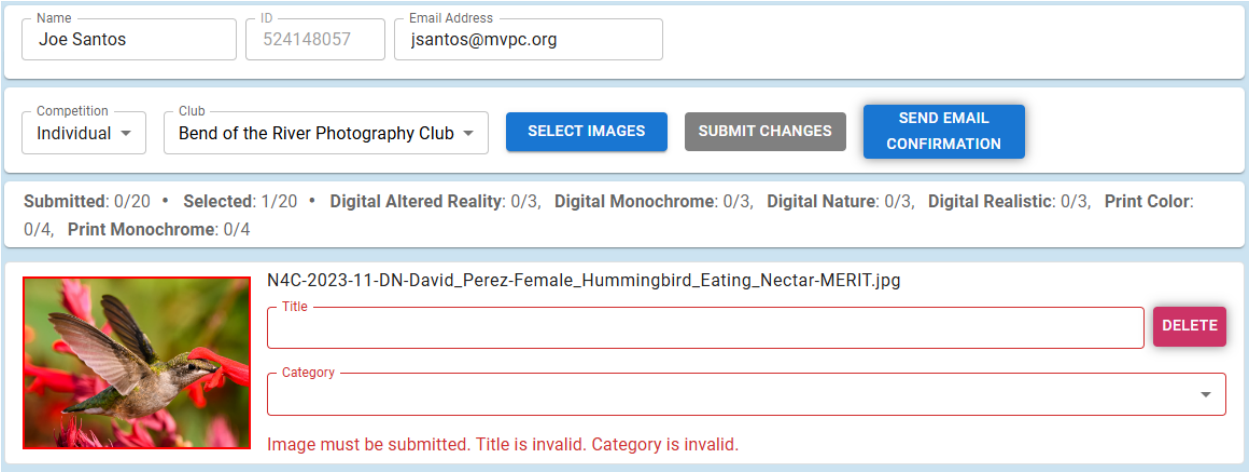
Camera Council Image Submission Guide

1. How to Access the Image Submission App

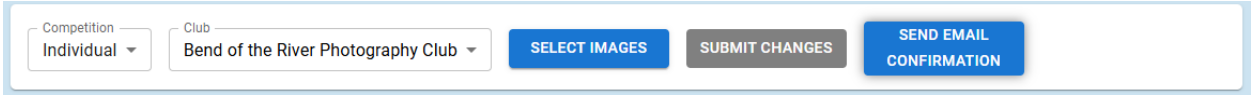
- **Step 1**: Open a web browser and go to cameracouncil.org.
- **Step 2**: On the homepage, click on the **"Submit Interclub Images"** link to navigate to the image submission application.



2. Member Information

- **Name and Email Address**: The person submitting the images must enter their name and email address in the fields provided. These two fields are required for submission. **It is extremely important to ensure that the correct email address is entered.**
- **Unique ID**: Once the email address is entered, a unique ID is automatically generated and assigned to the individual based on their email address. This ID helps in tracking submissions.

3. Competition Details and Submission Buttons

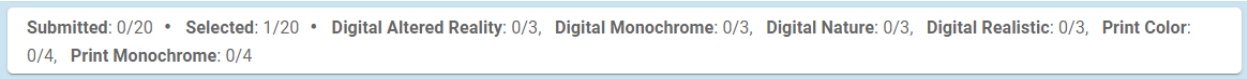


- **Competition Dropdown**:
  - Choose between:
    - **Individual**: For submitting images to an individual competition.

        - **Club**: For submitting images on behalf of a photography club.

