MISSISSAUGA
Camera Club

Mississauga Camera Club
Digital Competition Handbook
2019 - 2020
(up dated September 2019)

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1. Introduction to Competitions

Overview

Welcome to the Mississauga Camera Club! Competitions are the best way to improve your photography and take it to the next level. The Mississauga Camera Club offers various avenues for you share your photography and compete with your fellow members in a friendly atmosphere. You are encouraged to enter each competition. There are many members willing to assist you with any aspect of competitions as required.

There are two main presentation mediums which count towards advancement within the club: Digital Image and Print. Other competitions are also available (described later in this document) but are optional and do not count towards advancement. You are encouraged to enter these as well.

There is a great deal of information on competitions to be communicated and documented. Every effort has been made to make this Handbook as clear as possible; however, changes to the information are inevitable. If you have a suggestion on how to improve any aspect of this Handbook or its content, please feel free to contact the Digital Competition Team Leader (digitalchair@mississaugacameraclub.ca).

2. Competition Image Category Definitions

2.1. Creative

Creative images will display a departure from realism consisting of experimental and imaginatively creative images that tend toward the abstract in the interpretation of a subject. Further, these images are not normally seen by the naked eye and may engage the viewer in finding the meaning of the photograph. They will have been manipulated either in the camera via conventional means (multiple exposure, special effects, filters, etc.) or by using more intensive digital editing or application of the following types of techniques:

- composites
- digital Filters
- colour Toning
- orton effect etc.
- motion blur
- combination of BW and colour

- solarization
- brush strokes
- photograms
- texture
- masking
- montage

- negative images
- distortion
- HDR
- multiple images
- collage
- posterization

There is a persistent misunderstanding about the definition of a "creative image". Since at times there is disagreement over the meaning of "departure from reality", a new procedure for dealing with images that the judges consider "misclassified" was implemented in 2013-14 (see *Section 4.5 - Category Placement*).

2.2. Nature

Nature photography depicts subjects found in nature, such as animals, birds, plants, geology and phenomena not produced by man. Images can document observations from some phase of natural history. (e.g. Botany, Zoology, Geology, etc., excluding Anthropology and Archaeology.) **A nature photograph should not have any evidence of destructive grooming** of the natural habitat or **the creation of excessive stress** on animals such as the use of flash on nocturnal animals (owls etc.)

Images in the Nature category must follow the definition of Digital Realism (an image that the viewer would see as reality). No elements may be removed or combined. No manipulation or modification is permitted except resizing, cropping, selective lightening or darkening, and restoration of original colour of the scene. No special effects filters can be applied. Any sharpening must appear natural.

HDR would be included in selective lightening and darkening, but not beyond normal contrasts. Slow shutter speed (i.e. applied to soften water flow) is acceptable. Monochrome is acceptable.

Evidence of the "hand of man" and man's specialized environment should not be evident. The accurate record of the subject is the primary objective; however, every effort should be made to use the highest levels of artistic skill in Nature photographs. Zoo, game farm, butterfly conservatory specimens or studio photography of the subject is an ACCEPTABLE alternative as long as it is not certified as wildlife and the subject is depicted in a **natural habitat.**

A good nature photograph strikes a balance between aesthetic appeal and authenticity. The goal of Nature photography is to record and teach. The most effective method is through an image that tells a nature story. Normally the **story telling value** of an image will be given more weight than the pictorial quality.

Images of cultivated plants, still life studies, domesticated and/or obviously controlled specimens, mounted specimens, museum habitats or groups, or images containing derivations or any form of photographic manipulation, including **digital enhancements that alter the truth, are INELIGIBLE and SHOULD NOT BE SUBMITTED** in this category.

Note the truthfulness of Nature images as seen through the viewfinder should not be altered; however, the elimination of minor foreground or background distractions is permissible.

2.3. Natural things

This category was introduced in the 2017-18 season. Natural Things images principally depict subjects found in a natural environment but can also include minor evidence of man-made objects or human civilization. This category has been added to our club competitions in order to celebrate the beauty of nature in all its forms, irrespective of the influence of humans. Photographs of human subjects themselves should continue to be considered Pictorial. Examples might include cultivated flowers, an animal on a fence or rolling cultivated hills.

