



Ballarat Y.M.C.A. Camera Group Inc (A0035217D)

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PROJECTED IMAGES GALLERY - 2011

This is a Guide Sheet for uploading your digital images to the Club Website so that they can be judged for the Club Competitions as outlined in the club **2011 Syllabus**.

1. Enter the following URL into your browser:
<http://www.ballaratymcacameragroup.com.au/gallery/>
2. Click on *Registration* in the left-hand column. Click on **Agree** for the Terms of Registration.
3. Enter your proposed **User Name, Password** and your current **Email Address** and then enter the verification code as shown in the diagram. Click on *Submit* when finished.
4. The browser will open for you to login with the user name and password you have given. Enter these plus the verification code shown.
The verification code is used to prevent multiple registrations.
5. Select the Directory for the month that the images are to be submitted.
(they are listed as Competitions – Month – Year)
Click on the **Upload** button in the top right of the page. Then click on the **Choose File** button and select the image file from the location on your computer.
6. Enter the Image Name in the field provided i.e. "025_A Day at the Beach.jpg"
7. The next field (*Description*) is optional and will not be used for judging. However for future purposes it will provide you and others some background about the image .e.g where the photo was taken and under what conditions.

(If your image still has the **exif** information attached it can be viewed when the image becomes public by clicking on the thumbnail). Similarly entering keywords allows discoverability of the image.
8. Enter the **Verification Code** and **Submit** your image. Note that the image will not become visible until the judging is completed. It will then remain for public viewing unless you wish to remove it yourself.
9. You have now completed the process!
10. Please feel free to try-out this process using the *Competitions – Trial Uploads* directory. This Directory will not be used for judging.

NOTE: Please note that the electronic image size must **not** exceed the following:
1024 x 768 pixels in size and 500Kb of storage size otherwise the upload may not work.