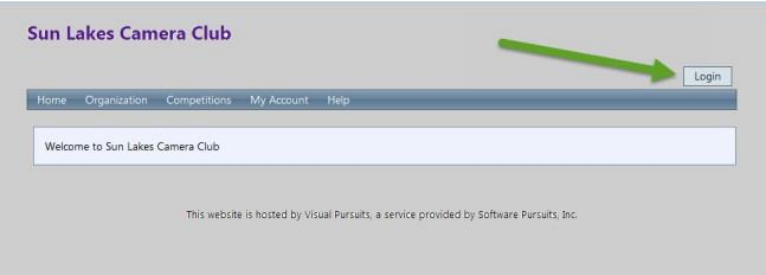
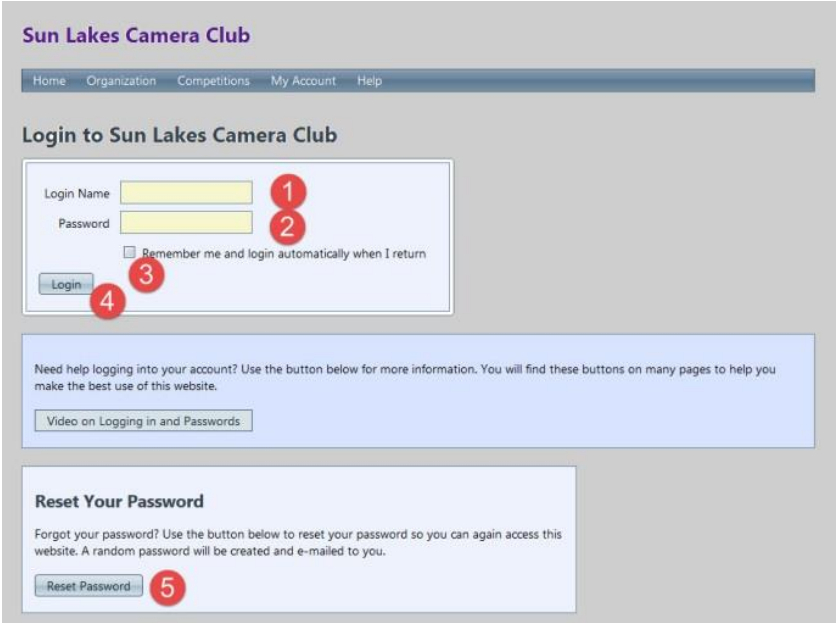
Sun Lakes Camera Club
Submitting Images to Your Library
August 14, 2016

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

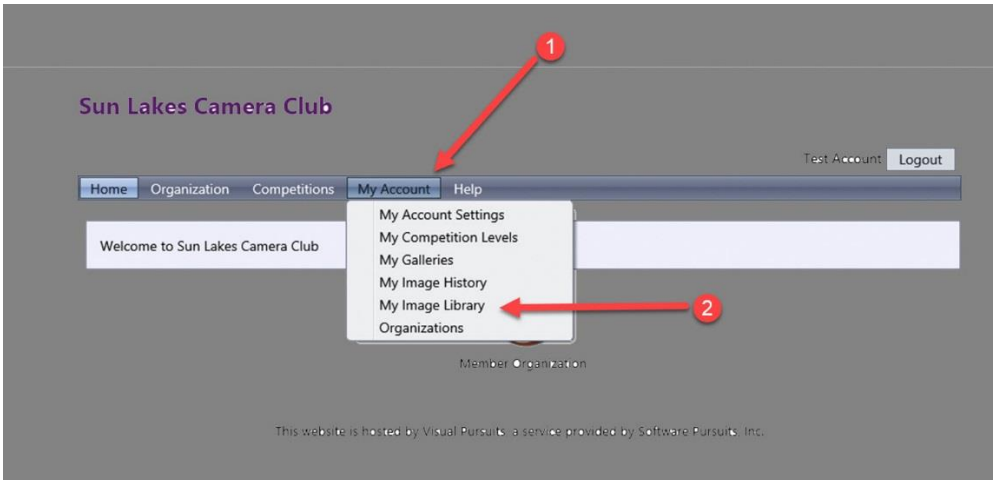
1. Access the website at ***SLCC.VISUALPURSUITS.COM*** . This screen will appear. Click the LOGIN button.