2.4. Pictorial

Pictorial images include any image that the viewer would see as reality, inclusive of black & White images. Images in this category typically will include but are not limited to landscapes, people, and everyday life scenes. Also included are subjects such as architecture, still life, tabletop, seascapes, people at work or play, portraiture, flowers, etc.

Note that photographs containing images of other peoples' art, paintings, sculpture, stained glass windows, body art, etc. will not be considered competition material and will be removed from competition (without notice) by the Digital Competition Team Leader. Possible exceptions are cases where such elements are an integral part of another overall composition of the type considered "art photography". If you believe that your image is such an exception, you must obtain approval from the Digital Competition Team Leader prior to submitting the image.

Regarding nudity in images, it will be the responsibility of the Digital Competition Team Leader to decide on the admissibility of images on a case-by-case basis with the objective of distinguishing nudity from pornography. If the creator of an image objects to the decision of the Digital Competition Team Leader, then an appeal can be made, first to a committee composed of both Print and Digital Competition Team Leaders together with the Director, Competitions. If that appeal result is not satisfactory, then an appeal can be made to the Board of Directors. The decision of the Board will be final.

3. Competition Rules and Guidelines

Every Member is eligible to submit entries in each of the categories. We are an honor-based club and have no desire to police Member submissions. We assume the reason for choosing to participate in club competitions is

purely for the enjoyment of fair competition with club peers. The following guidelines apply to all competition entries.

- An image may be entered in one competition only in any year. An image is considered the same as another if it was produced from the same original image or one substantially the same, notwithstanding that its overall appearance may be substantially different.

- All entries must have been exposed by the submitter, including all negatives, transparencies or digital camera files used in the making of images. The submitter's images that incorporate electronic enhancement are acceptable and may be entered in any appropriate category, unless noted otherwise, provided that the original photographic image and any imaging enhancement is the work of the submitter. Digital art in which there is no original photographic image, and images or enhancements involving images (whole or in part) taken from commercial libraries, are not eligible.

- Any images or source material used to create your image (particularly in the Creative category) MUST be your own. If found in violation of this rule, you may be asked to leave the club.

- It is desirable that entries reflect recent work. Entries must be new work not entered into any previous MCC Competition.

- All entries to the Mississauga Camera Club's competitions must be family oriented and in good taste.

- Images may be disqualified at the discretion of the Competition Team Leaders.

- The Mississauga Camera Club may use winning entries from club competitions for promotional purposes. The Member will retain copyright to these images and the photographer will be acknowledged. Typically this could include the posting of winning images on the Mississauga Camera Club's web site or in the club newsletter.

- All possible care will be taken to safeguard entries; however, the Mississauga Camera Club assumes no liability for loss or damage to submitted files.

4. How Images are Judged and Scored

Three Judges will each independently award up to 10 points per entry, with a maximum total of 30 points for each entry. In judging, both technical and artistic factors are taken into account. The final score will not be altered by the club.

The judges will also provide a rank (from one to five) for the best five images. The combined scores and ranks will be used to determine awards (*First, Second, Third,* and *Honourable Mention)* for each level and category.

Should two (or more) images in a particular level and category receive an equal score and rank, effectively resulting in a "tie" for an award, both images would receive the award. For example, if two images in the Entrant level Pictorial tied for first place, there would be two First Prize winners, as well as a Third Prize winner (assuming there were no other ties).

A record will be kept of the points earned in all competitions for each Member. At the end of each year, Mississauga Camera Club Achievement Award Certificates will be given to those Members whose accumulated scores exceed a pre-set level. Seals will be used to differentiate this level. The current schedule of awards is listed in *Appendix I: Competition Level Advancement* at the end of this document.

4.1. Pictorial Scoring

Pictorial images may contain subject matter that does not readily fall into another category. Image manipulation is permitted. However, if the image is highly or creatively altered it may be more suitably be placed in the Creative category. Pictorial images may also include Natural Things subjects when the influence or the presence of man is more dominant. Any appropriate title may be used.

4.2.   Nature Scoring

In the Nature category, technical merit and documentary value (nature story) are the prime considerations. As with the Pictorial category, images are penalized for technical flaws. In general, nature images should have edge-to-edge sharpness and tell a nature story. Evidence of the "hand of man" should not be present.

The naming of nature images is limited to accurately and technically describing the subject (e.g. "Monarch Feeding on Nasturtium", or "Great Horned Owl with Nesting Materials".) All other names could cause the judges to downgrade the score.

