

April 2020 Revision

## SUBMITTING CHARTER OAK PHOTOGRAPHIC SOCIETY (COPS) COMPETITION IMAGES

All entries must conform to club rules (see Competition Rules in the Competition dropdown menu [[www.charteroakphoto.org](http://www.charteroakphoto.org)]).

These submission requirements and procedures apply to both digital and print images. Although physical prints are judged in a print box, their digital versions are projected for the entire audience's benefit.

### IMAGE PREPARATION

Parameter	Requirements	Restrictions
Color space	<ul style="list-style-type: none"> <li>• sRGB for color</li> <li>• Gray Gamma 2.2 for untinted Monochrome images</li> </ul>	
Image size <sup>1</sup>	1400 x 1050	No images larger than 2MB
Image resolution <sup>2</sup>	Approximately 100 dpi	No images larger than 2MB
File name/submission title <sup>3</sup>	<ul style="list-style-type: none"> <li>• Short title (40 characters max)</li> <li>• Title contains <u>only</u> letters, numbers, and spaces (e.g., Southwestern Red Cactus)</li> </ul>	<ul style="list-style-type: none"> <li>• No special characters (\$, ?, etc.) or symbols</li> <li>• No punctuation</li> <li>• No need for your name, date, or other data</li> </ul>
File extension	.jpg	Cannot use .jpeg
NAT designation <sup>4</sup>	If an image complies with PSA Nature Photography rules, include NAT at end of title	

#### Notes

1. Image size rules are subject to change. As of August 2019, image sizing cannot exceed 1400 pixels horizontally or 1050 pixels vertically.
2. Select a resolution that generates an image file size no larger than 2 MB.
3. File name and submission title can (but need not) be identical.
4. For PSA Nature Photography rules, see Competition Rules (appendix D) on the COPS website ([www.charteroakphoto.org](http://www.charteroakphoto.org)).

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## IMAGE SUBMISSION

Competitors upload images via the COPS website during designated submission periods. Those periods begin when a given month's submission deadline is announced and end at midnight on the deadline date, seven days before the competition.