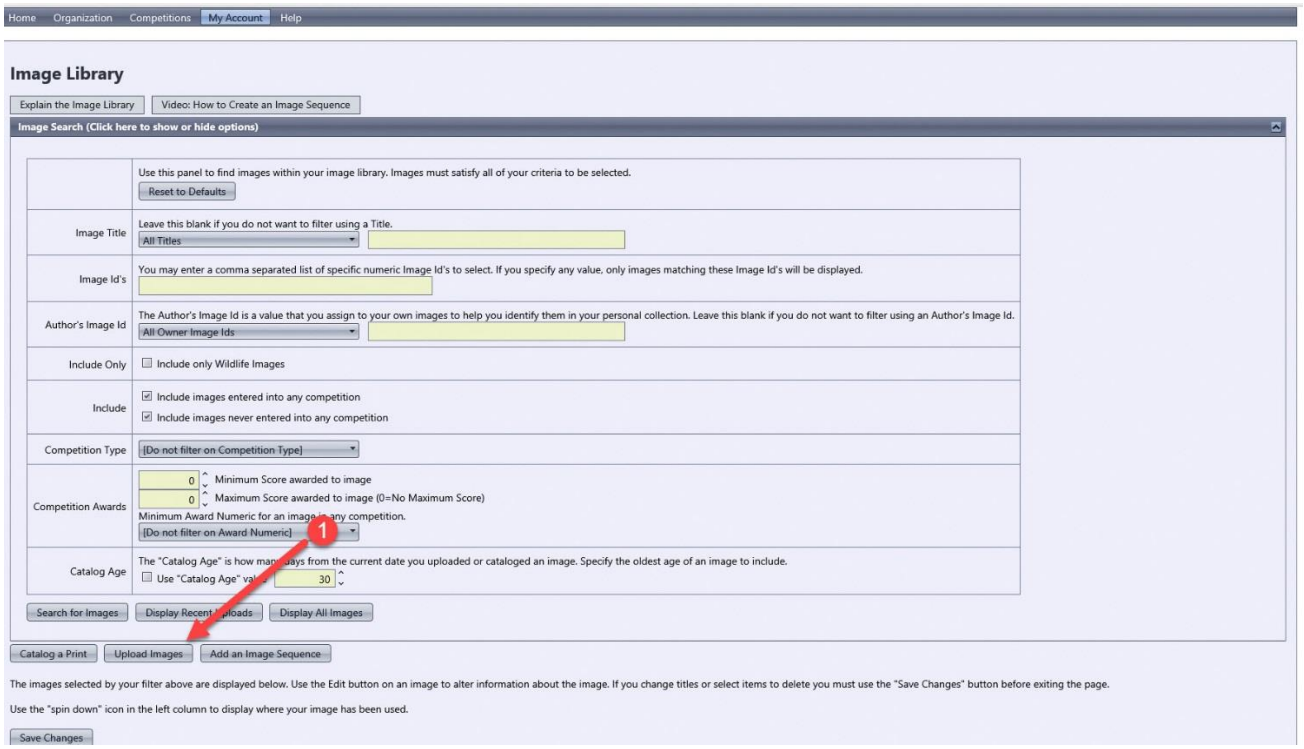
2. In this screen, enter your login name (at 1), your password (at 2) which is 1234567 unless you have changed it, and if you choose, you can have the program remember both login and password by checking the box (at 3). Then you click the LOGIN button (at 4). If you want to change the password, click 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.



