Seattle Photographic Society Member Image Procedures

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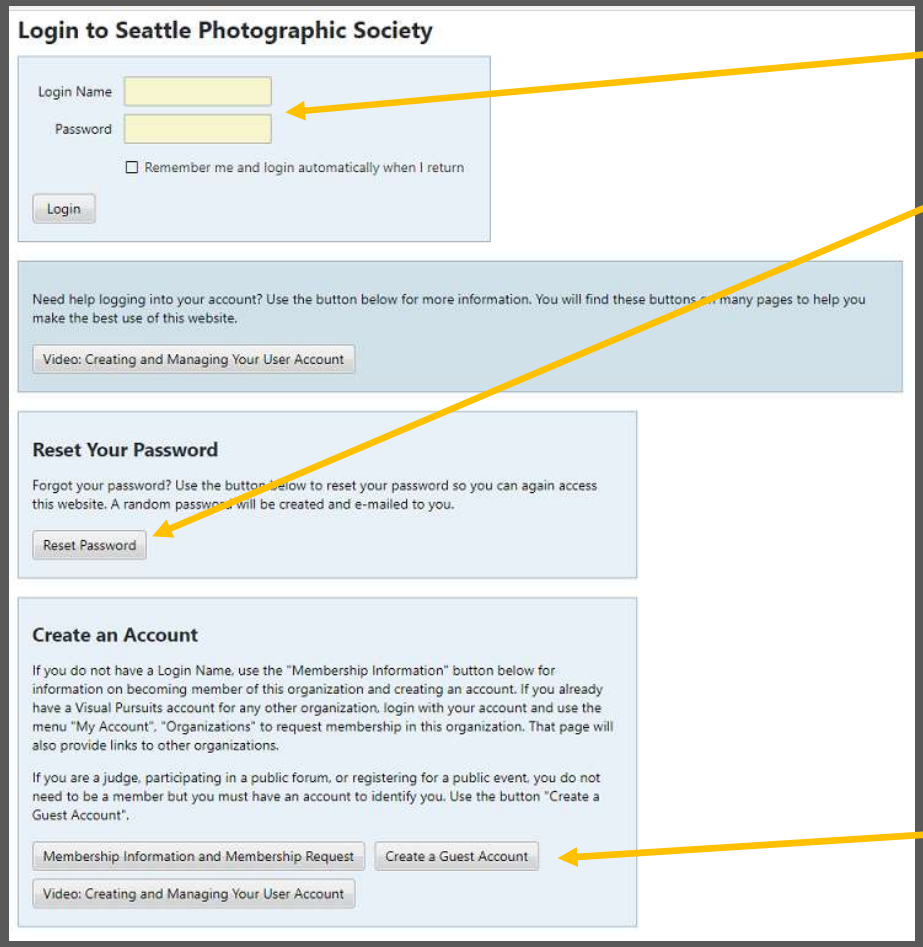
10/27/21 Rev

New Seattle Photographic Site Login

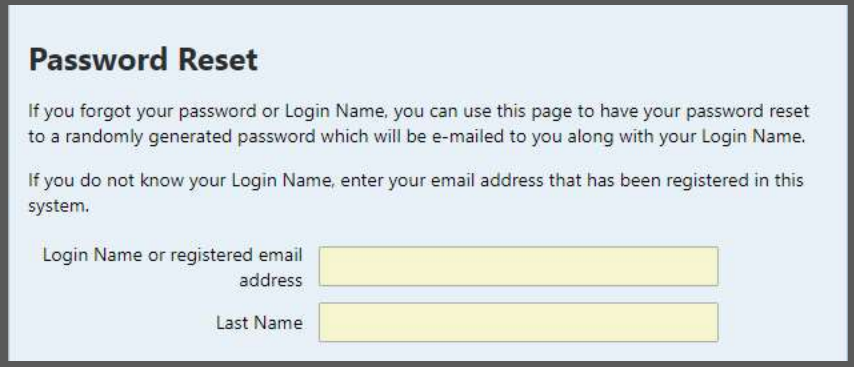
Open the site at *www.seattlephotographic.com*. Click the Login button



- Here once you have a Login Name and Password

*** Current members please do this the first time ***

- Here if you have a Login Name but do not have the password yet or have forgotten it
  Enter your email address and last name:

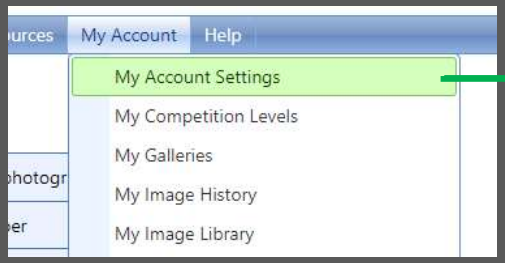


Reset Password emails a new randomized one
(change if desired via My Account Settings)

- Here if you do not have a login yet
  New members will be registered as part of joining
  Guest temporary accounts are for meetings or judging

My Account Settings

For Example: if you want to change your password from the reset value



Login Name	[probably your email]
Informal User Name	[your first and last name]
User Id	[a 7-digit number]
Membership	You are a competing member of this organization. No membership expiration date has been set for your account.

Please click on the type of information you wish to change.

- Change Login Name
- Change or Remove Email Address
- Update Personal Profile and Organization Options
- Update Addresses
- Change Avatar Image
- Update Membership Information
- Change Password

Change Login Password

Your Login Name and Password will be used when you login to this web site. You should never share any password with anyone, not even a web site administrator. Web site administrators have the ability to reset your account to a random password if necessary.

Your password must be at least 8 characters long, although we recommend 12. It should contain a mixture of alphabetic and numeric characters and should not contain any real words. Punctuation characters are allowed and encouraged. The most secure and easily remembered passwords will use the first letters of each word in a phrase, while inserting numeric or punctuation characters in meaningful locations.

Consider using a password management product for your browsers. These products can generate and save complex passwords for you and you will not need to remember your passwords.

Current Password

New Password

Confirm New Password

Cancel | Change Password

New Site Timing and Terminology

Image Library

Competitions

Galleries

New SPS Projected Image Process

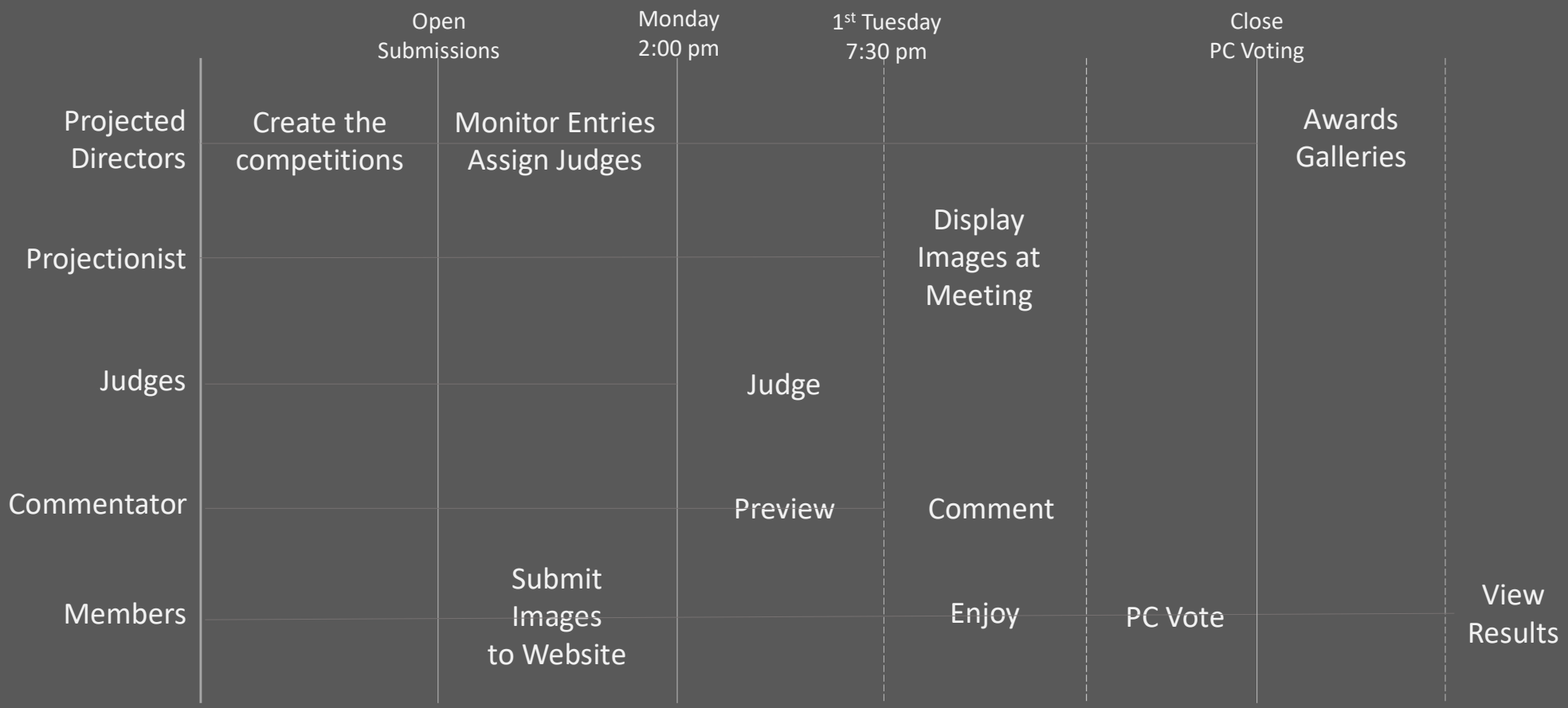
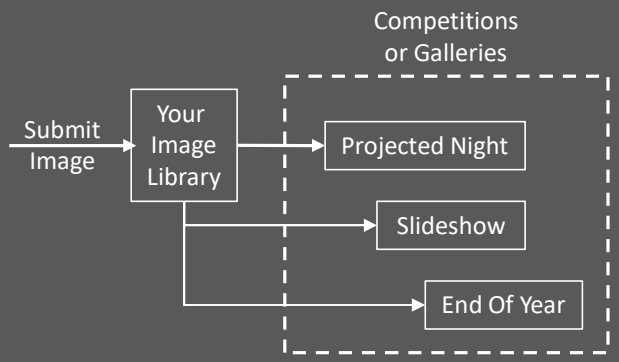


Image Database



Your submission to a competition does two things

- It uploads a copy to your personal ***Image Library***
- It connects the competition to the copy

Other uses of that image connect to the library copy

Thus only one copy of an image exists in the database

When you enter end-of-year, all your images will be available from the library

What's a ***Competition***?

