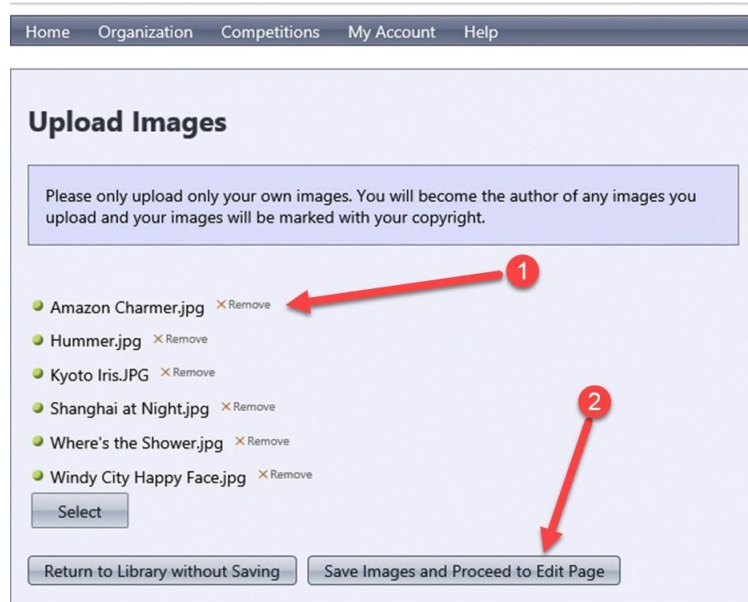
Select

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



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 (at 4) 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.

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The screenshot shows two examples of the image submission form. Each example includes a title field, a language dropdown menu, a spell check button, an image ID, technical specifications, checkboxes for 'Genuine Wildlife' and 'Allow Public Display', an 'Author's Image Id' field, a 'Delete' button, and a section for 'Image Sequence' with a 'Sequence Name' field and an 'Image Number within Image Sequence' dropdown. A 'Save any changes and return to the original page' button is located at the bottom of the form area.

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

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).

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The screenshot shows the 'Image Library' page with several callouts:

- 5**: Points to the 'My Account' link in the top navigation bar.
- 6**: Points to the 'Logout' link in the top right corner.
- 1**: Points to the 'Search for Images' button.
- 2**: Points to the 'Competition Type' dropdown menu.
- 3**: Points to the 'Competition Awards' dropdown menu.
- 4**: Points to the 'spin down' icon in the 'Title' column of the image list.

The interface includes a navigation bar with 'Home', 'Organization', 'Competitions', 'My Account', and 'Help'. Below the navigation bar are links for 'Explain the Image Library' and 'Video: How to Create an Image Sequence'. The main area is titled 'Image Library' and contains a search panel with various filters: Image Title, Image Id's, Author's Image Id, Include Only, Include, Competition Type, Competition Awards, and Catalog Age. At the bottom, there are buttons for 'Search for Images', 'Display Recent Uploads', and 'Display All Images'. A table below shows columns for 'Edit', 'Thumbnail', and 'Title', with a message indicating no images match the current filter criteria.