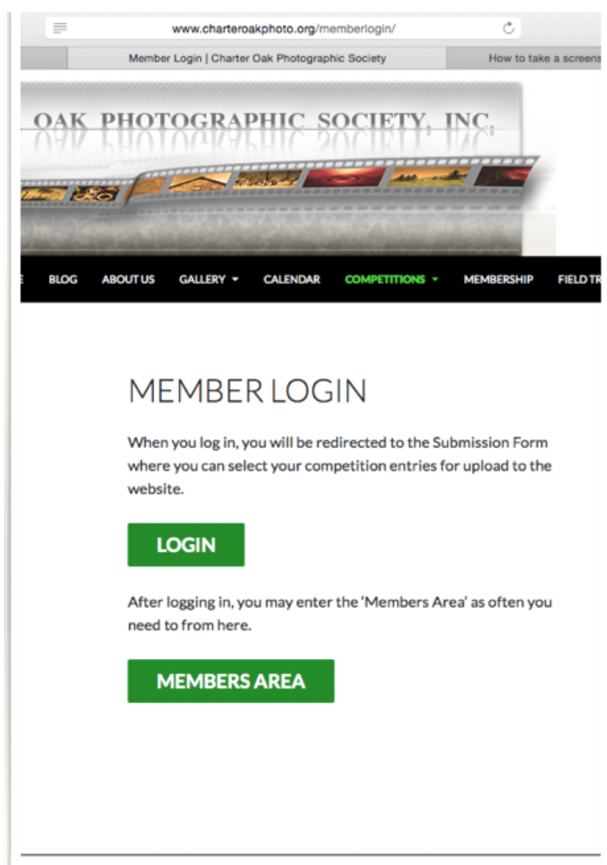
### 1. Portal access

#### a. Username and password

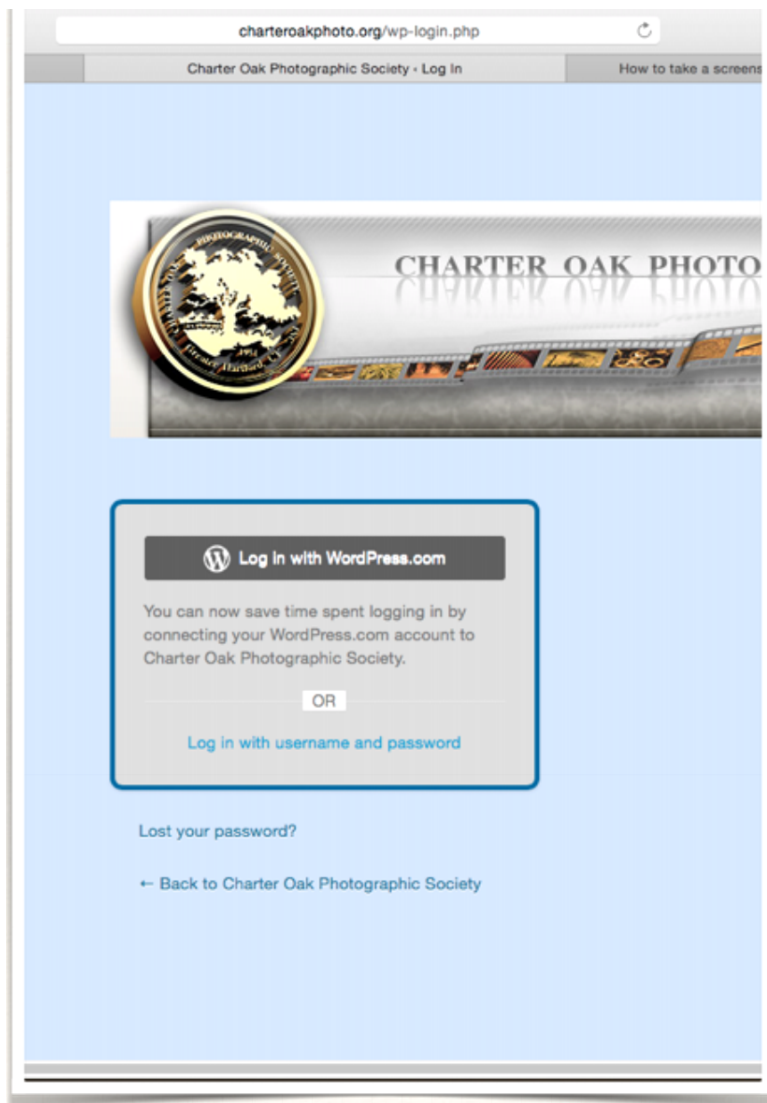
Via email, the competition chair assigns each club member a unique username and password for competitions. Each member in competition must have a unique email address.

#### b. Member login

- To log in, your browser must have cookies enabled.
- Under the Competitions dropdown menu on the COPS website ([www.charteroakphoto.org](http://www.charteroakphoto.org)), click "Member Login."
- A screen will appear with two buttons: "Login" and "Members Area." Click "Login."



- On the resulting screen, click the lower link: "Log in with username and password."



- Enter your specific, case-sensitive username and password as sent to you by the competition chair (or, if you have since changed it, your new password).
- Click “Log In.”
- Even with cookies enabled, it may take two login attempts to gain access.

c. Changing password

- Once you are logged in, to change your password, place your cursor over your account icon found in the upper right-hand corner of the COPS website ([www.charteroakphoto.org](http://www.charteroakphoto.org)). When the dropdown menu appears, click “Edit My Profile.”

Note: If you are not already logged in, there is a second way (besides 1b above) to do so: scroll down to the Meta menu in the far left column, and click “Log in.” Once logged in, you can change your password.

- Scroll down to “New Password.” Click “Generate Password” and enter a new password.
- Click “Update Profile.”

## 2. Submission form

- After you log in, the Members Area page appears. Click the top link: “Submission Form.” Use that form to upload images and supporting data.

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# SUBMISSION FORM

## Submission Form

IMAGE FILE (FILENAME LENGTH <40 CHARS) /  
TITLE (LETTERS, NUMBERS, SPACES ONLY) /  
CATEGORY /  
SEQUENCE /  
COMMENTS (ONLY ONE PER COMPETITION)

\*Image File (filename length <40 chars):

Choose File No file chosen

\*Title (letters, numbers, spaces only):

\*Category:

\*Sequence:

Comments (only one per competition):

\*Image File (filename length <40 chars):

Choose File No file chosen

\*Title (letters, numbers, spaces only):

- Image File: Click “Choose File” to select an image residing on your electronic device.
- Title: Give a short title (maximum 40 characters) containing only letters, numbers, and spaces; no punctuation, special characters, or symbols.

Note: If entering an image that meets PSA Nature Photography criteria, include NAT at the end of the title (see Competition Rules [appendix D] at [www.charteroakphoto.org](http://www.charteroakphoto.org)).