- **Club Dropdown**:
    - Select the photography club the individual belongs to, or if it's for a club competition, select the name of the club submitting the images.
- **Select Images Button**:
    - This button is used to open the system folder to browse and select images for the competition.
    - **Note**: This button will only be enabled once both the Name and Email Address fields are filled out.
    - **Automatic Validation**: Upon selecting images, the system automatically checks each image for correct dimensions and file sizes, ensuring they meet the competition requirements. If any image does not meet the criteria, an error message will appear. The system also ensures that the number of images submitted does not exceed the maximum number allowed.
- **Submit Changes Button**:
    - This button remains disabled until all the required fields (such as the image title and other necessary fields) are filled in for the selected images.
    - Once images have been selected and all required fields are entered, the button will be enabled. Clicking this button will submit the selected images.
- **Send Email Confirmation Button**:
    - Clicking this button will send an email to the member with the list of images that have been submitted for the competition.
- **Automatic Image Retrieval**: Previously submitted images are automatically retrieved and displayed based on the member's email address and the selected club name. This ensures that users can view and manage any past submissions.

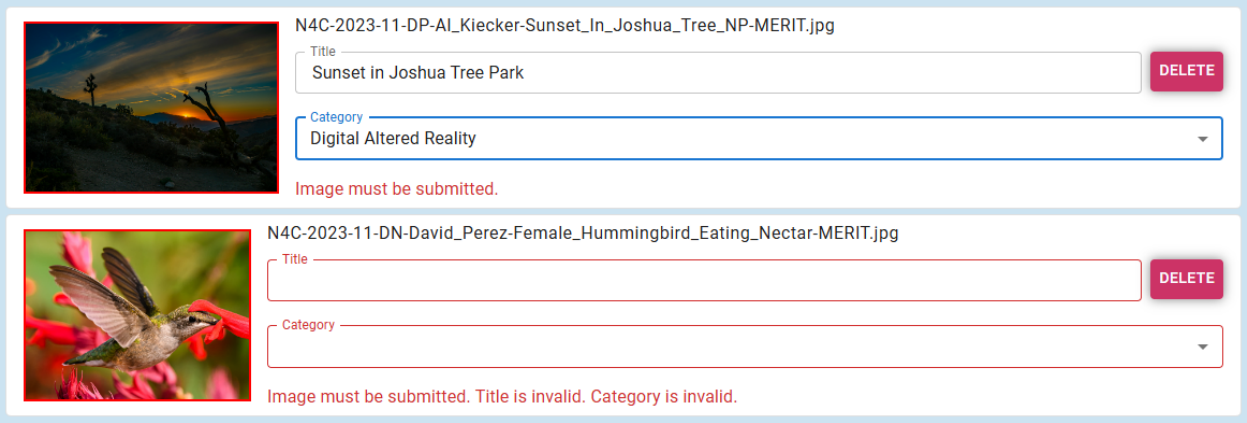
4. Submission Statistics



This section provides an overview of the image limits and submission progress:

- **Submitted**: Displays the number of images that have been submitted, along with the total number allowed.
- **Selected**: Shows how many images have been selected for submission, and how many more can be selected based on submission limits.
- **Category Breakdown**: Lists how many images are selected/submitted in each competition category and the maximum number allowed per category (e.g., Digital Altered Reality, Digital Nature, etc.).

5. Image Selection and Details

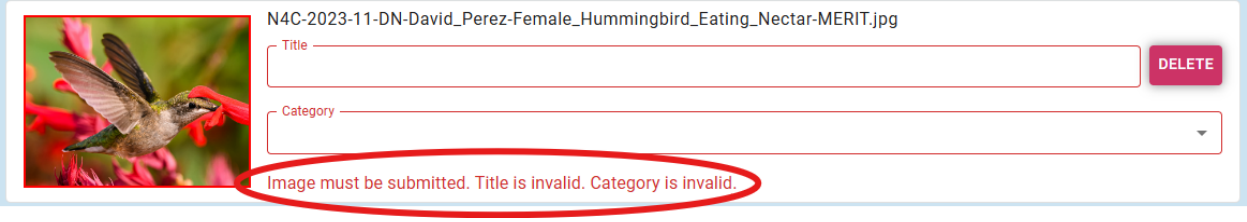


Once images are selected, they appear in the image list section. Each image will include:

- **Thumbnail Preview**: A small image preview for easy identification.
- **Filename**: The name of the file that was selected for submission.
- **Title Field**: The member must enter a valid title for each image.
- **Category Dropdown** (for **Individual** competition): If the competition is for **Individual**, a **Category Dropdown** will appear where the member must select the appropriate category for the image. The category is required for each image.
- **Maker Name** (for **Club** competition): If the competition is for a **Club**, the **Category Dropdown** will be replaced by a **Maker Name** field. The **Maker Name** (the name of the individual who created the image) is required and must be entered for each image.