4.3.   Natural Things Scoring

Images in the Natural Things category may be shot in a studio, zoo setting or in the wild. They may be manipulated in any way provided that the final results look natural and that human influence is limited. HDR, slow shutter speeds and monochrome are acceptable provided the effect is natural. Any obvious use of cloning, compositing, texturing or filters will normally detract from this natural effect.

Just as with Nature, the accurate record of the natural subject is the primary objective; however every effort should be made to use the highest level of artistic skill. Artificial backgrounds are permitted either in studio or in the wild.

A good Natural Things photograph strikes a balance of aesthetic appeal and authenticity. The goal may be to record, to teach or to evoke emotion. Normally the story telling value of the image will be given more weight than the pictorial quality. Any title which describes the composition may be used.

Images of cultivated plants, domesticated and/or controlled specimens are ACCEPTABLE in this category provided the natural subject(s) is living.

4.4.   Creative Scoring

In the Creative category, judges will look for clear signs of image manipulation. Generally the more "obviously" manipulated an image has been, the higher it will score. These images are scored more often on their own merits.

4.5.   Category Placement

It is the responsibility of competitors to make sure that their entries are submitted to the correct category. If you find the description of each category within this document to be insufficient, please let us know how to improve upon it. The Digital Competition Team Leader may notice images that appear obviously out of category and contact the submitter with a suggestion about a more suitable category; however, there is no obligation to do so.

If an image is considered to be out-of-category by the judges then they will score and comment on it accordingly. That is, it will likely have a lower score than if it was in the correct category. The option to re-submit an image has been discontinued.

5. Types of Digital Competitions

There are four (4) Digital Competitions in each club year that count towards level advancement. There is also one optional flower competition that does not count towards level advancement.

Digital Competitions 1, 2 & 4 are open competitions and members may enter up to three (3) images in total. The three images may be entered in any category (Pictorial, Nature, Natural Things, and Creative)

Digital Competition #3 often includes a theme category. The number of themed images, the subject(s) and the format may vary from year to year. The theme for the year will be announced at the end of the previous year – usually at the banquet followed by a notice in the Club's newsletter and an email blast from the Competition team. Details will also be available in the Club website, Competition page. Failure to enter at least one Theme image will disqualify all Competition #3 Digital images.

During **Digital Competition #4**, you have the option to enter up to 2 more images to our **Maurice deCunha** flower competition. Points awarded in the flower competition do not count towards level advancement.

This competition is sponsored by Wendy Maier in memory of her late husband, Maurice deCunha. Details on this competition are included in *Section 8 - Maurice deCunha Digital Flower Competition*.

The **Competition Submission Schedule** for the current club season, including applicable categories and deadlines, is summarized in *Appendix III: Schedule for Digital competitions*.

6. Expertise Levels

The structure for all digital competitions is divided into levels to allow Members to compete with their peers of similar skills and experience. These levels are: **Entrant, Intermediate and Advanced**. The main purpose of levels is to ensure that Members are able to compete for awards with others of approximately the same expertise. New competitors are automatically placed in the Entrant level. Please see Appendix I for details regarding points required for progression to higher levels.

6.1. Level assessment for new Members

A new member with previous experience can request immediate assignment to a higher level. Such requests will be considered by the Digital Advancement Review Committee ('DARC') of the club. This committee is composed of senior club members who will recommend an appropriate competition placement level.

Expertise level assessments may occur at any time, year round. However, for the purpose of year-end standings, awards and possible further advancement, such assessments must occur before Competition #2. To be eligible for a further advancement, standings or awards in the same season the competitor must submit a total of nine digital images or six prints at the relevant competition level.

New members may submit five (5) of their best digital images for review by the DARC. These jpg format images should be sent as attachments by email to the following address: review@mississaugacameraclub.ca

Image size should be as specified in *Section 7.5 - Sizing Your Images for Competition*. The filename of each image should be: Member last name_Image Title. Example: **A Member named Sam Jones submitting an image titled "Black Bear" for review in the Nature category would name the image: Jones_Black Bear.jpg**

6.2. Progression through expertise levels

Members generally progress from one expertise level to another as they gain experience. Changes in expertise level may be based upon:

1. Acquisition of points (see *Appendix I: Competition Level Advancement*);

2. A request made by the Member to the Digital Competition Team Leader; or

3. A request made by the Digital Competition Team Leader to the Member.

With options 2 and 3, the Digital Competition Team Leader will examine the performance of the Member and decide upon a tentative assignment to a different level (higher or lower). The Digital Competition Team Leader will monitor the performance of the Member in the new level and, based on consultation with the Member and feedback from other Members, decide whether the level is appropriate and what to do if it is not.