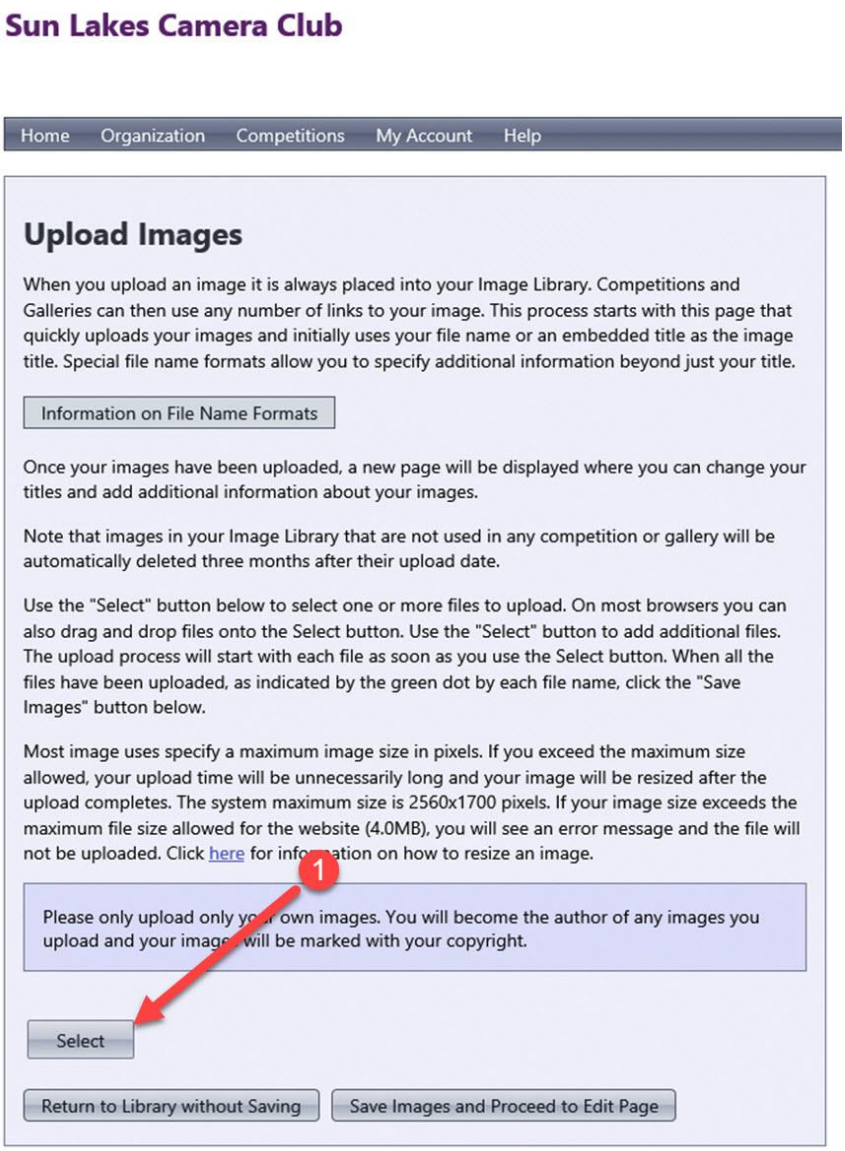
3. After you have logged in, click the MY ACCOUNT tab (at 1) to open the fly out menu and select MY IMAGE LIBRARY (at 2).



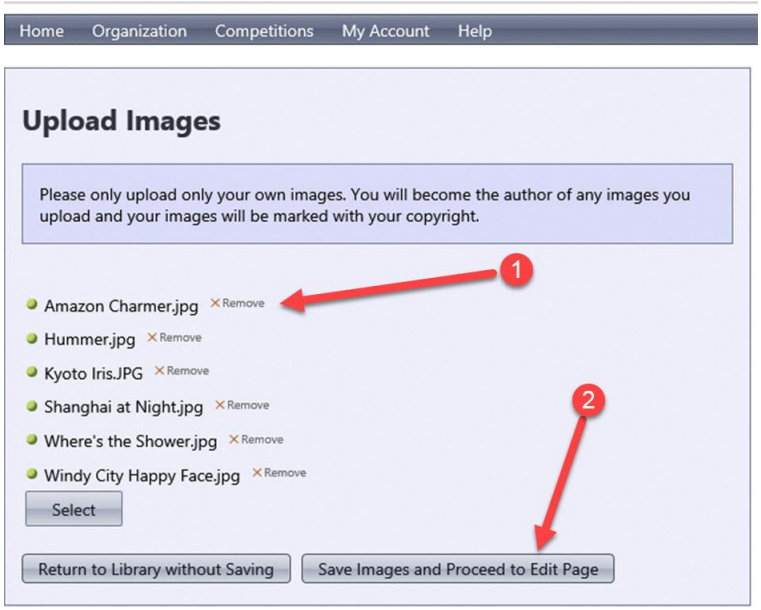
4. Click the UPLOAD IMAGES tab.