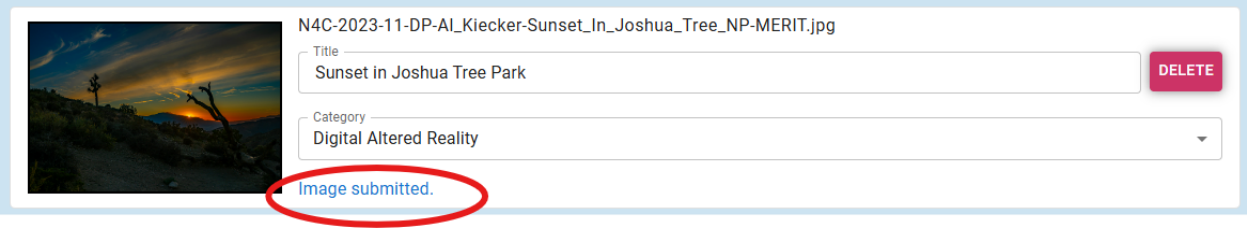
Note: The Title field and either the Category or Maker Name (depending on the competition type) are required. These fields are outlined in red until valid entries are made.

6. Image Status Messages



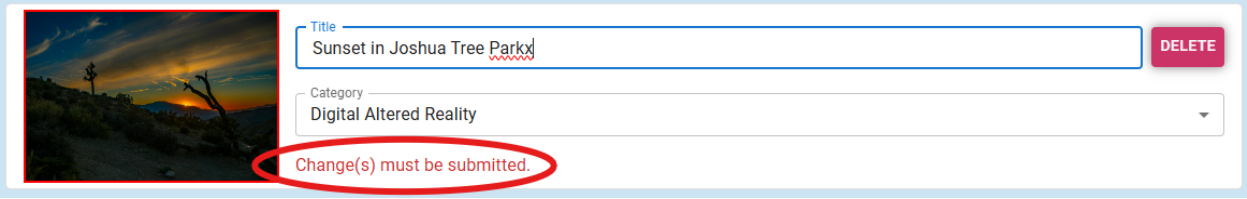
Next to each image, the status message indicates the current state of the image:

- If an image is missing required fields or has not yet been submitted, an error message (e.g., "Image must be submitted", "Title is invalid", "Category is invalid", "Maker Name is required") will be shown in red.
- Once all fields are completed and the image is submitted, a success message ("Image Submitted") will be displayed in blue. Until this message is visible, the image has not been officially submitted.

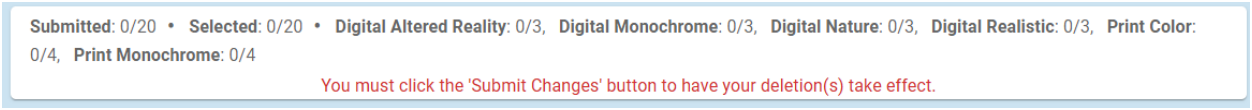


7. Modifying Previously Submitted Images

- Previously submitted images can be modified. Members can change the Title, Category (for individual competitions), or Maker Name (for club competitions) of the images.
- A reminder message will appear (“Change(s) must be submitted”) when an image is modified. Click the ‘Submit Changes’ button to submit the changes to the image.



8. Deleting Images

- **Deleting Selected Images**:
    - If an image is newly selected but has not been submitted yet, the member can simply click the "Delete" button to remove it from the submission list.
- **Deleting Submitted Images**:

- If the image has already been submitted, the member must click "Submit Changes" after deleting the image for the deletion to take effect.
- A reminder message will appear ("You must click the 'Submit Changes' button to have deletion(s) take effect") when a submitted image is deleted, ensuring the changes are processed correctly.