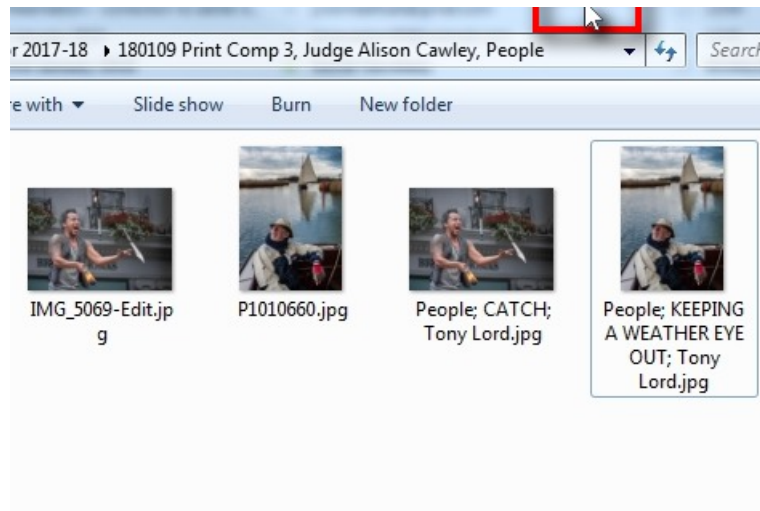# How To Upload a Competition Image

Tony Lord

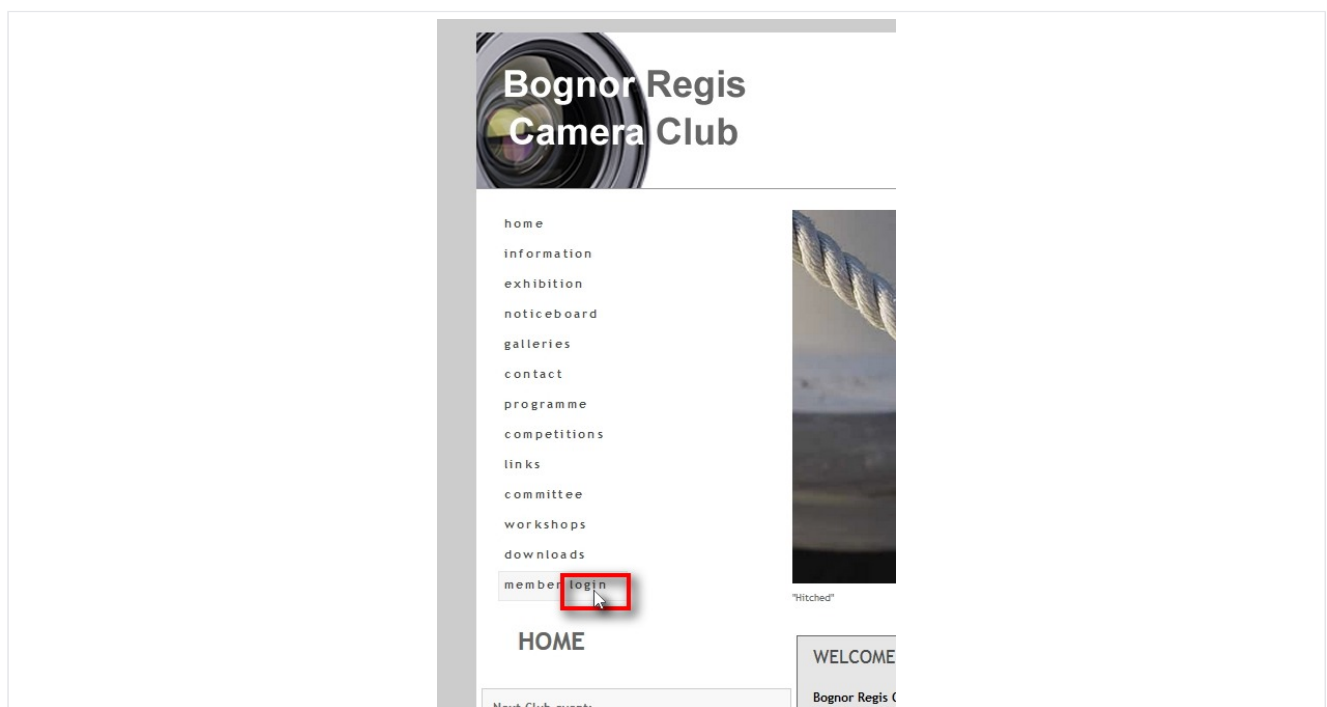## Prepare your image file for upload

Prepare your image files in accordance with the club's instructions.

