How to Submit Images to an RPC Evaluation (v1.2 Mar 2020)

Note: In the new website, Evaluations are simply one type of 'Competition'.

File Naming

The new system does not require you to include your level, sequence number, or your name, in the file name. As a logged-in member it knows who you are, as well as your level which is recorded on your profile.

By default your file name will become the title of an uploaded image – except if you have assigned a title or caption in your photo editing software, in which case that title will be used.

After uploading you may edit the image title – see below.

No Duplicates

You cannot use the same file name or image title more than once within your own library. Among your own images each file name and title must be unique.

You cannot upload an image that has already been uploaded by anyone anywhere (including yourself) – even if the file name and title are different. The system checks the pixels of each image to ensure there are no duplicates.

If you have already uploaded a fabulous sunset over English Bay, you cannot change the file name or title and upload it again – the system will recognize and reject the duplicate.

Upload Image(s)

In the main menu, click on *Competitions* then on *Submit Images to a Competition*.

HINT: An alternative route is to click on *Competitions* then on *Image Evaluations* then on the *Submit Images* link on that page.

In the list of available competitions click the [Select] button beside the one you want.
All future available competitions are listed – be careful to choose the right one.

Details of the competition are displayed, including your own level.

Scroll down and click on the button [Upload Images into the Competition]. Read the upload instructions. Ignore the "Information on Optional File Name Formats".

HINT: A second alternative is to go to *Programs > Events Calendar.* Click on the applicable evaluation competition (appears pink) in the calendar and click on the button [Upload Images into the Competition].

At the bottom of the page, click on the [Select] button which will open the file manager on your computer – select the file(s) you want to upload and click on [Open] (the [Open] button may vary according to your computer system).

If using Windows, you may alternatively drag the chosen files and drop them onto the [Select] button.

The file(s) will be queued for uploading and a green dot will appear to the left of each file if successful. If you change your mind, or selected the wrong file, you can delete the file from the upload queue by clicking the "X" to the right of the file name. If the process fails, a red dot will be shown along with an explanation.

If the desired images are in different locations on your computer, you may repeat the above step until all the files you want are in the queue.

When ready, click on [Save Images and Proceed to Edit Page] – this will upload the files to the Competition (and also to your own Image Library).

Edit Image Information

You will see the Image information for each image (*ignore everything except the title*)

Review all image titles and edit each one as necessary *remember, you do not need your name or level – this is strictly the title*.

IMPORTANT: At the bottom of the page Click the button [Save any Changes and Return to the Original Page] even if you didn't make any changes.

You will be returned to the Competition to which you were uploading images with those images displayed.

From there you can:
- Edit the image data
- Replace the image with a new version or different image
- Delete it from the competition AND from your Image Library
- Delete it from the competition, but keep it in your Image Library.

Note: The system will not allow duplicate filenames to be uploaded nor will it allow images to have the same Title within your own library.

If you want to replace an image with a new version having the same filename and/or the same title, you can do so by choosing to edit the image in your Library. The new version will replace the old wherever it is used.