If dissatisfied with the decision of the Digital Competition Team Leader, a Member may appeal to the Competition Committee (consisting of the Director, Competitions; Digital Competition Team Leader; and Print Competition Team Leader).

As a final appeal, the Member may appeal to the Board of Directors of the Mississauga Camera Club.

6.3. Mentoring

In an effort to assist new competitors the Mississauga Camera Club will match applicants with experienced Mentors. Mentors are Advanced, senior competitors who have volunteered to assist in the selection of competition images, offering their recommendations for processing and the selection of submissions. Mentoring assistance is available to Entrants for one season only. Mentors are familiar with digital and print technology in all categories. Please write to: mentoring@mississaugacameraclub.ca for assistance.

7. Submitting Files for Competition

7.1. Submission of Images

Effective Competition 1 of Season 2017/18, must be submitted online, through the secured page on the Club's web site: https://mississaugacameraclub.ca

The submission procedure is described in Appendix IV of this handbook.

The Competitions page will list all open competitions and also post the results from completed competitions.

7.2. Replacing or withdrawing images from Competition

This can be achieved in the image submission portal mentioned in 7.1 above and can be done at any time prior to the Competition closing time mentioned on the page.

7.3. Naming Your File

Your actual final **file name must be the same as your title**. All other elements such as category code, division and membership number will be picked up automatically by the system and your file will be renamed.

Example

If your image is **Bluebird Preening**, name your file **Bluebird Preening**

Once Uploaded into the form, your file will be automatically renamed by the system as:

E-N-123-Bluebird_Preening.jpg

- E =   Your Division. Either E (Entrant), I (Intermediate) or A (Advanced)

- N =   Category Code (P - Pictorial, N - Nature, T - Natural Things, C – Creative, etc.)

- 123 =   Your unique numeric ID Number, generated by the EW software

- Spaces in your file name will be replaced with an underscore

7.4. File Naming Convention and File Format

Image Title	The name of the image: e.g. **Bluebird Preening**
	Only use letters (A – Z) and numbers (0 – 9) in the image name with space between words, if required. DO NOT use symbols (like #, &, -, @, $) in name or leave any space before or at the end of the name. DO NOT add the .jpg file extension.
Image Format	JPEG only. The ".jpg" file extension will be inserted automatically when the image is uploaded in the JPEG format.
Colour Profile	sRGB, 8bit. For best colour compatibility, your colour profile should be changed to sRGB from Adobe RBG or ProPhoto as all images are judged online.
Screen Resolution	Recommended 72ppi. Higher resolutions will increase the file size with no discernible improvement in display quality.

7.5.   Image Size

Makers should be aware that images will be projected for judging at a resolution of **1920 wide x 1080 high** and while virtually any image submitted to the competition can be presented in its original form, smaller images will occupy a smaller portion of the screen which may affect overall impact.

The recommended image size is: **1920 wide x 1080** high. If the horizontal width is 1920, the vertical height would be 1080 or less. Conversely, if the vertical height is 1080, the horizontal width would be 1920 or less.

Square images MUST not be larger than **1080 wide x 1080 high**.

Images may reasonably exceed, or be less than the above recommended dimensions, without concern. The objective is to maintain the highest image and presentation quality.

The Entry Wizard software will display the dimensions of the image when the image is uploaded.

7.6.   Tips for sizing your images

- If you have a landscape image, set your application to size the image to 1920 pixels wide and to "maintain proportions". The vertical dimension will be set automatically. If your vertical dimension ends up being greater than 1080 pixels, then set your vertical dimension to 1080 pixels and let the horizontal dimension calculate automatically.

- If you have a portrait image, set your application to size the image to 1080 pixels tall and to "maintain proportions". The horizontal dimension will be set automatically. If your horizontal dimension ends up being greater than 1920 pixels, then set your horizontal dimension to 1920 pixels and let the vertical dimension calculate automatically.