I then save them in a folder for this competition so it is clear which are my entries.
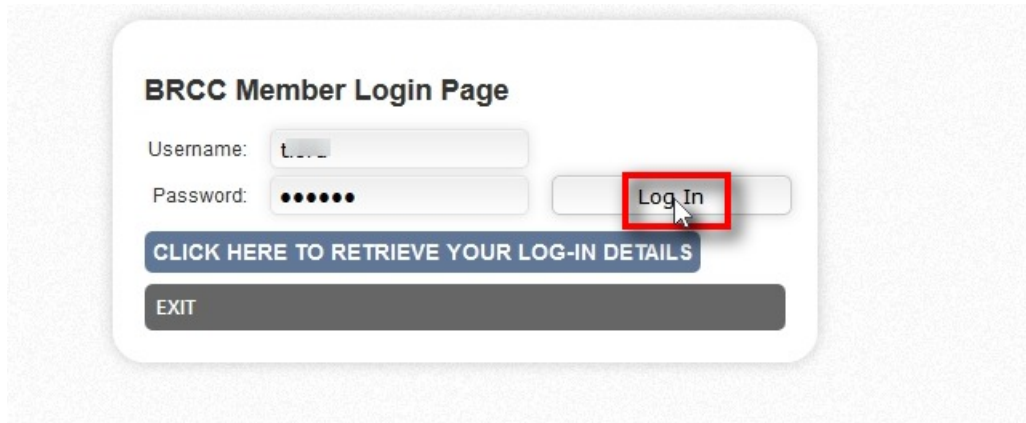
I save a jpg with the original filename so I can trace it back if there is a problem and another copy that is correctly labelled ready for uploading.

Log in

Open a browser with the club's website front page and click on the 'member login' menu item

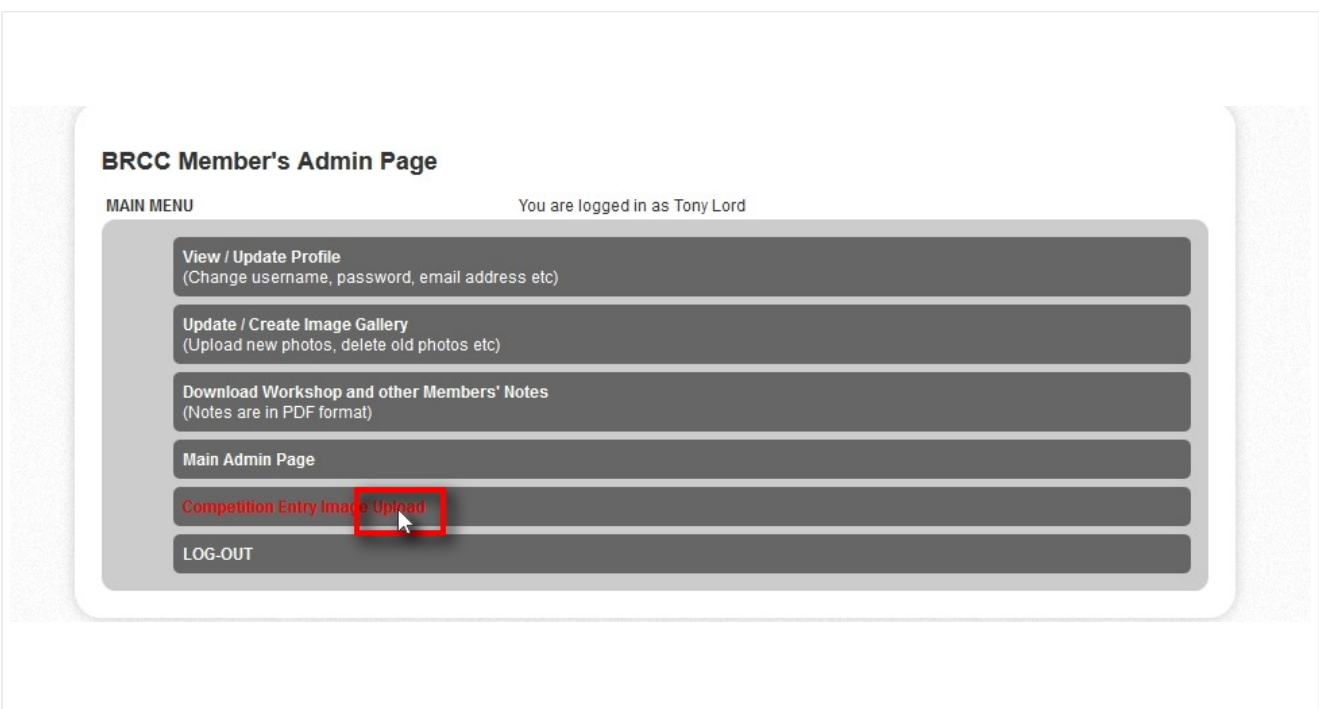## Enter your login credentials

If you have lost your password then click on the " CLICK HERE TO RETRIEVE YOUR LOG-IN DETAILS " link and enter your registered email address. Your login details will be displayed.