It's a collection of images with a theme, maximum entries per person and optional judging

Projected image night has 3 or 4 competitions: Open, Nature, Creative and Assignment

An event like small groups may have just one unjudged "competition"

What's a ***Gallery***?

A set of images drawn from competitions or the image library,

like Best of April Projected images or your own gallery from a field trip

Can be displayed as a Slideshow, a Grid or Individually full screen

The screens for image submission have a lot of options and words of explanation, so they look complicated

However there are just a few buttons to push and two entries to type

Submitting a couple images is fast and straightforward in practice

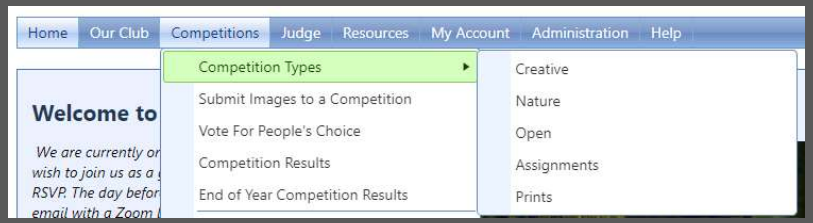
How to Submit Images

How to Submit Projected Images - 1

Log in at www.seattlephotographic.com

If you are unable to login please see the first slide or contact membership@seattlephotographic.com

The rules and sizing for images are at



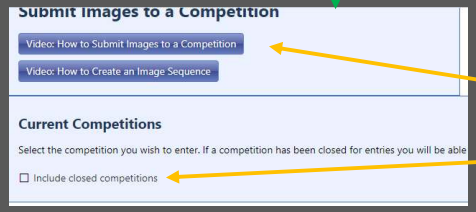
Changes to be aware of:

(1) You no longer need to use any special file naming. This submission process knows who you are and the image category. You type in the displayed title after the image is uploaded.

(2) We recommend you continue to size your images to 1920 max width and 1200 max height
This fills the projector or typical computer screen to show at the best quality.
The site will downsize larger images to fit the target, but will not upsize smaller ones.

Select the *Competitions* menu and *Submit Images to a Competition* for the list of open competitions

How to Submit Images - 2



Videos are for admins which members generally should not need

Usually off

Not the meeting date; it's the date results will be posted

Results

	Competition Date	Prints	Competition Title
Select	Tuesday, October 19, 2021		**21-10-19 Iconic Pacific Northwest - Small Groups** 3 additional images may be entered into this Competition. You have entered 0 images into this Competition. The competition allows a maximum of 3 images from each author.
Select	Saturday, November 6, 2021		**21-11-02 Creative** 2 additional images may be entered into this Competition. You have entered 0 images into this Competition. The competition allows a maximum of 2 images from each author. You have entered 0 images into the Competition Group "2021-2022 Projected Competition Year\21-11-02 Projected Night". A maximum of 2 images may be entered per author into this Group and any subgroups.
Select	Saturday, November 6, 2021		**21-11-02 Nature** 2 additional images may be entered into this Competition. You have entered 0 images into this Competition. The competition allows a maximum of 2 images from each author. You have entered 0 images into the Competition Group "2021-2022 Projected Competition Year\21-11-02 Projected Night". A maximum of 2 images may be entered per author into this Group and any subgroups.
Select	Saturday, November 6, 2021		**21-11-02 Open** 2 additional images may be entered into this Competition. You have entered 0 images into this Competition. The competition allows a maximum of 2 images from each author. You have entered 0 images into the Competition Group "2021-2022 Projected Competition Year\21-11-02 Projected Night". A maximum of 2 images may be entered per author into this Group and any subgroups.
Select	Saturday, January 1, 2022		**Image Submission Practice** No additional images may be entered into this Competition. You have entered 2 images into this Competition. The competition allows a maximum of 2 images from each author. You have reached the maximum entries allowed per person of 2 for this Competition. To submit a different image, you must first delete one of the already submitted images.

The "competition" to use when submitting small groups

Three competitions to submit to for Creative, Nature and Open for 11/2/21 Projected Night

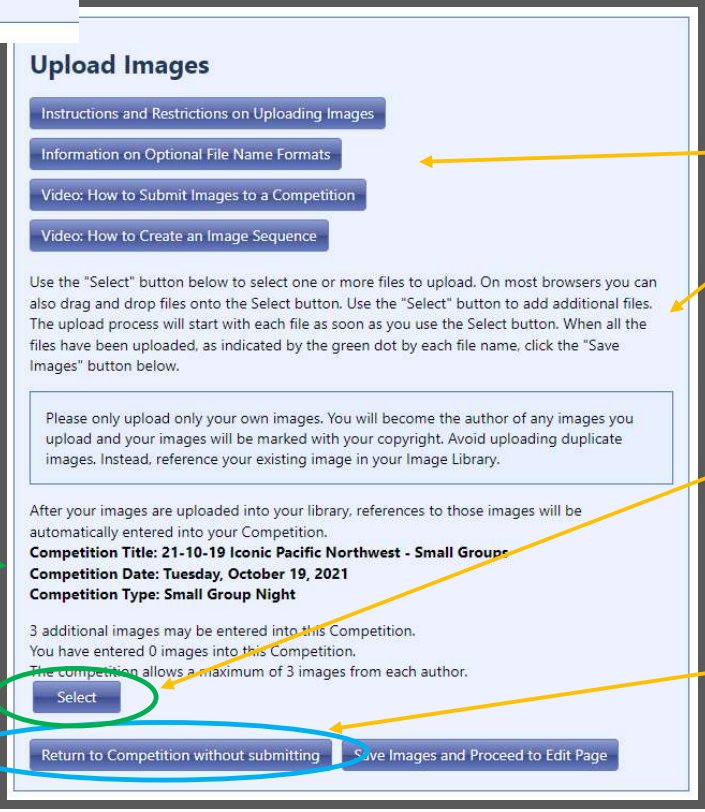
Practice for image submission anytime

Click one Select button to add image(s)

How to Submit Projected Images - 3

When you select a competition it comes here with info about the competition and your entries so far, with several action buttons.

Click the Upload button to get the screen below



Visual Pursuit general info for admins

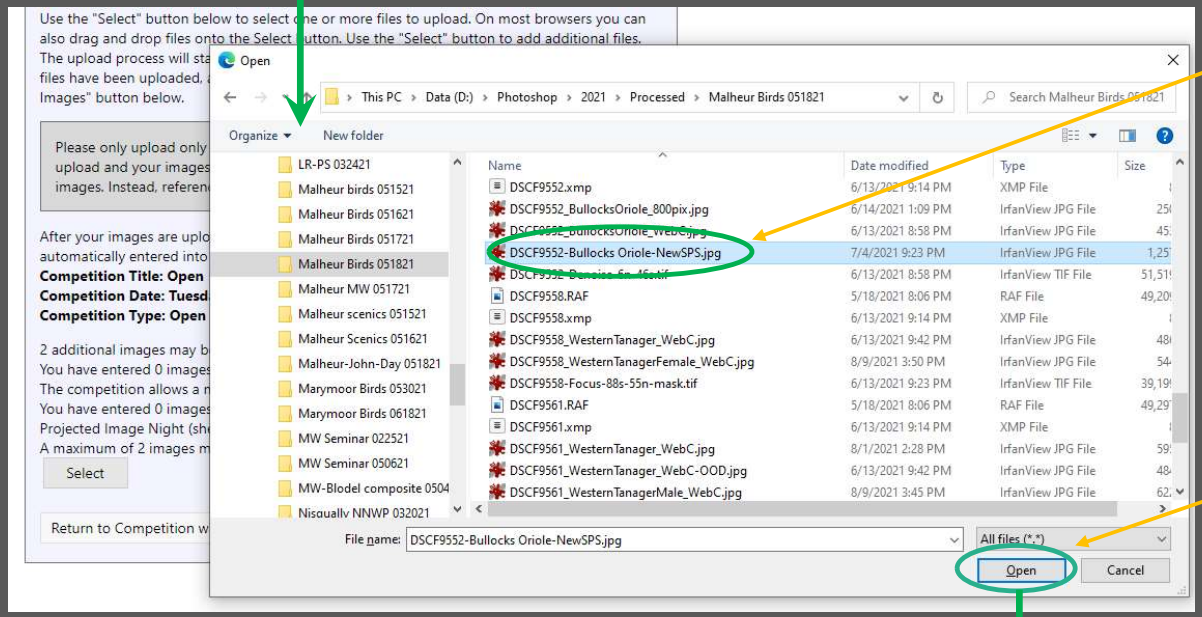
Helpful reminders, worth reading at least once

Click the Select button to identify one or more files to upload to this competition