- If your image is closer to being a square than it is a rectangle, set your vertical dimension to 1080 pixels, maintain proportions and let the horizontal dimension calculate automatically.

- It is best to size your images to provide the maximum number of pixels possible within the 1920 horizontal x 1080 vertical constraints. That is, if the image is taller than a 16/9 aspect ratio (width/height=1920/1080), such as with a portrait, then be sure to make the vertical dimension 1080 pixels, with the width then being less than 1920 pixels.
- In addition to the many image manipulation applications that include image resizing features, you may find dedicated applications. For example, "Free Image Resizer" (Windows) from iWesoft, that is available from many software repositories.

7.7.   Common errors with digital file submissions

The following is a list of the common errors within files submitted for competition:

- **JPG File Format**: Confirm that you in fact submitted JPG files and not PSD, TIFF or any other file format. If your software automatically saves the file extension as ".jp**e**g", MANUALLY change it to ".jpg" and ignore the error message that you may receive from the operating system.

- **File extension**: The extension ".JPG" should appear only ONCE at the end of the filename. The extensions ".jpeg" or ".jpg.jpg" are not permitted.

- **Image size**: Verify that the resolution of the images is within the minimum and maximum dimensions allowed and that your email program did not resize them without your knowledge.

- **Extra Spaces**: NO spaces are permitted in the filename PRIOR to your image title, or at the end. That is, between the last letter in the title, and the period (.) separating it from the file extension (jpg). Your image title can have spaces, along with letters and numbers.

- **Comment request**: Members should include a Y or N as the 10th character in EACH filename to indicate whether or not a comment is requested. Only one comment request is permitted per competition, NOT one comment per category.

- **Titles for Nature Images**: Cute/tongue-in-cheek titles are NOT permitted for images in the Nature category. Images submitted with such titles may be disqualified.

7.8.   Replacing images

A Member may wish to replace an image (i.e. substitute an updated image for a previously submitted image), either because of an error in naming or sizing an image, or for other reasons. Members are permitted to replace any image up until the competition deadline. There is no limit to the number of times an image may be replaced.

The filename of the replacement image must be underlined identical to the filename of the originally-submitted image. If the filenames are not exactly the same, the replacement image may be disqualified.

Replacement images should be submitted using the same procedures as outlined in *Section 7.5 - How to submit your files*. Replacement images will overwrite previously-submitted images, so that **images that were previously submitted cannot be retrieved after an updated replacement image with the same filename has been submitted**.

7.9.   Procedures for non-compliant images

In the Mississauga Camera Club, the onus is placed on members to submit images according to the competition requirements. Images will not be reviewed to determine if they have been submitted in the correct category or if they have appropriate titles. Any files that do not comply with file naming or sizing requirements will be withdrawn from the competition and the submitting member will be notified by email within 48 hours of submission. The member may submit properly named and sized images by the submission deadline (using procedures outlined in subsection 7.5 - *How to submit your files*) to take the place of any non- compliant images that were withdrawn. Please note that if images containing errors are submitted with less than 48 hours to go before the deadline then the image will be withdrawn and the member will likely will not be informed in time to replace the image. **It is, therefore, strongly suggested that members submit their images at least 48 hours before the competition deadline.**

8. Maurice De Cunha Digital Flower Competition

The Maurice De Cunha award is sponsored by Wendy Maier in memory of her late husband who was an enthusiastic Member of the Mississauga Camera Club. Wendy and Maurice's family established an Endowment Fund to provide prizes.

This competition has a separate award and, therefore, does not contribute to the total point score.

8.1.   The Competition

This is an annual competition designed to promote excellence in digital flower photography, and is open to all Members of the Mississauga Camera Club, in good standing. It is not necessary that Members compete in the other club competitions to be eligible. The subject is FLOWERS (live), whole or in part, either wild or cultivated.

Although creative techniques may be used, any manipulations used must not destroy the realism. Images of non-flowering plants, paintings, artificial flowers, sculpture, etc. will be disqualified. Images entered in previous Maurice De Cunha competitions or Jim Cranston print competitions are not eligible. Whenever possible, results will be announced and the images displayed at the Mississauga Camera Club's Annual Banquet.

