TETTENHALL WOOD PHOTOGRAPHIC CLUB

Entry Procedures for Monthly Competitions

To be read in conjunction with the "Competition Rules", published elsewhere.

If in doubt, please ask for clarification from the Competition Secretary by email at:
- *entries@twpc.org.uk*

1. Projected Images

1. The entry shall consist of the requisite number of digital images and these should be sent, with titles, to the Competition Secretary by email, but no later than 10:00 pm on the Saturday night before the competition.

2. The only email address for this purpose is *'entries@twpc.org.uk'* and any entries not made to this address will not be included in the competition.

3. All email entries will be acknowledged by the Competition Secretary. Anyone not receiving confirmation within a reasonable time after their submission must contact the Competition Secretary as soon as possible. It is the responsibility of each entrant to ensure that their entry is included within the list of entries.

4. In all cases, late entries will only be accepted at the discretion of the Competition Secretary.

5. All images forming an entry are to conform to the 'Preparing Images for Digital Competition' section below.

6. All images forming an entry are to conform to the 'Setting Image Information' section below.

7. Please refer any queries or requests for clarification to the Competition Secretary at *'entries@twpc.org.uk'*.

2. Prints

1. The entry shall consist of the titles for the requisite number of prints and these should be sent to the Competition Secretary by email, ***as soon as possible*** before the competition, but no later than 10:00 pm on the Saturday night before the competition.

2. The only email address for this purpose is *'entries@twpc.org.uk'* and any entries not made to this address will not be included in the competition.

3. All entries will be acknowledged by the Competition Secretary. Anyone not receiving confirmation within a reasonable time after their submission must contact the Competition Secretary as soon as possible.

4. It is the responsibility of each entrant to ensure that their entry is included within the list of entries.

5. In all cases, late entries will only be accepted at the discretion of the Competition Secretary.

6. The entry shall also include digital thumbnail images of the actual prints, to a maximum size of 1400x1050 pixels.

7. Prints to be brought to the Competition and handed to the Competition Secretary, *at least 15 minutes* before the start of the competition.

8. Please refer any queries or requests for clarification to the Competition Secretary at *'entries@twpc.org.uk'*.

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3. Preparing Images for Digital Competition

Digital images for the Projected Image Competitions will be judged in JPG format & at a resolution of 1400 pixels by 1050 pixels, & against a black background.

See the **'Preparing for Competitions - Detailed Resizing'** document on the TWPC website's **Resources** page for a full set on instructions on how to resize your images and embed Author and Title meta data there-in.

3.1. Assign the Colour Space

1. Our projector is configured to show images in the SRGB colour space. Therefore we advise to submit your images in this format.

2. To assign the sRGB profile to your image in Photoshop, simply:
a. Open the image in Photoshop
b. Edit > Assign Profile

3. If sRGB is already set as the working profile (i.e. the radio button next to it is highlighted) – then your image is already in sRGB. Just click OK. Nothing else to do.

4. Otherwise: Click the Profile button and select "sRGB IEC61996-2.1" from the drop down menu.

5. Click OK – and the image will now display in sRGB and have the profile embedded in the file.

6. If you need to do any tweaks - which will normally be for contrast and saturation – do them now and then save the file, as outlined below.

7. Other image editing packages allow you to assign profiles, however you will need to find out how to do it.

3.2. Adding A 2 Pixel White Keyline

1. Adding a 2 pixel white Keyline around your image after it has been re-sized is optional but enhances the presentation during projection.

2. Select > All. (this shows as marching ants around the perimeter of the image).

3. Edit > Stroke. Displays the Stroke dialog box, make sure it is set as follows…

4. Width - 2 px

5. Colour – white

6. Location – Inside

7. Blending Mode – Normal

8. Opacity – 100%

9. Click OK

10. Select > Deselect (to remove marching ants).

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3.3. Saving In JPG Format

1. To save a file as a JPG file, from the **File** menu, chose **Save As.**

2. Select the folder you want to save to.

3. Type in the title of the image as the file name. Do not use numbers to identify images nor include your initials.

4. Make sure the Format is set to JPEG and click 'save'.

5. The JPEG settings should be set to give the maximum quality.

4. Setting Image Information

This is an alternative method to that explained in the **'Preparing for Competitions - Detailed Resizing'** document.

4.1 Option 1 (for Windows XP and 7)

Due to the software we are using for DPI competitions, it is **essential** that your images are saved with the photographer's (author's) name and image title embedded in the file information. This is very easy to do.

1. Open up Windows Explorer by either clicking on the "My Computer" icon on the desktop OR right clicking the "Start" button and selecting "Explore".

2. Navigate to where you have saved your image and right click on the file. Then left click on "Properties".

3. The "Properties" dialogue box will open up - and then click the "Summary" tab.

4. Enter the title of your image as when saved in JPEG format. Do not include identifying numbers or your initials. It is preferable for the first letter of each word to be capitalised, as it looks better when projected.

5. Enter your name in the "Author" box. This should be your recognised name, as used in the Club, and should not include any punctuation marks.

6. Photographic awards should not be included as your name will not show anywhere, and they are unnecessary.

7. Click "Apply" and then "OK".

8. In *Windows 7* right click on the file name and select Properties > then the "Detail" tab - and fill in the Title and Author boxes in the Details box, as above.

4.2 Option 2 (for Apple Mac)

Click File and then file info.