To Cancel changes click here

How to Submit Projected Images - 4

Clicking that Select Button opens the usual file screen



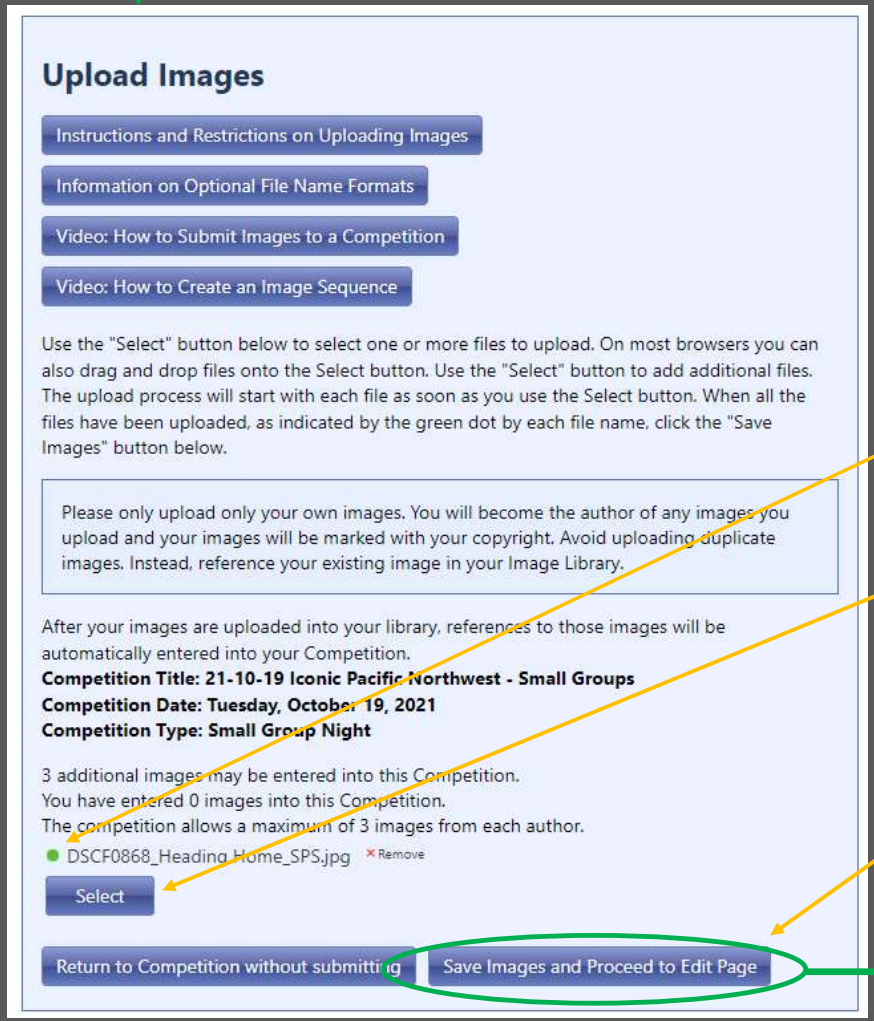
Select the image you want

Remember file names can now be in any format you like rather than containing your name, category and meeting title. You will be able to enter the SPS projected image title in a few minutes.

Click Open

How to Submit Projected Images - 5

Open returns to this screen



Wait for the green dot indicating upload is complete
The red x lets you Remove the image

If you want to add a second image click Select again

Click the Save Images button once you have the images uploaded for this competition

Proceed to the next slide to set the title and commit the image to your Image Library

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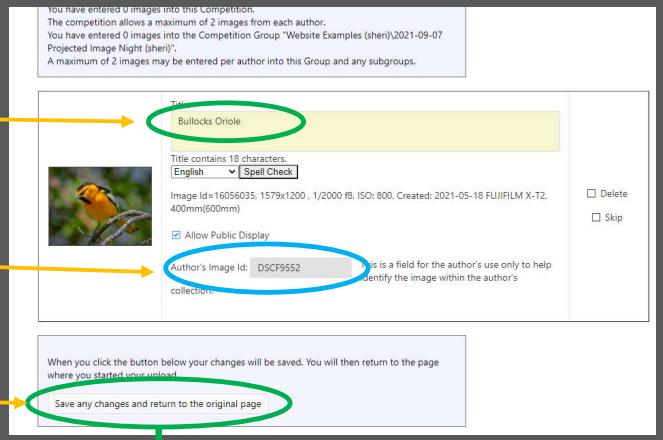
How to Submit Projected Images - 6

Almost there!

The *title* will probably start with your file name in it
Change to whatever you like up to 65 characters

The optional *Authors ID* can be left blank,
or perhaps set to the camera image number

Click the Save button which finally sends the image to your
Image Library and adds it to the competition

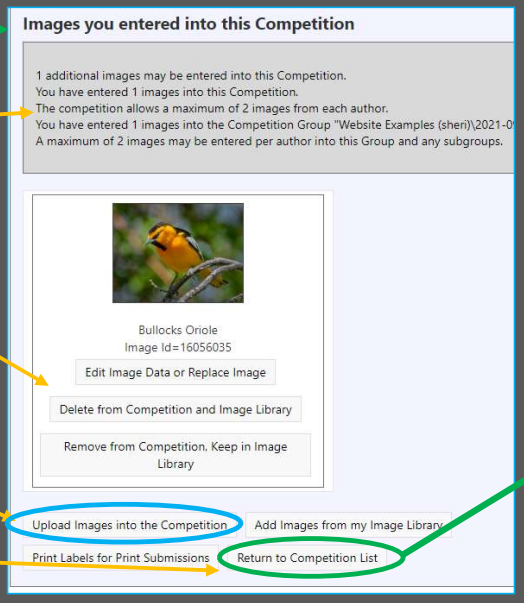


Status reminders

These buttons let you edit, replace or remove the image

Click Upload add more images to *this* competition

Click Return to add to *another* competition



Submitted

How to Vote for Peoples Choice

Voting for People's Choice

Log in to www.seattlephotographic.com
(voting is for registered members or guests only)

From the Competitions menu select Vote for People's Choice

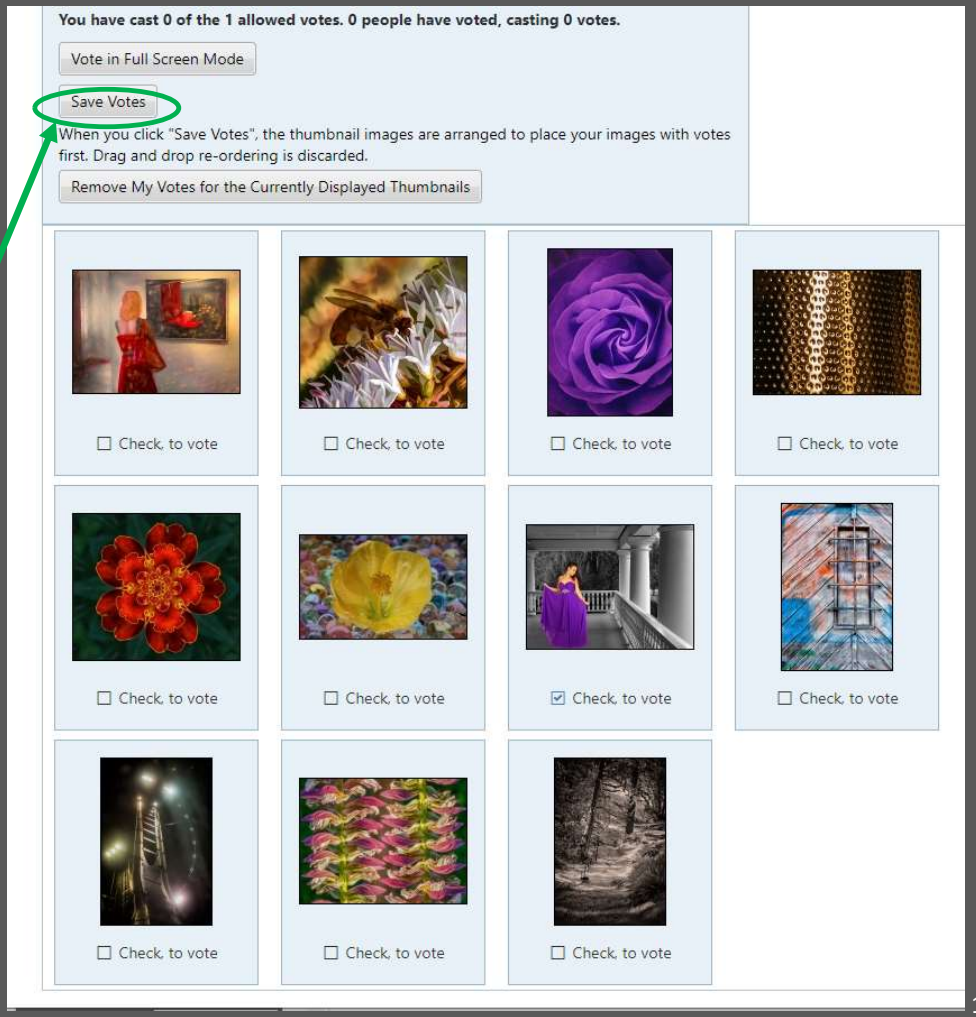
Select a competition available for people's choice

Mark your choice or choices with checkmarks

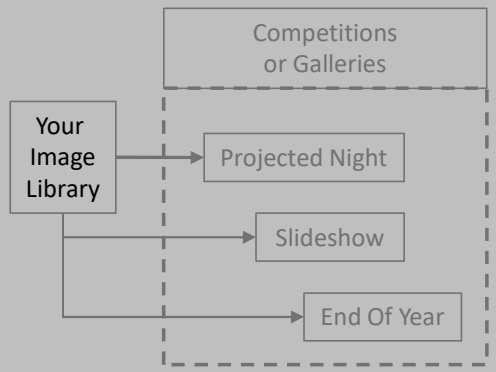
You can switch between full screen and thumbnails any time

Once your choice is made be sure to click Save Votes
and then click Return to Competition List