At this time there is only one category in this digital image competition although others may be added in the future. At least two competitors are required in a category to validate the competition for the category. Each competitor may submit a maximum of two (2) digital entries. The submitter must have exposed all digital images entered, and any manipulations must be the work of the submitter.

8.2. The Awards

One *First Prize* and up to three *Honorable Mention Prizes* will be awarded. Commemorative certificates will be awarded to the *Honorable Mention Prize* winners. In addition, a monetary amount, payable out of the interest received from the endowment, will be awarded to the *First Prize* winner. For example, if the endowment earns $35.00 interest it would be paid to the *First Prize* winner. The Mississauga Camera Club executive members may, at their discretion, add to this award from the club's general funds, if the interest earned is not significant.

8.3. Naming and Submitting Entries

The procedure described in Section 7 above will need to be followed.

9. Ron Manning Digital Competition

The Ron Manning award is sponsored by Stephen and Donald Ross (Ron's nephew and brother-in-law) in memory of Ronald Paul Manning, who was a pillar of the Mississauga Camera Club. He joined the club in 1982 and contributed many hours to the club, especially as Competition Chair from 1987-2003, serving 8 different presidents. Stephen and Donald Ross established an Endowment Fund to provide prizes which is managed by the Executive of the Club.

9.1. The Awards

This is an annual competition and is awarded to the member who accumulates the highest point total for the best 9 images submitted in regular club competition in their respective classes.

- Ron Manning Trophy for the Digital Entrant Class
- Ron Manning Trophy for the Digital Intermediate Class
- Ron Manning Trophy for the Digital Advanced Class

In addition, a cash prize will be awarded to each winner from the endowment. The Executive of the Club will decide the amount of the cash award.

Appendix I: Certificates of Achievement

Certificates will be awarded based on the total number of points for the best 9 images in the current digital competition season, on an annual basis as follows:

Seal Awarded	Number of Points
RED	162 to 180.5
GOLD	181 to 198.5
DOUBLE GOLD	199 to 217.5
TRIPLE GOLD	218+

Appendix II: Competition Level Advancement

Advancement rules have been simplified in that only two season's data will be considered – the current year and the previous year. Only the Best 9 images will be considered, as described in the table below.

As such, a member needs to only submit 9 images per season. This would accommodate members who are unable to participate in a competition for any reason.

The calculations have also been simplified while keeping the score PER IMAGE unchanged from the present structure:
Entrant to Intermediate: 21 points per image
Intermediate to Advanced: 22 points per image

Following the end of a competition season (typically at the end of May), members will be advanced from level to level based on the following criteria, when the Member meets or exceeds any of the following scores:

Advancement Type	Total of 18 images: Best 9 images from the current and previous seasons	Total of Best 9 images of Current Season
Digital Entrant to Digital Intermediate	360	189
Digital Intermediate to Digital Advanced	378	198

Achievement	Award	Criteria
Digital Entrant Level	The Ronald Manning Cup	Highest point total for 9 best images submitted in that Level
Digital Intermediate Level	The Ronald Manning Cup	Highest point total for 9 best images submitted in that Level
Digital Advanced Level	The Ronald Manning Cup	Highest point total for 9 best images submitted in that Level
Best Digital Creative	Herb Martin Trophy	Highest score for any digital competition image in that category.
Best Digital Pictorial	Herb Martin Trophy	Highest score for any digital competition image in that category.
Best Digital Nature	Herb Martin Trophy	Highest score for any digital competition image in that category.
Photo Essay	Herb Martin Trophy	Highest points awarded.
Best Digital Natural Things	Bruce Peters Trophy	Highest point total for 9 best images submitted in that Level

Tie Breaking
In the event that the above criteria for trophy awards results in tie, the following method will be used to determine the winner:

1. A list of the tied participants' images will be arranged in descending order of image score.

2. A comparison of the 1st images, (i.e. their top scoring image) is made and the top score breaks the tie.

3. Failing that comparison, the 2nd best image scores will be compared, again the top score breaks the tie.

4. This procedure carries on until all 9 images have been compared but is very unlikely to get that far.

5. If a tie situation remains after all the submissions have been compared, then the trophy will be awarded to all tied competitors.