- File extension: The file extension must be “.jpg” (not “.jpeg”). Check your image file’s extension to ensure the “.jpg” extension.
- Category: Select the correct competition category for the image (see Competition Rules at [www.charteroakphoto.org](http://www.charteroakphoto.org)).
  - Print: Monochrome, Color, Creative
  - Digital Image: Wildlife, Monochrome, Open, Specified Topic, Creative
- Sequence: Select “Image 1” for this month’s competition or “Makeup” if entering an image that should have run in last month’s competition.
- Comments: If you want judges’ comments, select “Yes” for one and only one image.
- Last step: Review your entries. Once all is correct, click “Submit.”

### 3. What happens next?

- The competition chair reviews uploaded images for adherence to club rules and appropriateness to the competition categories selected. If an image is incorrectly designated, the maker will be notified by email. The maker may resubmit the image in the proper category via the usual upload procedure (not verbally or through email). If re-entered before the competition deadline, the image will be judged that month. If not, it will be disqualified. Properly designated, however, that image may be entered in a future competition. Make-up entries for disqualified images must be entered in the next month’s competition.

Note: During competitions, the rules committee reserves the right to deem an image “out-of-category.” Any such image will not be scored but can, in its proper category, be entered in a future competition. Make-up entries for ineligible images must be entered in the next month’s competition.

- During the submission period, you can log in again to see, add, edit, or delete entries.
- Upon submission, you will receive no immediate confirmation email. You will receive an email with your submission details shortly after a given submission period ends. Check it to confirm that your entries have been properly uploaded.
- Address issues or questions regarding your images to [competitionchair@charteroakphoto.org](mailto:competitionchair@charteroakphoto.org).

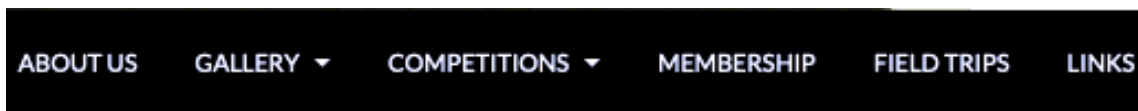
- Self-adhesive labels for prints will be made for you and brought to the competition. Bring your print(s) by 7:00 pm, pick up your label(s), and apply them to the back of your print(s).

## ANNUAL COMPETITIONS

Members who wish to compete will upload their images to the COPS website in the same manner we use for monthly competitions.

The Year End Submission Form looks similar to the monthly version with some exceptions.

- There are a max of 24 rows.
- The dropdown list for Category will contain the labels YE Print Color, YE Print Monochrome, YE Print Creative, YE Digital Open, YE Digital Wildlife, YE Digital Monochrome, YE Digital Creative, YE Rich Nature, YE Sibley Travel.
- There will be no fields for Sequence and Comments.



# SUBMISSION FORM

## Year End Submission Form

**IMAGE FILE (FILENAME LENGTH <40 CHARS) /  
TITLE (LETTERS, NUMBERS, SPACES ONLY) /  
CATEGORY**

**\*Image File (filename length <40 chars):**

no file selected

**\*Title (letters, numbers, spaces only):**

**\*Category:**

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The following additional rules apply.

YE Digital Open, YE Digital Wildlife, YE Digital Monochrome, YE Digital Creative:  
Max of 5 in any digital category not to exceed a total of 10, must be previously submitted during the monthly competitions this season.

YE Rich Nature: Max of 5, must be previously submitted during the monthly competitions this season.

YE Sibley Travel: Max of 2, must be previously submitted during the monthly competitions this season or they can be new images (not previously submitted).

YE Print Color, YE Print Monochrome, YE Print Creative:  
Max of 4 in any print competition type not to exceed a total of 7.

IMAGES UPLOADED MUST BE IDENTICAL THOSE ENTERED IN THIS SEASON'S MONTHLY COMPETITIONS. NO ADDITIONAL CROPPING, ENHANCEMENTS, ETC. ARE ALLOWED.

Please review your uploaded images after clicking the Submit button. If there is image data but no image(s), use the Add, Change, Delete button to upload the missing images, then click Submit. Recheck to make sure the images got uploaded properly. If there is still an issue, contact the competition chair.

Physical prints will be dropped off at the church by a specified date.

Confirmation notices will be distributed via MailChimp email notification after the upload period expires.

## RESOURCES

Charter Oak website: [www.charteroakphoto.org](http://www.charteroakphoto.org)

Charter Oak general email: [info@charteroakphoto.org](mailto:info@charteroakphoto.org)

Competition chair email: [competitionchair@charteroakphoto.org](mailto:competitionchair@charteroakphoto.org)

Scott's email: [maccloys@comcast.net](mailto:maccloys@comcast.net)