Repeat for all the open competitions in the list



Your Image Library



My Account -- Image Library

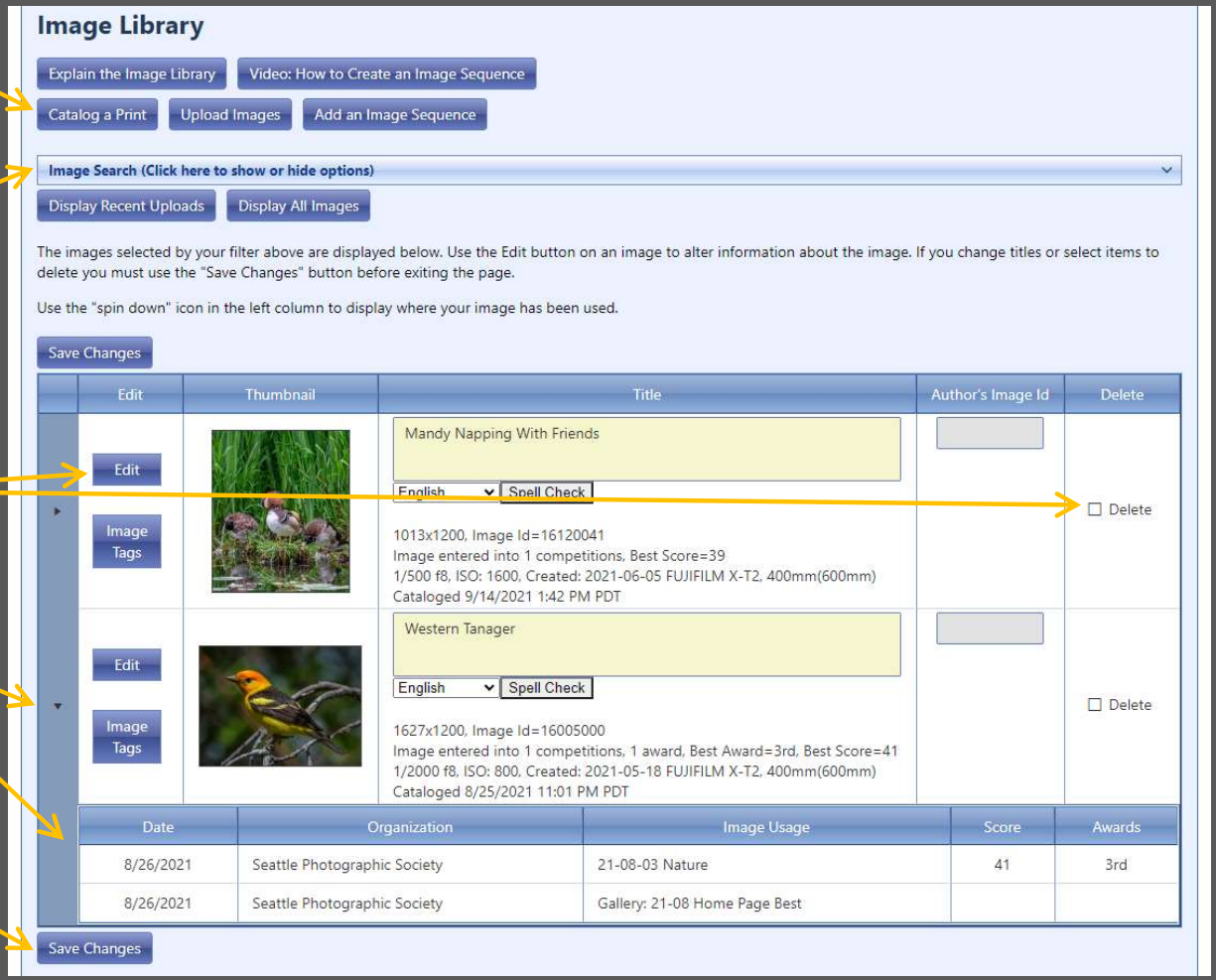
Add images to Library without going through a competition (SPS does not use sequences)

Select the images in the list by whether in a competition, award, score, etc

Edit title or Delete image

Click the small triangle to show or hide the where used information

If you make edits to titles or delete images be sure to click the Save button



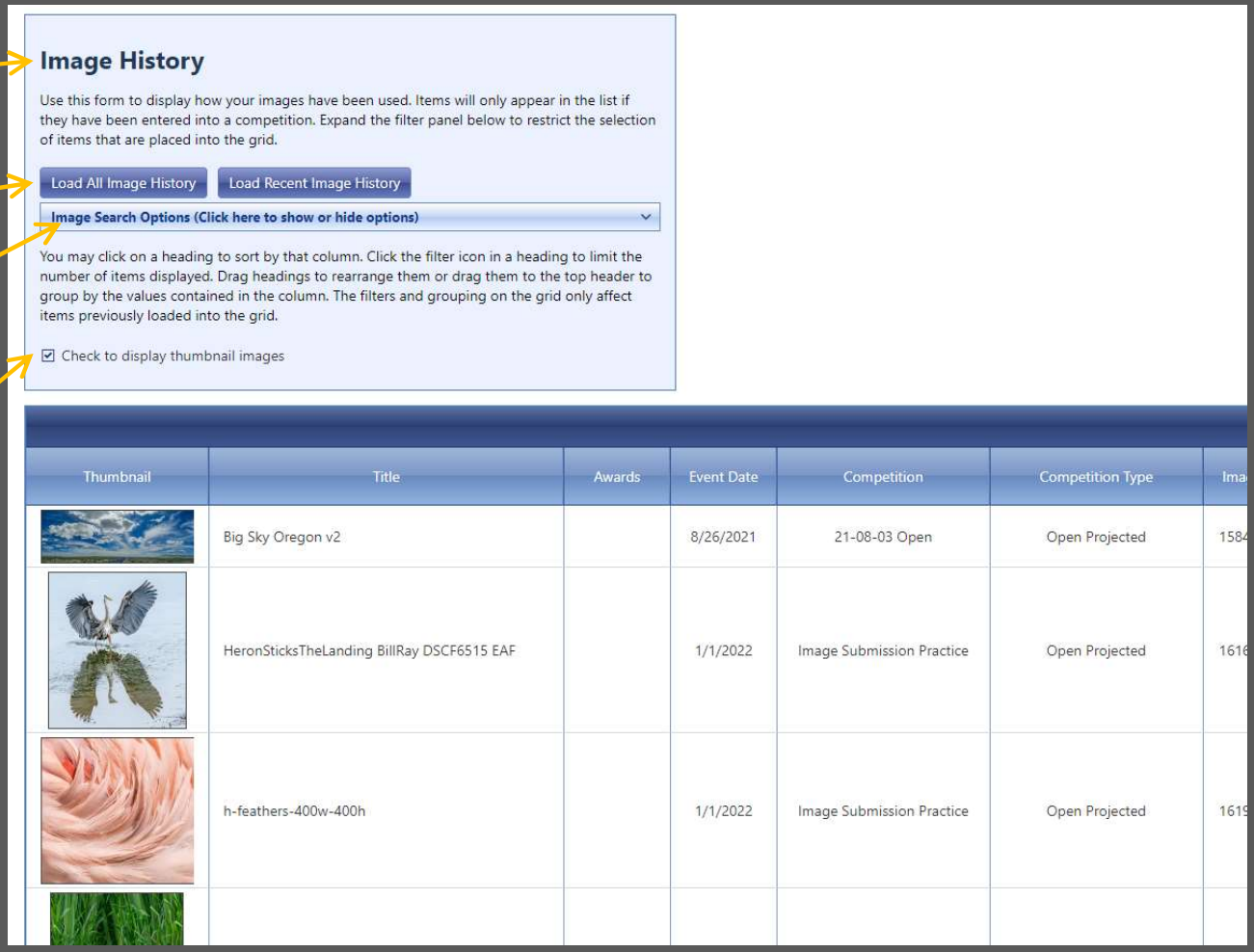
My Account -- Image History

Lists only images that have been entered into a competition

Click to reload list

Click to filter the images by award, score, etc

Turns image thumbnails on/off



Reminder: Event Date is the final results date not the meeting date.
For example Competition 21-08-03 Open was the meeting date and the results were posted 8/26

View Images from Club Events

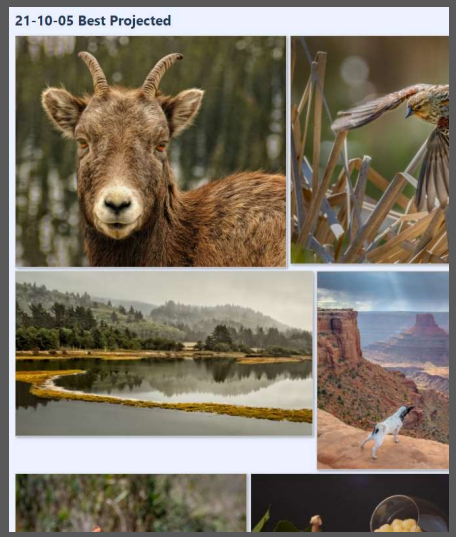
Find Projected Night Awards and Scores

Where to Find Galleries of Images

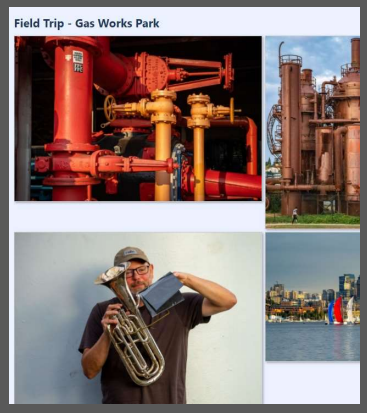
Home Page

Slide show of winning images from the most recent Projected Image Night

Our Club, Galleries
Our Club, Calendar
My Account, My Galleries



Best images from competitions
Club event images like field trips
Member galleries