Appendix IV: Digital competition schedule

Competition #	Image Submission Month	Category code	Category name	Entry information
1	October third week	C	Creative	Members may submit up to three (3) images. Multiple entries are allowed in each category. A Theme image in competition #3 is mandatory
		N	Nature	
		P	Pictorial	
		T	Natural Things	
2	December third week	C	Creative	
		N	Nature	
		P	Pictorial	
		T	Natural Things	
3	February third week	C	Creative	
		N	Nature	
		P	Pictorial	
		T	Natural Things	
		Y	Theme: Architecture	
4	April first week	C	Creative	
		N	Nature	
		P	Pictorial	
		T	Natural Things	
		M	Maurice deCunha	Members may submit up to two (2) images.

The submission deadlines for the year will be announced at the end of the previous season and communicated through the Club Newsletter and email blast from the Competition team. Dates will also be available in the Club website, Competition page

Appendix IV: NAVIGATING THE COMPETITION WEBSITE

PART I: How to LOG IN to the Club's secure, 'Members Only' website

PART II: How to change your PASSWORD and verify your profile

PART III: How to submit images for competitions

PART I: HOW TO LOG IN

❖ Step 1:

➢ Open the club website: http://mississaugacameraclub.ca/

Note the tab called **'Log In'** on the extreme right of the status bar
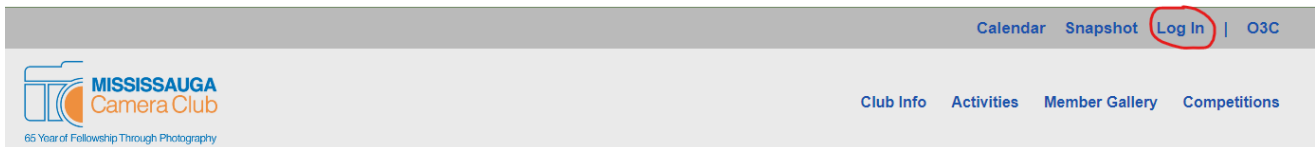
❖ Step 2:

➢ Select the Log in tab and LOG IN page will open

OPTIONS:

User Name: Enter, in UPPER CASE, your unique three digit Club ID

Password: Enter, in UPPER CASE, your 3 character Club Member ID **for first time access**.

This will need to be changed as described in the next section.

Remember Me: This enables easy access. We suggest you select this option after you have changed your password.

If you experience any difficulty in your first login, send an email to: comphelp@mississaugacameraclub.ca with your member information.

❖ Step 3:

➢ LOG IN: Enter your 3 digit Club ID 'User Name' in upper case and use your

password in the 'Password' field (*same as your 3 character Club Member ID for first*

time). When you have successfully logged in, the following page will appear:

SUBMISSIONS LANDING PAGE

What Would You Like to Do?

View Last Digital Competition Results Presentation

View Last Print Competition Results Presentation

Submit Images to Digital Competition

Submit Images to Print Competition

OPTIONS:

1. **RESET PASSWORD:** This takes you to the PROFILE page
2. **LOG OUT:** We recommend you LOG out of the system when you have completed your visit. System auto logs out if there is no use for 30 minutes.
3. **Submit Images to Digital / Print Competition** To be used to submit images

❖ Step 1:

➢ Select RESET PASSWORD: This takes you to your PROFILE PAGE:

MCC Competitions   ZYX | Log Out

Profile

❖ Step 2:

➢ REVIEW YOUR PROFILE: Verify the information. Notify us by email to comphelp@mississaugacameraclub.ca if there are any discrepancies. We will make the necessary changes for you.

INFORMATION ONLY NEEDS TO BE VERIFIED AND NOTIFIED FOR DISCREPANCIES
DO NOT MAKE ANY CHANGES

Profile

Personal Options

Name

| Username | ZYX |

| First Name | Test |

| Last Name | Member |

| Nickname | ZYX |

| Display name publicly as | Test Member ⌄ |

Contact Info

| Email | Test@email.com |

About Yourself

Share a little biographical information to fill out your profile. This may be shown publicly.

Profile Picture

You can change your profile picture on Gravatar.

❖ Step 3:

- ➤ CHANGE PASSWORD: Select [Generate Password] ; the system will auto generate a 24 character password. You may overwrite this and choose a new Password that you find easier to remember.

Account Management

New Password	Generate Password
Sessions	Log Out Everywhere Else
	You are only logged in at this location.