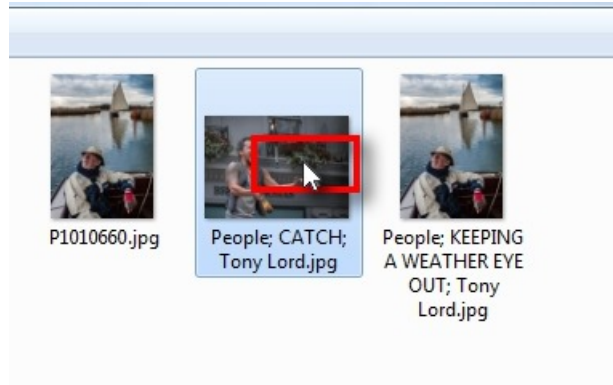## Click on " Competition Entry Image Upload "

Prepare to upload

The list in yellow will show which competitions are Open for entries.

Click on the Browse button and navigate to the folder where your images are stored.
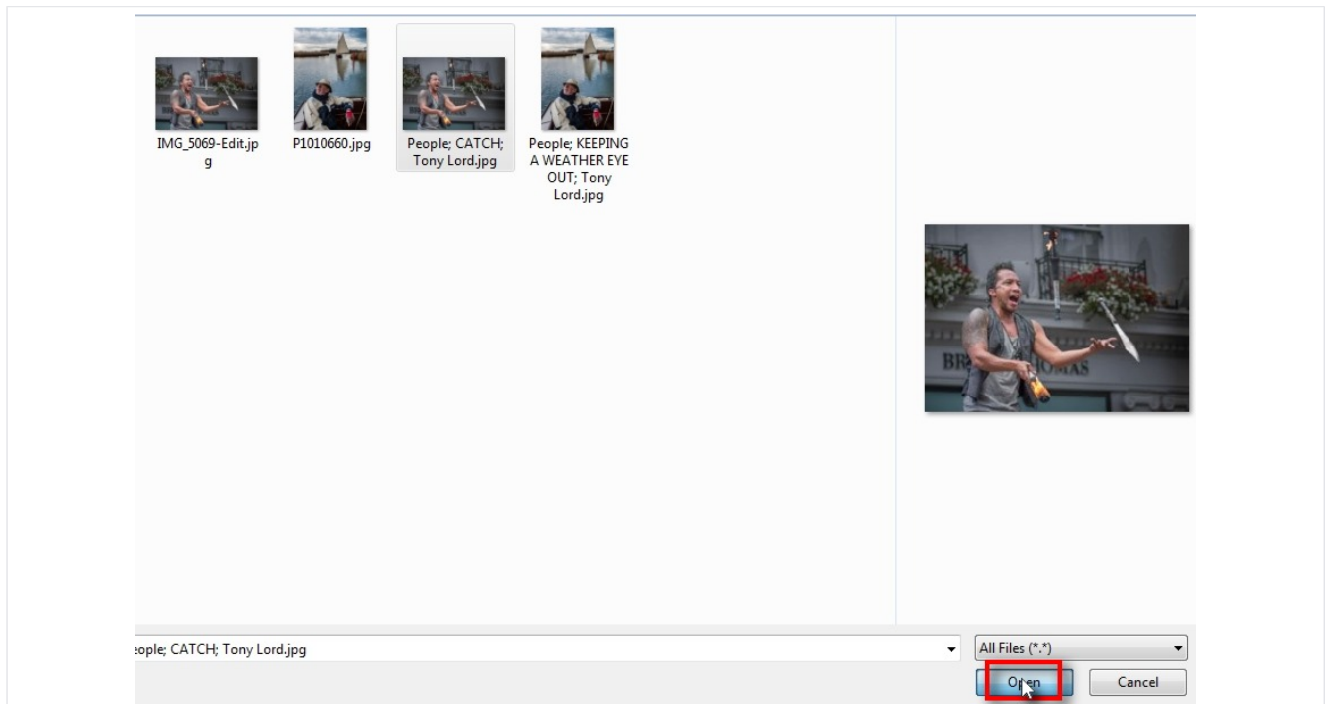
Select the folder where your images are stored.
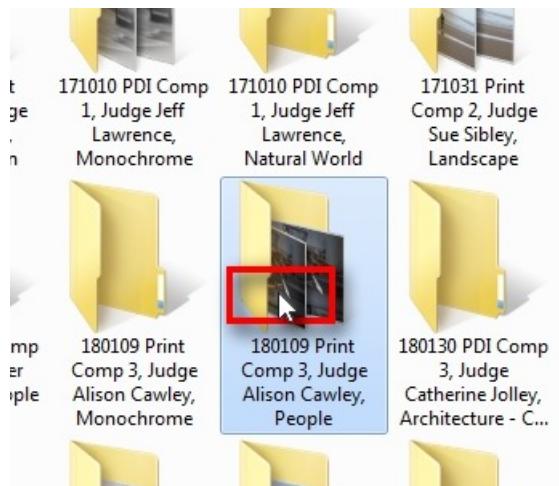
Click on your correctly labelled and sized image.

Click on "Open" button

Click on the "Upload me!"
button

Check the successful upload message and wait a few seconds

The system returns you to the upload page.

You can now either upload a second image by the same method or exit.

Exit

To Exit click on the LOG-OUT button.

Created by StepShot