Competitions, Competition Results

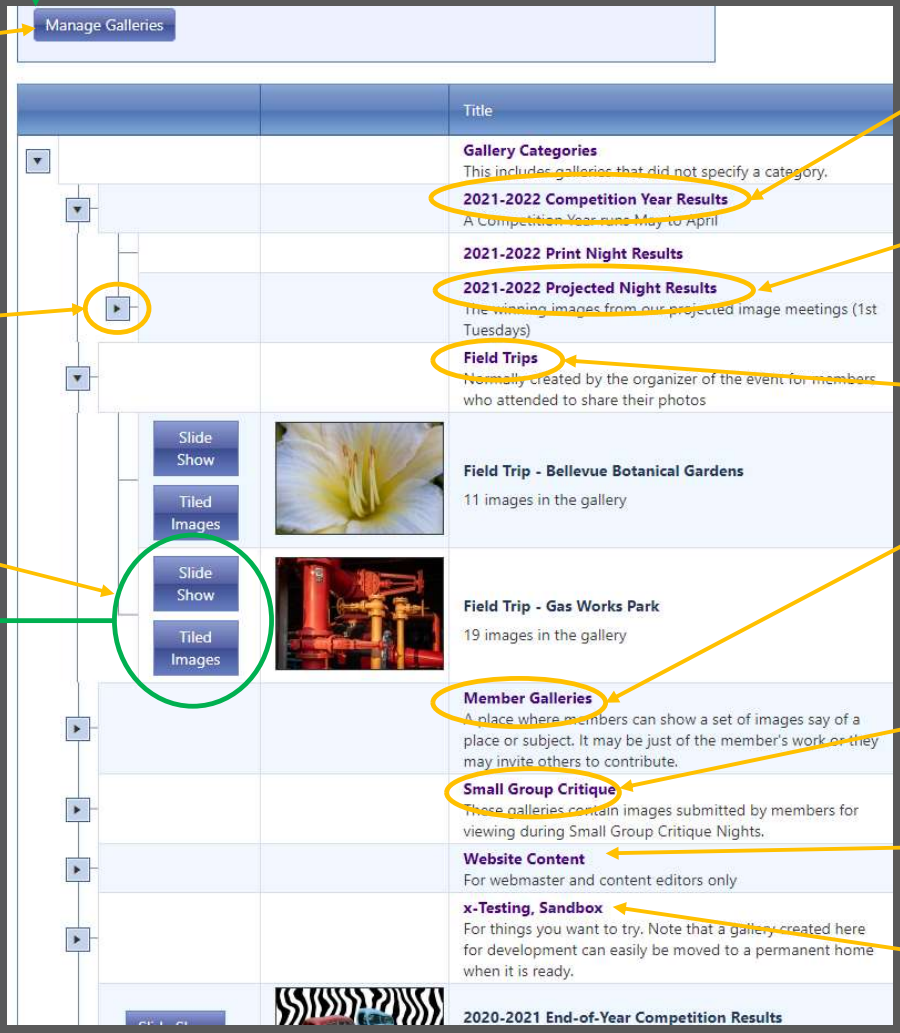
Displays winning or all images
for one category like Open
with scores and awards
Skip ahead 3 slides

Our Club Galleries or My Galleries

For adding images or editing galleries

Click to open or close an outline level

Click a button to view



Projected and Print meetings plus end of year

Best images from projected nights

Images posted by members

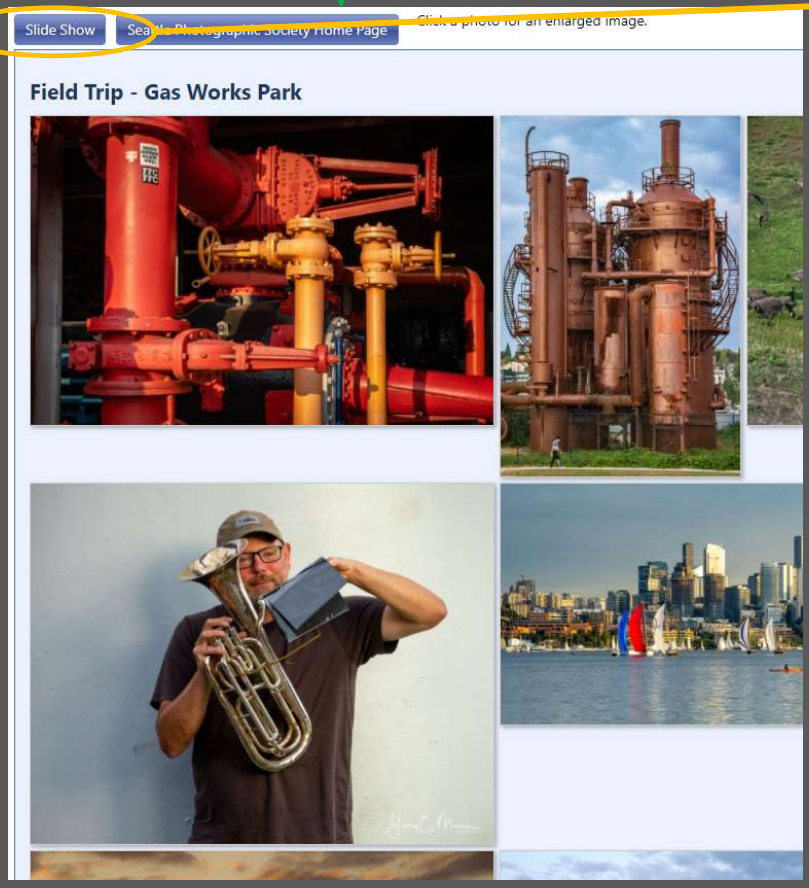
Created by members – may be open for adding other member's images

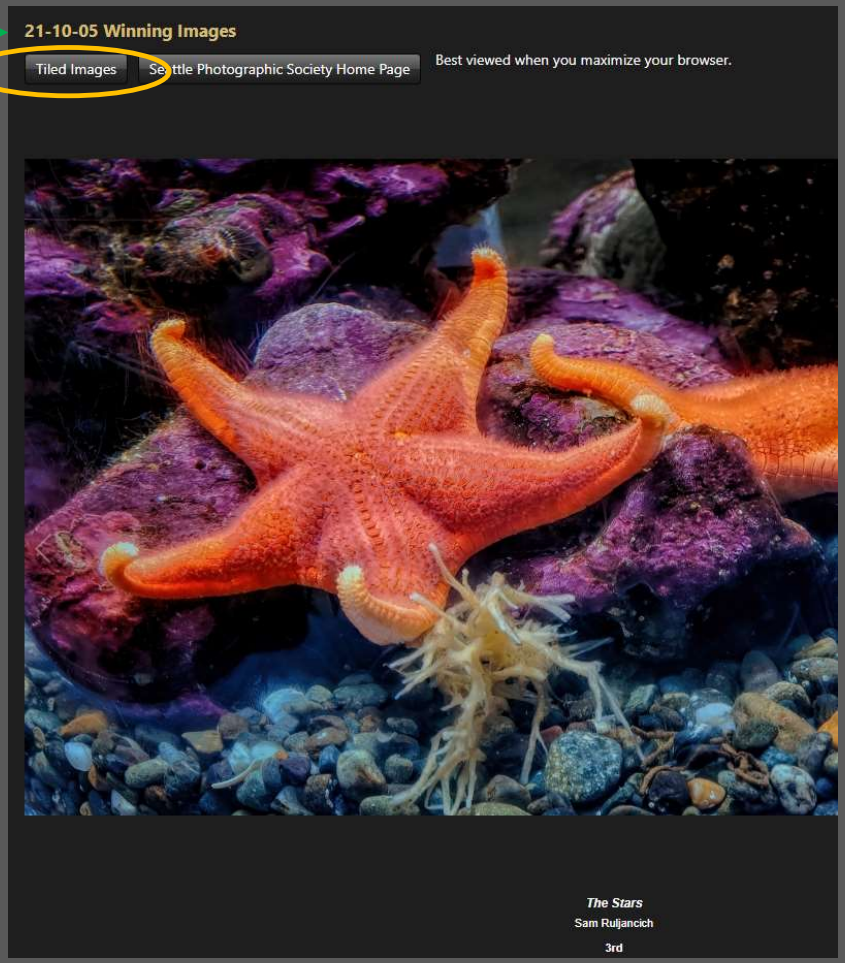
Small Group Nights

Web designer's area

Development area

Gallery Slide Show or Tiled - 2





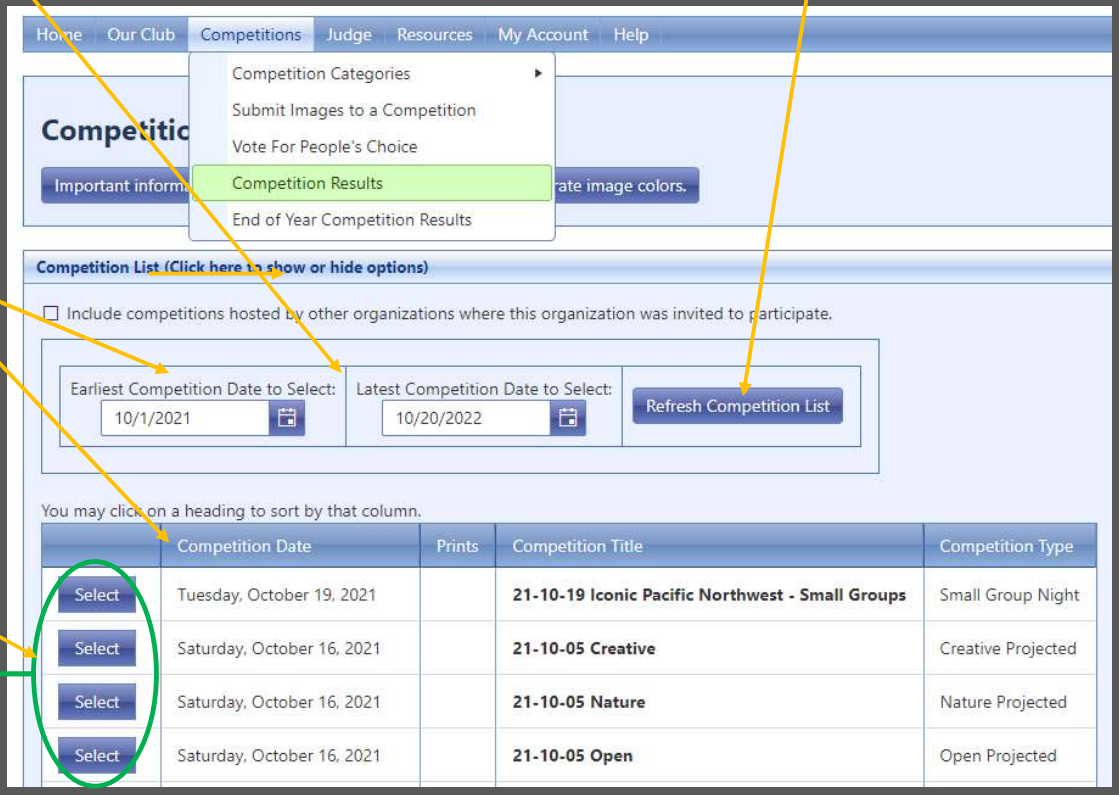
Competition Resutls: Scores & Awards - 1

Set the date range to include *when the results were posted*, generally between the meeting date and a couple weeks afterwards

Then click Refresh

Remember the "Competition Date" is when the results are posted -- *not the meeting date*