Extra Fields

Level	I
ID	ZYX

Group Membership

id	Name	Description
9	I1	Intermediate/Level1
id	Name	Description

[Update Profile]

- ➤ CONFIRM PASSWORD: If the system considers your new password weak, you need to check the box directly under the password box that says "confirm weak password".

New Password	WeakPassword
	Very weak
Confirm Password	☑ Confirm use of weak password

- ➤ Verify the other information on the page and NOTIFY us of any discrepancies
- ➤ Select [Update Profile] after you have changed your Password.
- ➤ LOG OUT by selecting ZYX | Log Out at the top, right of the page after you have finished.

CONGRATULATIONS!

YOU ARE NOW READY TO SUBMIT IMAGES FOR COMPETITIONS

PART III: HOW TO SUBMIT IMAGES FOR DIGITAL COMPETITIONS
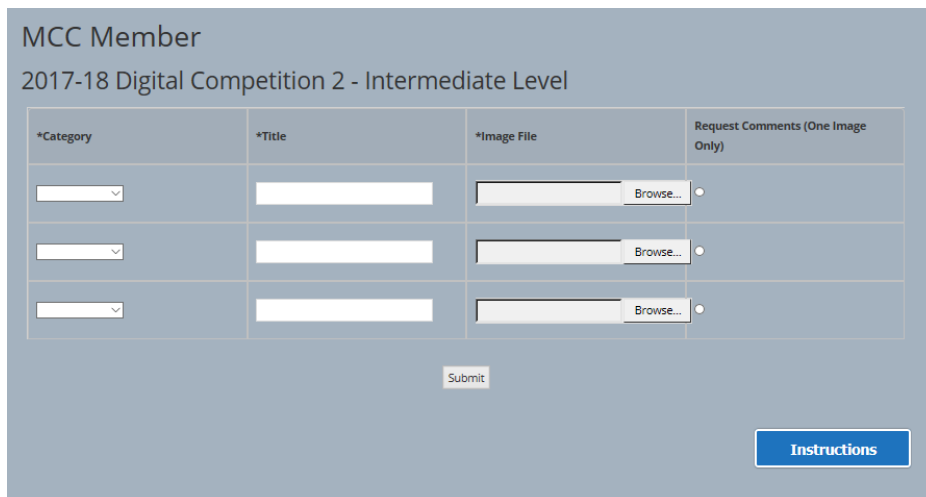
❖ Step 1:

➢ Choose: **Submit Images to Digital Competition**

The following page will appear:

Mississauga Camera Club
Digital Competition Image Submission

MCC Member
2017-18 Digital Competition 1 - Intermediate Level

Verify that your Name, Competition # and Level is correctly displayed.

MCC Member
2017-18 Digital Competition 2 - Intermediate Level

*Category	*Title	*Image File	Request Comments (One Image Only)
⌄		Browse...	○
⌄		Browse...	○
⌄		Browse...	○

Submit

Instructions

REQUIRED STEPS:

Category: Choose one of the categories from the drop down list

Title: Provide the name of your image

Image File: Browse your computer and upload the image. The image will be renamed by the EW
                          software to the following format: **I-N-123-Image_Title.jpg**

                          Review section 7 of the Handbook for guidance

Request Comments: Select the image you would like comments from the judges

Instructions :   The guidelines for Navigating the Competition Website are available here.

❖ Step 2:

➢ Complete the information – Category, Title - in the table and upload your image.

➢ Verify that the image size conforms to the submission rules. (**Section 7.5**)

The [Clear] button on the right will remove the image.

➢ Images may be submitted at any time. When submitted, the screen changes:

➢ After a successful upload, you will be presented with your entries and thumbnails of each file.

The summary will also show Category entered, Image Title and if a Comment has been requested. Please review to make sure that all data corresponds to the category and you haven't submitted a file in the wrong category.

You will get errors if your file does not meet the size requirements or if it has an incorrect file format (file should be a jpeg saved with a .jpg extension). If you are still having problems, please contact the Competitions Director.

The images will be stored in the server till the image submission deadline.

❖ Step 3:

➢ EDIT IMAGES: Till the submission deadline, changes may be made by selecting the [Add, Change or Delete] button. This takes you to the following screen:

You may make changes to Category, Title and Request Comments fields.

If you wish to change the image, choose DELETE and confirm your action in the pop up dialogue box.

This takes you back to the Submission preparation page.