Entering images in the End of Year Competitions -
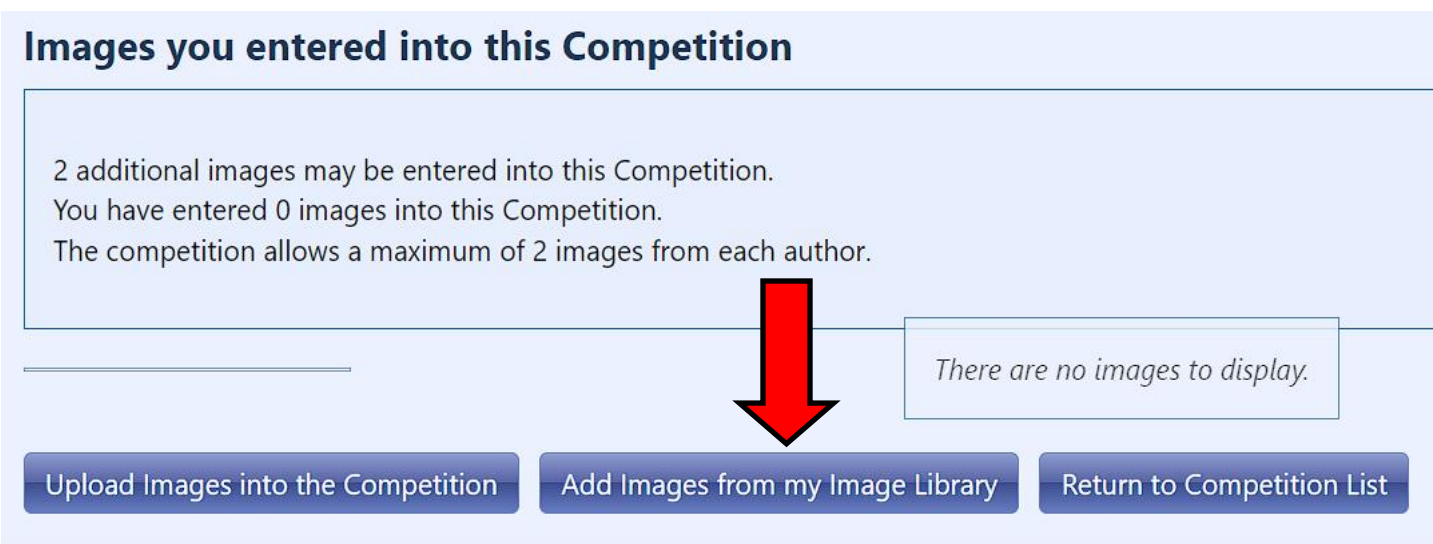
The process to enter images into the End of Year Competitions is different from the monthly competitions because the images are already in your "**Image Library**."

The first steps are the same as they are for entering the monthly Competitions.

- Go to "Competitions" - "Submit Images to a Competition."

- Find the Competition you want to enter, and click "Select"

But the next step is different. For the monthly Competitions you normally will click on "**Upload Images into the Competition**." But that is for new images. The images for this competition are already on the website, in your "Image Library."

So instead, click on "**Add Images from my Image Library**."

This brings up a screen that allows you to search for images in your Image Library. Like a lot of the screens on the website, it looks intimidating at first. But there are only one or two that you are likely to use.

You can search for your images by Title, by Keyword, by Image Id, by what type of Competition it was entered into ("Creative Projected" for example,) or by images that won awards only.

I highly recommend that you search one of two ways -

- By **image Title** - start by consulting the provided spreadsheet and choose which image you want to enter.

Or

- By **Competition Type** - this will allow you to see all of the images that were entered into that competition.

If you search by **Image Title,** you have several options that will appear in the dropdown menu. If you know the exact title (which you should if you consult the spreadsheet first) then choose "**Title Exactly Matches**."

Type in the title.

Click on "Search for Images."