Select one of the competitions



Competition Results: Scores & Awards - 2

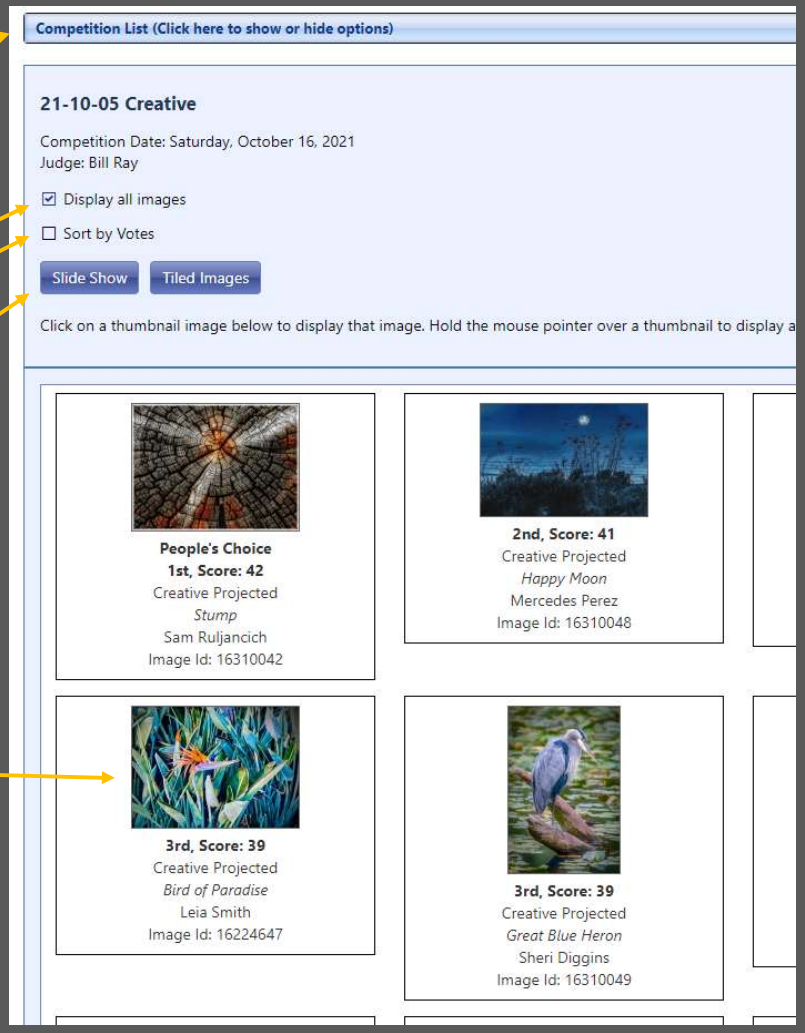
Click to show or hide the competition list

Check for all images, else its only award winners

Votes will be available starting Nov 2021

Slide show or tiled just like any other gallery

Click on any image to get it full sized

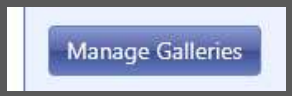


Show Your Images in Galleries

Add Your Images to Galleries

Galleries from events like field trips will invite you to add images outside of a competition
You can also create a gallery of your images alone or optionally invite others to add to it

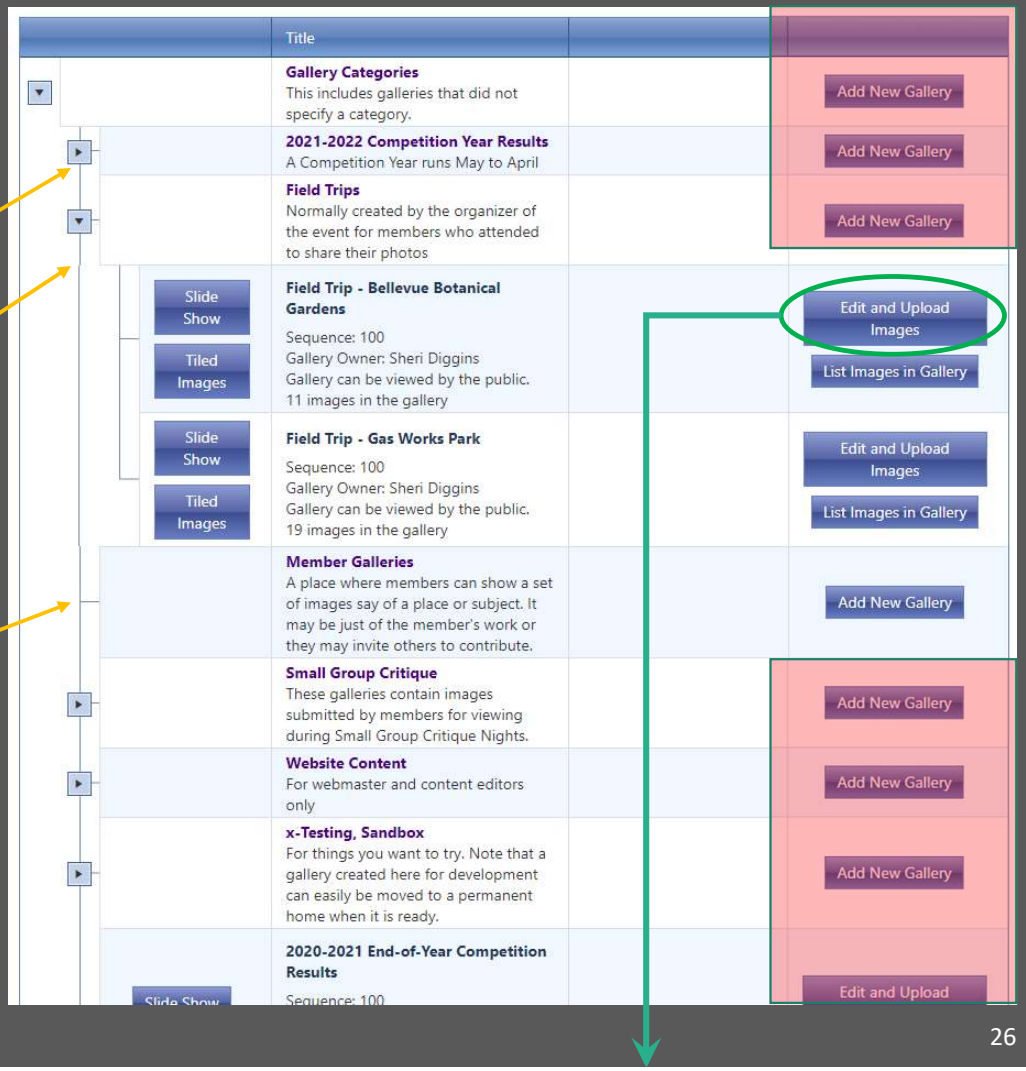
Either go to My Account, My Galleries or use this button on the gallery list pages



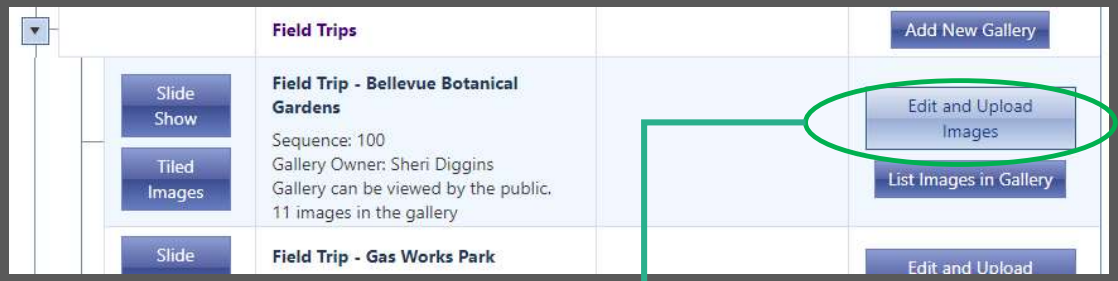
Galleries for competitions are created and loaded by the web site editors

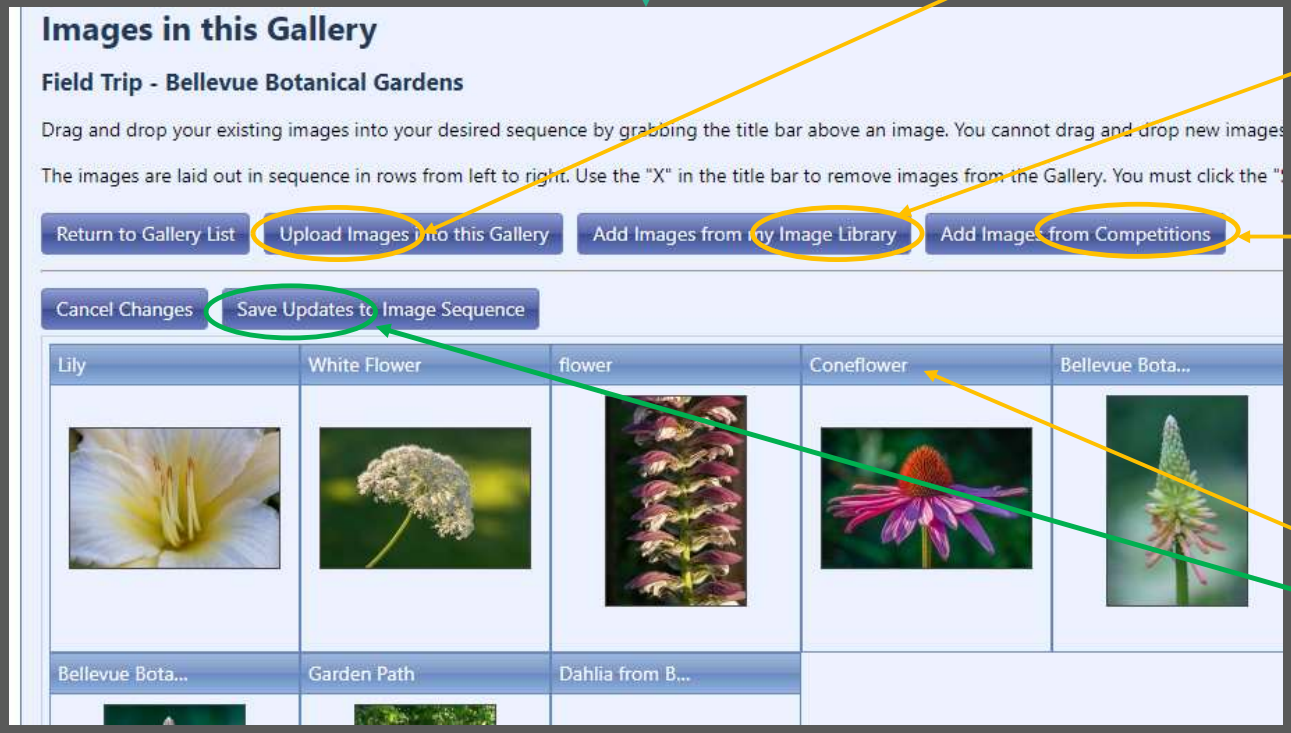
Galleries like field trips are created by the web site editors but invite you to add images to them

