

**George W. Glennie Nature Interclub Exhibition
Merrimack Valley Camera Club
North Andover, Massachusetts 01845 USA**

Club Entry Submission Instructions

General	<p>A complete club entry consists of the entry fee, a registration form, and 10 digital images.</p> <p>The entry submission closing date is Tuesday, March 24, 2009.</p>
Entry Fee	<p>The entry fee, which covers all of a club's 10 images, is \$15 USD.</p> <p>Payment methods:</p> <ol style="list-style-type: none"> 1) Cash. 2) Check drawn on a US bank and payable to: Merrimack Valley Camera Club 3) International Postal Money Order payable to: Charlie Burke <p>Send payment to: Charlie Burke 106 Bonnydale Road Leominster, MA 01453-3008 USA</p> <p>An Email message will be sent acknowledging receipt of the payment.</p>
Registration	<p>Registration may be made by completing the on-line form (described below) or by including a paper copy with an entry that is submitted by postal mail. A downloadable paper copy of the registration form can be obtained on the web site.</p>
On-Line Registration	<p>The on-line Registration Form is organized into three parts. Information is required for all spaces in each part, except for Address 2, which should be used only as necessary.</p> <p>The top part concerns the Club's identification. In addition to the club name, the club coordinator is requested to provide a 6 character alphanumeric club designator of their choosing.</p> <p>NOTE: In the event that a common designator is submitted by multiple clubs, the club making the earliest submission will retain use of it. The Glennie staff will make appropriate adjustments to all subsequent submissions. The affected</p>

	<p>club(s) will be notified of the modification.</p> <p>The middle part of the form requests information pertaining to club coordinator. As well as the coordinator's name and postal mailing address, their phone number or Skype identifier and Email address are requested.</p> <p>The bottom of the form is used to enter the title and maker for each image. The Wildlife (W/L) box must be checked "Y" if the image is considered eligible for the Wildlife award.</p>
Image Preparation	<p>Each image being submitted must have the following technical characteristics.</p> <p>The maximum allowable horizontal dimension (width) shall not exceed 1024 pixels.</p> <p>The maximum allowable vertical dimension (height) shall not exceed 768 pixels, regardless of the image's primary orientation (portrait or landscape).</p> <p>The maximum file size shall not exceed 1 megabyte (MB).</p> <p>The image file must be in JPG/JPEG format.</p> <p>It is recommended that the image color profile be sRGB for optimum viewing.</p> <p>NOTE: In the event that an image is received that exceeds the maximum allowable width, height or file size, the Glennie staff will make the appropriate adjustment(s). The composition will not be altered. However, there may be some loss in image quality. Preparation: Each image being submitted must have the following technical characteristics.</p> <p>The maximum allowable horizontal dimension (width) shall not exceed 1024 pixels.</p> <p>The maximum allowable vertical dimension (height) shall not exceed 768 pixels, regardless of the image's primary orientation (portrait or landscape).</p> <p>The maximum file size shall not exceed 1 megabyte (MB).</p> <p>The image file must be in JPG/JPEG format.</p> <p>It is recommended that the image color profile be sRGB for optimum viewing.</p>

<p>Image File Name Convention</p>	<p>The following indicates the prescribed protocol for naming your image files.</p> <p>(club 6 character designator)-(image number, including leading zero)-(Wildlife eligible: Y or N)-(image title; use a dash "-" as the title word separator)</p> <p>Example: MerVal-03-Y-Three-Black-Bears</p> <p>This file name indicates that this is Image 3 (03) for the Merrimack Valley Camera Club (MerVal); it is eligible for the Wildlife award (Y); and the image title is Three Black Bears (Three-Black-Bears).</p>
<p>Postal Mail Submission</p>	<p>A club's 10 images may be submitted, on a non-returnable CD or DVD, via postal mail to the address shown in the Entry Fee section above. If an MS Word file is being used for the Registration Form, please include an electronic copy with the images on the CD or DVD.</p>
<p>On-Line Submission</p>	<p>Prior to the start of submitting your images on-line, it is recommended that all images be placed together in a single folder. This will reduce navigation time and speed the process.</p> <p>Image files can only be submitted one at a time. To start the process, click on "Images Submissions" in the "Submissions" Table located on the right side of the home page. This will open a new page. In the middle of the new page, there will be a blank white box and a "Browse" button to its immediate right. By clicking on the "Browse" button, you will be able to navigate to the folder containing the files you wish to submit. You must "select" the file that you wish to submit by clicking on it and then click on the "Open" button. This will place the full path and file name in the previously empty white box.</p> <p>(NOTE: the navigation, image selection and open process is slightly different for MAC users, however it is still started by clicking on the "Browse" button.)</p> <p>The next step is to click on the "Submit image" button. This will cause the file to be automatically copied to the web site. It may take about 15 seconds for the file to be uploaded. When that happens, a new page will appear. In the upper part of the page, you will see the "Upload Successful" message and the name of the file. In the center of the page, click on the "NEXT" button.</p> <p>Another page will appear, containing two options - "Submit Another" (left side) and "Finished" (right side). To submit another image, click on the "Browse"</p>

button found on the left side. This will start another submission cycle, as previously described.

Once you have completed submitting your last image and have clicked on "NEXT," you must notify the Webmaster so that receipt of your images can be acknowledged. If you are unable to open a message by clicking on "Webmaster," close the page (click on the Red button in the upper right) and prepare a message from your regular Email window.

You may submit all of your images in a single session (preferable), one at a time in individual sessions or any other combination.

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