

## **COMPETITION ENTRY GUIDANCE**

This document is about how SBACC members will be required to submit digital images for club competitions and other events.

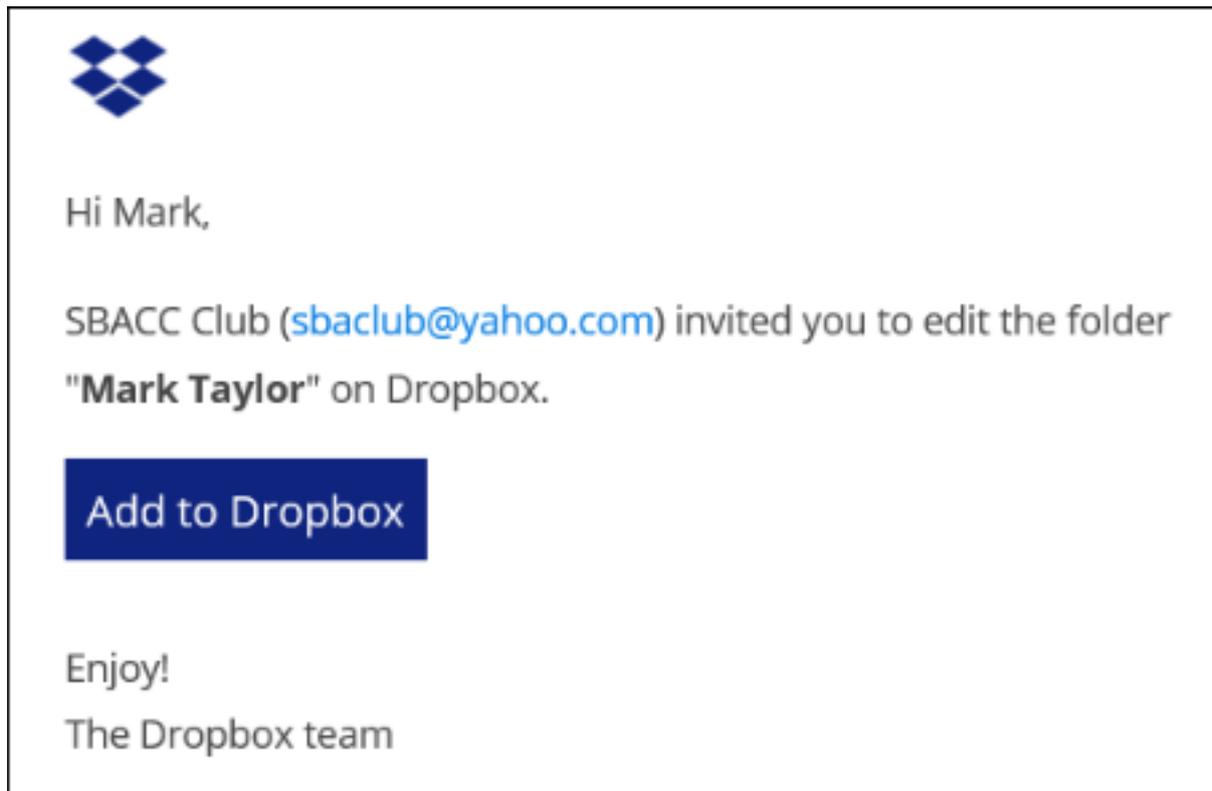
SBACC has an account set up in Dropbox. An individual folder has been created for each member into which images can be uploaded. Using the personal folder will allow each member to see that their images are safely uploaded. Each member will be able to make as many changes as they like up to the entry deadline.

Here is how it will work:

### **First time use**

The member will receive an email from - *SBACC Club (via Dropbox) no-reply@dropbox.com*

The message will look something like:



The member should click on the blue box (it may say something different if you do not already use Dropbox) and they will be taken to their personal folder. The first time they enter they will be asked for a password, which is their normal Dropbox one

if they already have an account, or they will need to create a new password which they must remember for future use.

### **Uploading images**

The member will need to use the link in the email at any time (or save as a Favourite/Bookmark) to revisit their folder and upload their images. Dropbox will just see them as files, so just follow the Dropbox guidance to add images.

SBACC will project images in a 1920 (w) x 1200 (h) pixel window using the sRGB colour space in JPEG format, so images must be resized accordingly and make sure they are previewed using sRGB. This is important to ensure correct projection takes place.

### **Naming of files**

Files must be names in this format: **n title.jpg**

- **n** is a single digit number. Put 1, 2, 3... to show the order of preference. Ensure there is a space between the number and the title. It is usual to allow 3 entries per person, but sometimes there will be too many entries in which case the competition secretary will enter your images in order of preference and limit the number of entries to, say, 2 per member.
- **title** can be multiple words, no need for underscore to separate them.
- no space between the end of the title and .jpg
- **example 1 lovely landscape.jpg**

*If a member changes their mind about their entries at any time up to the entry deadline, they can delete and upload image files as often as they like.*

### **After competition entry deadline**

The competition secretary will take images out of a member's folders and put them into a competition folder, and will run the competition on the evening. The members folder will then be empty awaiting uploads for future competitions and events..

22/01/24