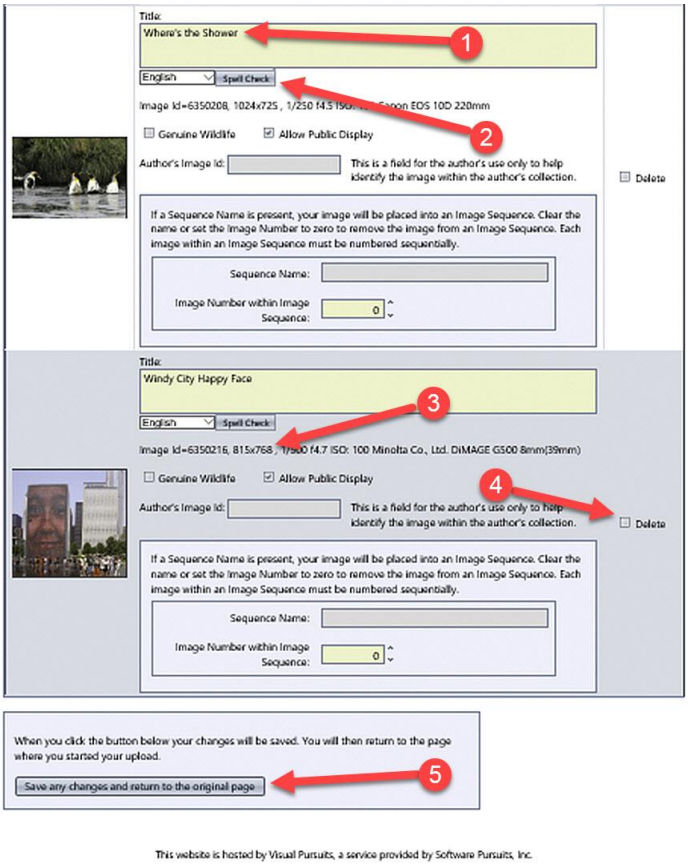
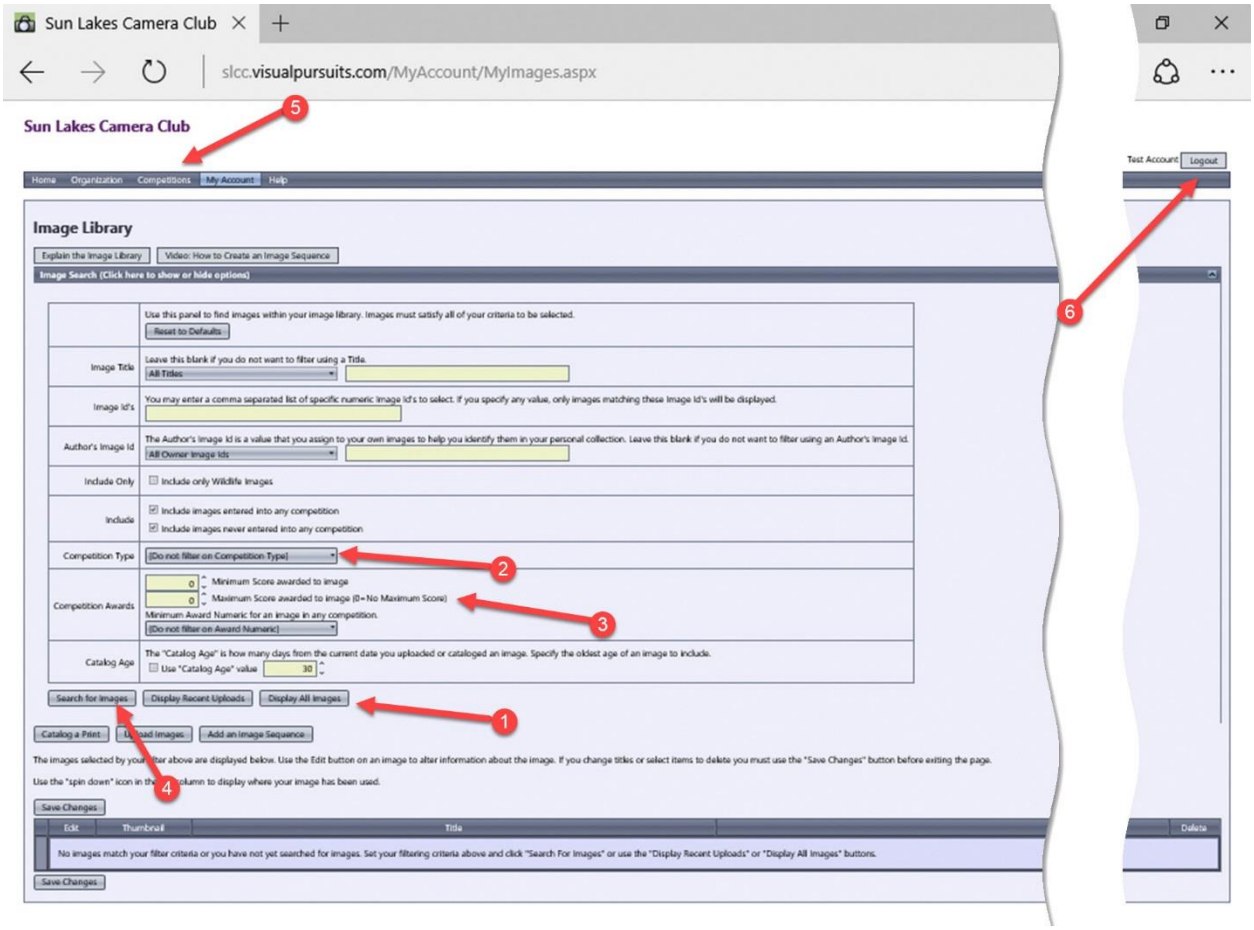
5. Click the SELECT tab (at 1). Navigate to the location of the image or images you wish to upload and select them.



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.



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.



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).