

How to Add Images to a Competition from Your Image Library (v1.0 Apr 2018)

These instructions also apply to an image evaluation (competition)

Select and Add Image(s)

In the main menu, click on *Competitions* then on *Competition Management* then on *Submit Images to a Competition* and [Select] the applicable competition in the list.

or...

Go to *Programs > Events Calendar*. Click on the applicable competition (appears pink) in the calendar.

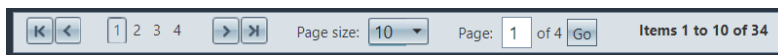
Click the button [Add Images from my Image Library]

You may use the image search criteria or, more simply [Display Recent Uploads]. This will find images uploaded within the last number of days you specify in the Catalogue Age field (default is 30 days).

To find all images in your Library click the button [Display All Images].

The found images are displayed in a grid each with a thumbnail and information.

Depending on the number found and the specified page size, there may be more than one page of images. You can navigate using the bar below the grid.



For each one you want to add, within the limits of the competition, click the 'Selected' box to the left of the image.

When you have selected all the images – which may be on different pages – click the button [Finished Marking Desired Images] below the grid.

You will be back in the 'Submit Images to a Competition' page displaying all the images you have entered into that competition.

When you are satisfied with your entries, finish by clicking on [Return to Competition List].