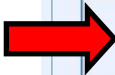*(If you instead want to search by all of the images entered into that Competition type, see page 4.)*

Select Images to Enter into Competition

Competition: Image Submission Practice

Competition Type: Open Projected

Image Search (Click here to show or hide options)

Use this panel to find images within your image library. Images must satisfy all of your criteria to be selected.

Reset to Defaults

Image Title	Leave this blank if you do not want to filter using a T...
	Title Contains ▼ Dahlia
	All Titles
Image Keyword Tags	Title Starts With ...e images selected. Separate your keywords with commas. If you provide keywords, selected images ...gs were extracted from EXIF information and an image recognition service.
	Title Contains
	Title Exactly Matches
Image Id's	You may enter a comma separated list of specific numeric Image Id's to select. Unlike the other filter criteria, images matching these Image Id's are always added to the images displayed.
Author's Image Id	The Author's Image Id is a value that you assign to your own images to help you identify them in your personal collection. Leave this blank if you do not want to filter using an Author's Image Id.
	All Owner Image Ids ▼
Include Only	☐ Include only Wildlife Images
	☐ Include only Restricted Images
	☐ Include only images flagged with adult or violent content and not yet restricted
Include	☑ Include images entered into any competition
	☑ Include images never entered into any competition
Competition Type	[Do not filter on Competition Type] ▼
Competition Awards	0 Minimum Score awarded to image
	0 Maximum Score awarded to image (0=No Maximum Score)
	Maximum Award Numeric for an image to be selected.
	[Do not filter on Award Numeric] ▼
Catalog Age	The "Catalog Age" is how many days from the current date you uploaded or cataloged an image. Specify the oldest age of an image to include.
	☐ Use "Catalog Age" value 30

Search for Images

This will bring up the correct image and show you a thumbnail of it.

Click in the box to the left of the image to Select it.

Click on "**Finished Marking Desired Images**."

This will bring up a box that will allow you to edit the title. For the **End of Year Competitions**, do not make any changes.

Click on "**Save any changes and return to the original page**."

This will take you back out to the first page. You should see a thumbnail of the image you just entered.

Repeat the steps to enter your 2nd image into the competition. (Click on "**Add Images from my Image Library.**")

Searching by **Competition Type** will allow you to see all of the images that you entered into that Competition (*Creative Projected*, for example.)

Remember to click "**Search for Images.**" It may take a couple of minutes to process.

Click in the box to the left of the image to Select the images you want to enter.

Select Images to Enter into Competition

Competition: Image Submission Practice

Competition Type: Open Projected

Image Search (Click here to show or hide options)

Display Recent Uploads

You may only select a maximum of 2 additional images at one time.

Images

☑ Selected

A Kiss in the Tulip Fields
Image Id=17505488, Digital
1800x1200
Cataloged 4/3/2022 8:18 PM PDT

☐ Selected

Apple Blossom
Image Id=17764343, Digital
1800x1200
Author's Image Id: IMG 7936-Edit
Cataloged 5/2/2022 10:22 AM PDT

☐ Selected

Boardwalk in Sumer
Image Id=16423879, Digital 978x1200
Cataloged 11/1/2021 1:47 PM PDT

☐ Selected

Building
Image Id=17528003, Digital
1800x1200
Cataloged 4/7/2022 8:07 PM PDT

☐ Selected

Great Blue Heron
Image Id=16310049, Digital 800x1200
Cataloged 10/14/2021 3:02 PM PDT

☑ Selected

Mandy
Image Id=17007941, Digital
1800x1200
Cataloged 1/31/2022 1:58 PM PST

Remember to click "**Finished Marking Desired Images**" when you have made your choices.

Cancel   Finished Marking Desired Images

This will bring up a box that will allow you to edit the title. For the **End of Year Competitions**, do not make any changes.

Click on "**Save any changes and return to the original page**."

This will take you back out to the first page. You should see a thumbnail of the image(s) you just entered.

Click on "**Return to "Competition List**" and repeat the steps to enter the rest of the End of Year Competition Categories.