NECCC

NEW ENGLAND CAMERA CLUB COUNCIL, INCORPORATED

Instructions for Using the Web-based Image Upload System for the Electronic Interclub Competition

1. Gather your 4 or 8 images (or less if you are not entering a full complement of images) into one directory on your computer. Make sure each is identified so that you will be able to choose the correct image to match the maker and title you supply.

2. Go to http://cgburke.com/neccc/.

3. From the drop down list select the name of your club and enter your e-mail address. Note that the e-mail address you enter <u>must</u> be the e-mail address that we have on file for you or the system will reject your entry. (Note that the XYZ "club" and the four "clubs" in the list beginning with Z are for testing purposes; just ignore them.) If for any reason you change your e-mail address during the year you must notify the directors so that they can change the internal tables used by the system. Any club with an "X" in front of the club name has not registered and must do so before you will be able to enter images.

4. Fill out the information for the first image in the **Pictorial** table, namely **Maker's First Name**, **Maker's Last Name**, and **Image Title**. Then click on **Choose File** and select the image file from the directory containing the images. It doesn't matter what name that file currently has; the system will rename it correctly using the information you enter. **NOTE, however, be sure the original file names of your images <u>do not contain an equal (=) sign, a colon (:), a semi-colon (;), or an apostrophe (') or a quote (")</u> as any of those characters will cause the system to display an error message which won't make much sense.**

5. Continue for the remaining images in the **Pictorial** table and then for the images in the **Nature** table.

6. <u>**Carefully**</u> proof read your entries. **BE SURE** you have correctly capitalized the makers' names and image titles. **BE SURE** you have correctly selected your club name and correctly entered your e-mail address.

7. When you are satisfied, click on the **Click here to submit your entry** button.

8. If you have done everything right you will be rewarded by a page saying that all your images were accepted. This page will show a thumbnail of each image as well as the old and new names. Check to be sure the images and names are correct.

9. After a successful entry you will receive an e-mail with the new file names as well as the original names of the image files you submitted. Check to be sure that this information is correct. If it isn't, resubmit the images that are incorrect and notify us so we can double check the final result and remove any incorrect images from the system.

Possible Errors:

1. If any of the images are larger than 1024x768 the system will accept all the correct images, but will flag and reject the images that are over sized. In that case have the maker resize the image and then resubmit it using the same form. Enter the replacement image in the <u>same position</u> as the rejected image and submit. You should not submit the correct images again; submitting the correct images again will put duplicate entries into the system that we will have to delete.

2. If your e-mail address is incorrect the system will not accept any of your images and you will have to repeat the process. If you think you entered your e-mail address correctly and the system won't accept your images, send an e-mail to Interclub.NECCC@yahoo.com and we will investigate. We may have made an error when we built the internal table that the system uses and we will have to correct it.

3. Once you have had an image accepted in one of the eight positions (4 pictorial, 4 nature) do not enter an image in that location a second time or it will result in two images for the same round of judging. If you do this intentionally to replace one image with another, send an e-mail to Interclub.NECCC@yahoo.com explaining what you did so that the director can delete the incorrect image.

4. If you see nonspecific system error messages it is likely that you submitted images that contain one of the forbidden characters in the original file name or that the image was not a JPEG image even though it has a .jpg extension. Try submitting images in groups, first pictorial then nature to see if ½ of your images are accepted.

Hopefully you will find this new system easier to use than carefully renaming your image files, e-mailing them to us, and then waiting until we look at them to check for sizing or naming errors. This system will not catch two images by the same maker which we will check at the end. Be careful that none of you members are submitting images from another club. Also, be sure none of the images were entered previously as that is also a last minute check that we make once the competition closes.

As with all software systems there is the possibility that something will go wrong is spite of extensive testing, first by Charlie Burke who developed the system and then by the directors. If you have any problems, just send an e-mail to Interclub.NECCC@yahoo.com and we will help you. Also, we suggest that you submit your images as early as possible so that we will have time to work out any problems that may arise.

Additional Information

If you have any questions, please contact the NECCC Electronic Photograph Competition Co-directors:

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