In the Member Gallery section you can create galleries with your own Images. Choose to lock them or allow others to add theirs



Upload or Add Images





Upload to Library – behaves just like competition Image Submission. Adds files from your hard drive

Add from your Image Library – just like selecting photos in My Image Library

Add from Competitions – see the Administrative Guide on how to build a competition gallery

Drag-and-drop titles to change order

Remember to click the Save button

Add New Gallery - 1

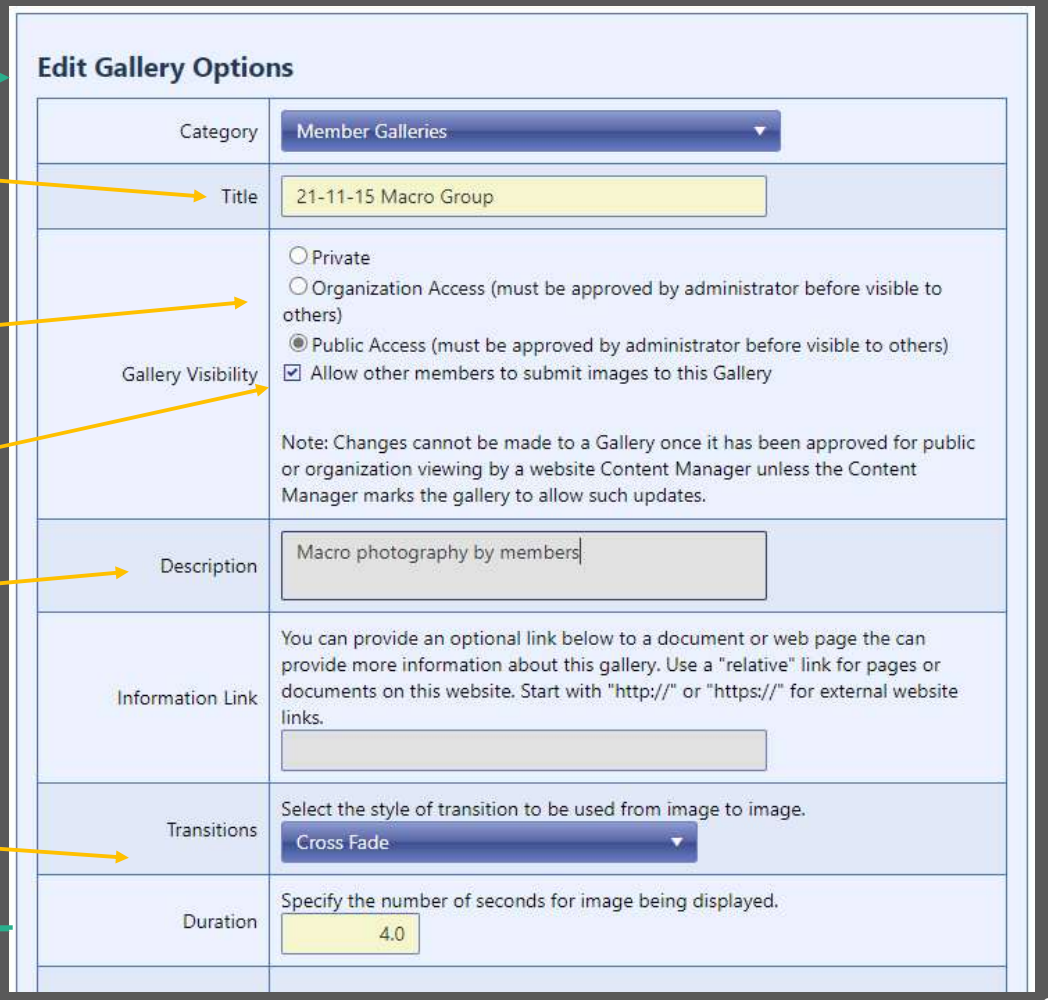
Give it a title beginning with the date formatted as yy-mm-dd

Choose the visibility. There will be a delay while an Admin approves it

Choose whether to let other members add

Optional description

Timing to suit your tastes



continued

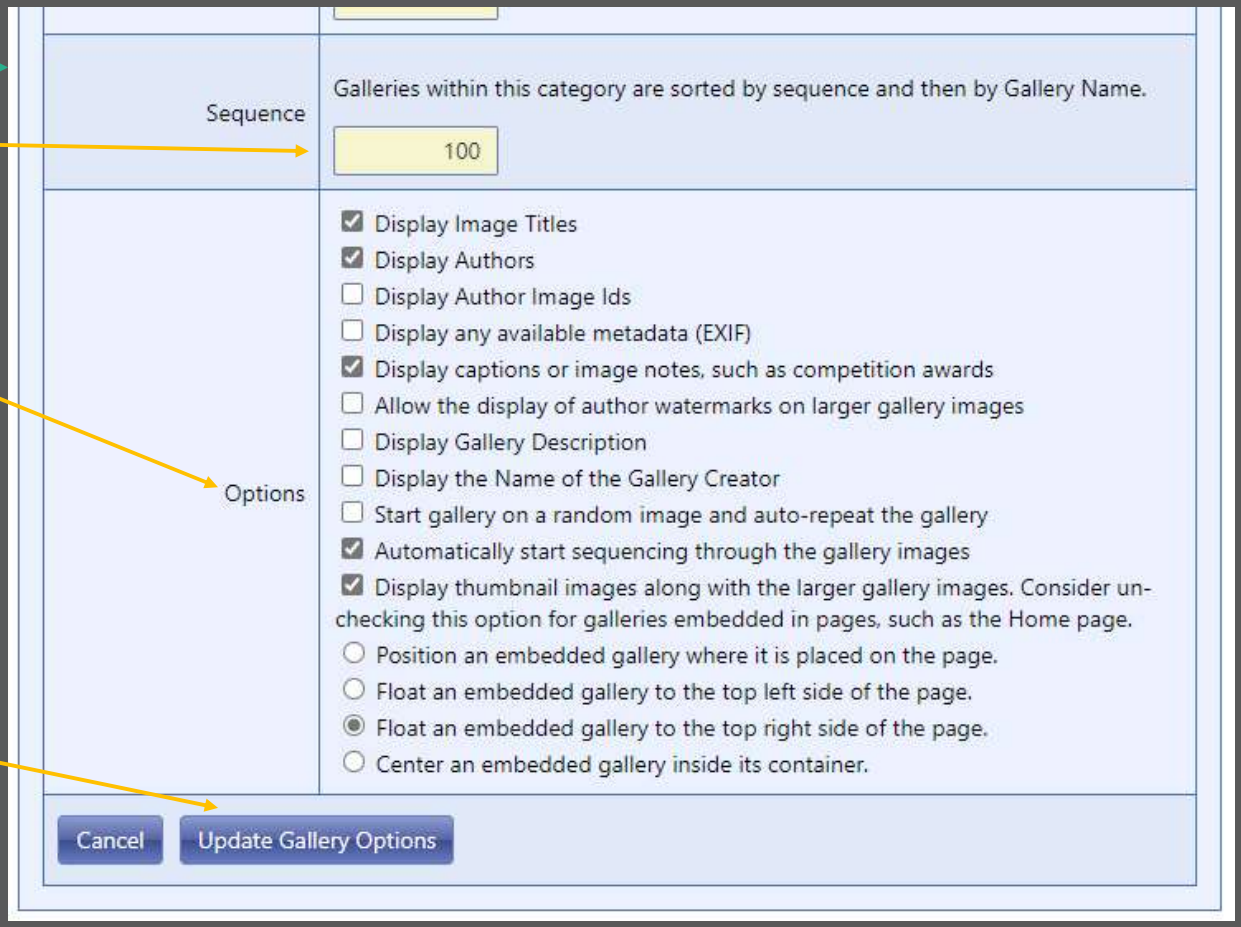
Add New Gallery - 2

Leave this at 100

Settings shown are typical of galleries on the SPS site, but you are free to set as you wish in the Members area

These are the recommended settings for collecting SPS Field Trip photos

Don’t forget to Save it



Note – when the gallery is run from inside these design tools it may not fill the screen – however it should when displayed normally

How to be a Judge

How to Judge - 1

Log in at www.seattlephotographic.com

If you are unable to login:

Members ask Membership@seattlephotographic.com

Others ask ProjectedDirector@seattlephotographic.com

Select Judge menu and Judging Queue for Website Judging

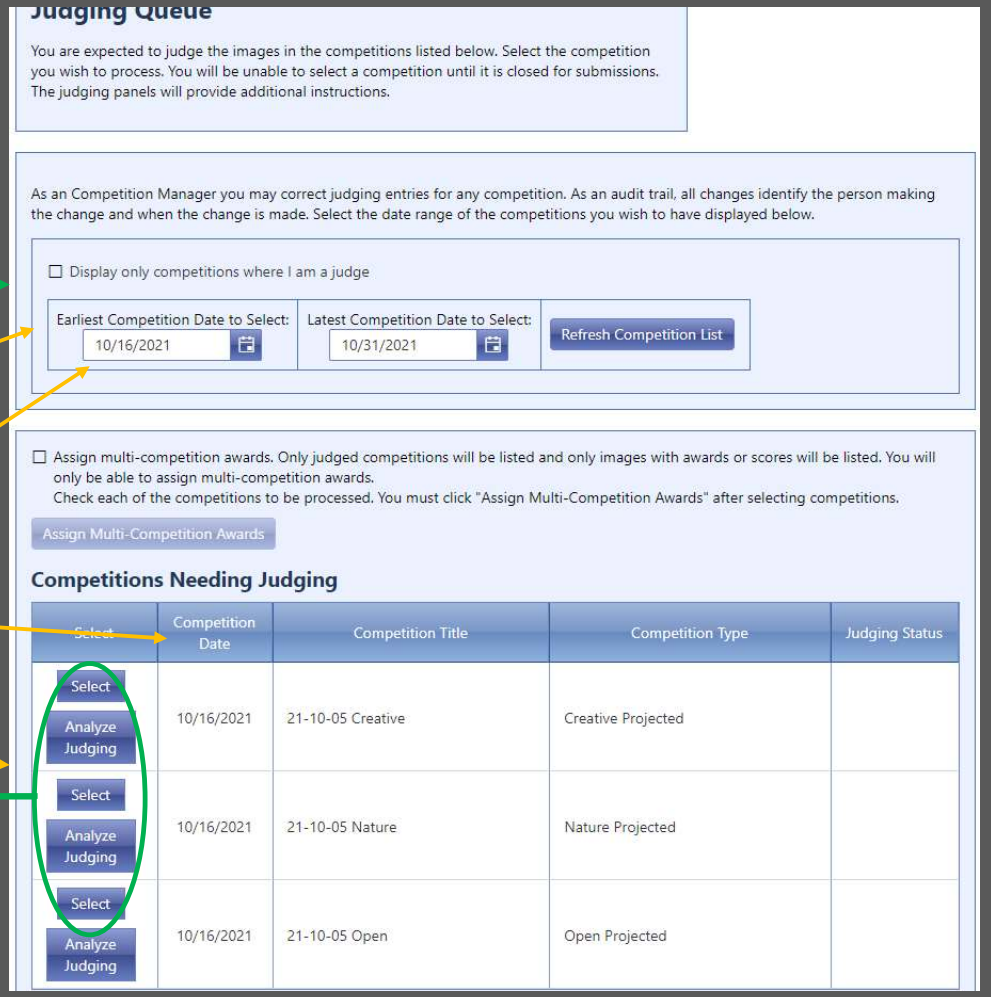
Set the date range to include when the results are to be posted, generally between the meeting date and a couple weeks afterwards

Remember the “Competition Date” is when the results will be made available -- *not the meeting date*

Select one of the competitions you are to judge

Only competitions that are open for judging and you are one of the assigned judges will appear

To experiment with judging skip down to slide 35



How to Judge - 1

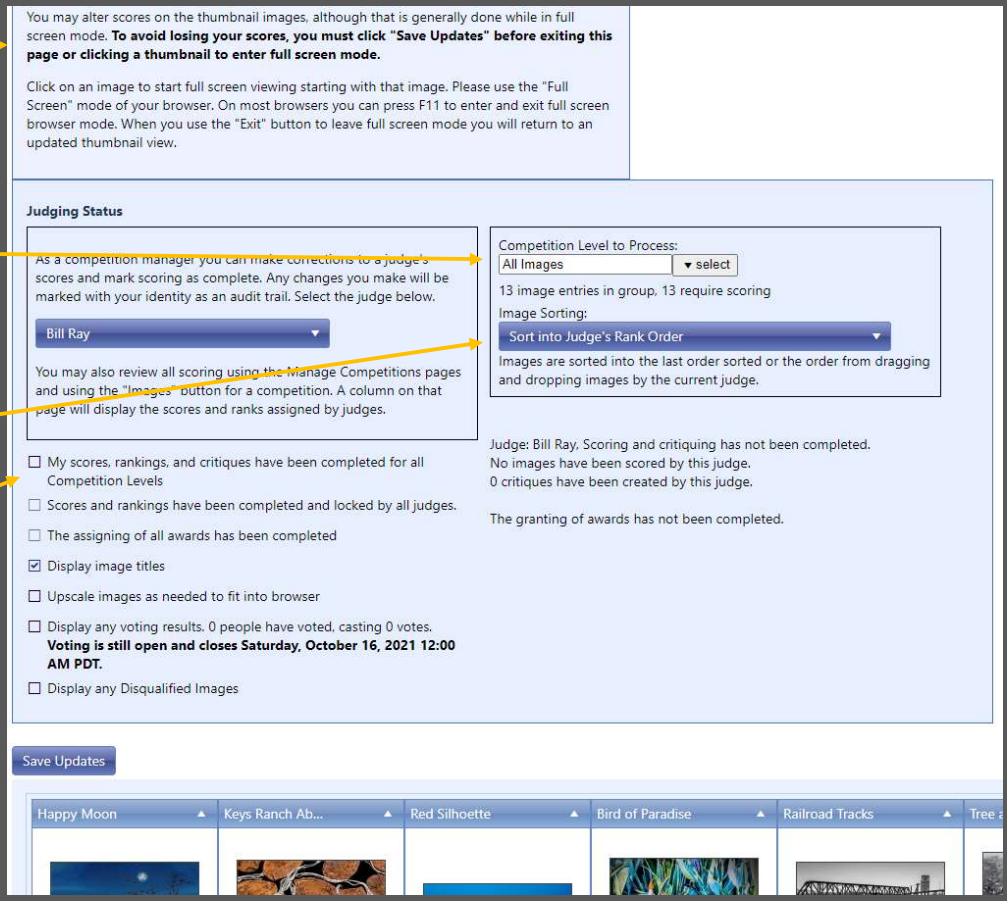
An important reminder

Select the “All Images” Competition Level
if images are not visible

Use this any time to change the thumbnail sorting

“My scores … completed” must be unchecked to start
When you are finished judging please check it

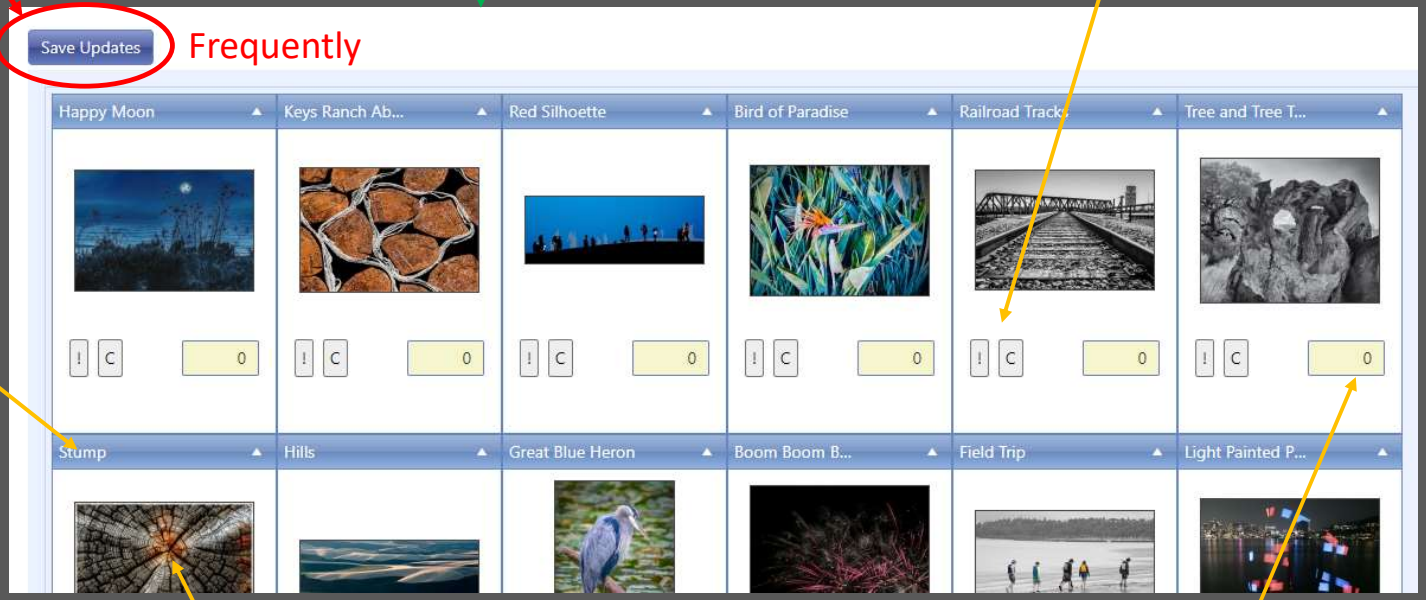
Scroll down to show the image thumbnails



How to Judge - 3

Very important Button

Click after a set of changes or before switching to full screen



Drag and drop a title to change the thumbnail order

Tip: Ranking images 1st may be easiest before setting scores

Ignore I button: Projected Dir sets
Ignore C button: SPS does not use

Type in score number and Enter key
Leave the score 0 if it's your image

See the SPS website Judge, Scoring Guide for point level interpretation

Single-click an image to go full screen
See next slide

How to Judge - 4

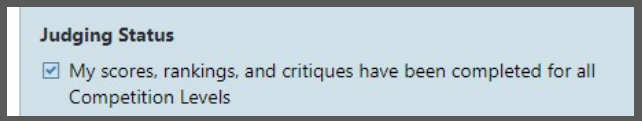
Type the score in the box

SPS does not use Critique or Disqualify

< Prior and Next > buttons step images

Exit button returns to the thumbnails after saving any score changes

On the website
check the *Judge, Scoring Guide*
for point number interpretation



When you are finished judging
be sure to mark this checkbox
in the previous thumbnail screen
to inform the competition manager

Practicing with the Judging Example

There is a sample competition which allows judges to experiment.

A competition director must add you to the practice competition list of judges first.

Please ask billray@apian.com to get on the list.

Login to www.seattlephotographic.com
Select the menu Judge, Judging Queue

Set the Earliest and Latest dates to include 12/31/21
Click Refresh Competition List button

Do not check this box

Select the Judging example from the list

Go back to the first How To Judge slide to try it

Note: The images were copied from previous competitions,
but your practice changes will not affect their real competition scores