Log-In and Image Submission Guide for PhotoContest Pro

All paid members have been entered into the PhotoContest Pro database and should therefore be able to obtain a password. This is a necessary first step in order to upload images for use in club competitions and critique sessions.

The log-in process requires the following steps:

- Go to the website, photocontestpro.com, and click the **Log In** icon in the upper right corner.
- This will open the log-in page, where you must enter your email address on the **left-hand side** and use the drop-down menu to select Southeast Queens Camera Club.
- Since this is your first time using the application, you should click on **Logging in for the first time? Click here.** This will prompt PhotoContest Pro to send you an email with a temporary password. You will then begin the log-in process again, using that password. You will be able to substitute a password of your choice to access the system.

It is important that you use the email that you have shared with SEQCC, as that is the information that has been entered into PhotoContest Pro. If there is a discrepancy in the email address, you will receive an error message indicating that the information entered is invalid. If that happens, please contact Ralph Simmons or Dianne Heggie, so that they can help resolve this issue.

Once you have successfully established your password, you will then be able to click on the **Submit Pictures** tab. For submitting pictures, select **Method 2**. You will then see the list of all of our competitions for the entire season, as well as any scheduled critique sessions. You may submit images for any and all of these competitions at any point prior to the specified closing dates.

You will note that each format (Color Digital, Black & White Digital, Creative Digital, Color Prints, and Black & White Prints) is listed as a separate contest.

Press **Select** to begin the submission process. As you will see, the **Contest Information** box in the center of the page contains details regarding the dates, judges, number of images allowed, and the size requirements. If you attempt to submit an image that exceeds 900 pixels on the longer side, you will automatically receive a message from PhotoContest Pro that the image is too large. Please refer to the Digital Image Preparation Documents and the 2022-23 Competition Guidelines for specifics regarding size and naming requirements.

The image file you select should be named as outlined in the aforementioned documents, and that caption will appear when your image is uploaded. In the title box, however, you need only enter the actual name of the image.

Once you have entered the required information and selected the image, then click **Upload Picture.** Image information will appear in the **Your Uploaded Pictures** box, and you will be able to view that image.

Repeat these steps for each image that you submit.