

Submitting a Sequence Acceptable to N4C into ICM-2

Note that if the Sequence information is not correctly filled out as specified below, it will be returned to the club representative for correction. This implies that it had better be correct when submitted to your club or it might not get into the N4C submission.

Submitting a sequence into a competition is currently a rather cumbersome process. Skip to Step #1 below if you want just the steps to do it or keep reading if you are brave and want the nitty-gritty details and wish to understand a bit how the system works.

Every image that you submit for competition is stored in the server forever in your Image Library even if you delete it from a competition. The only way to get rid of the images in your Library is to go there and delete them, and you certainly don't have to do that since they are usually not in your way and there's plenty of storage room. In order to submit a sequence to a competition, you create a sequence out of some of the images that are in your Library and then insert the sequence into the competition. Read the last sentence again if you did not understand it. Since in order to make a sequence in your library, the images must be there to begin with, the first step is to put the images into the library. The second step is to make a sequence out of them, and the third step is to place the sequence into a competition. Clear?

Step #1, Entering your Sequence Images into your Library

Log into the server if you have not already done so.

- a. Click on My Account
- b. Click on My Image Library
- c. Click on Add a Single Image. A new screen will open. Your images will always be of the Digital Image Type, so leave this field alone.
- d. In the Title field, enter the title that will appear when the image is shown. Image titles for sequences are special! The first part of the name is the same for all images in the sequence. Then a number enclosed by square brackets follows which denotes the position of the image in the sequence. Finally the second part of the title completes the name. Here's an example of the name for each of three images in a sequence:

Fire Engulfs Warehouse [1] First Flames Appear
Fire Engulfs Warehouse [2] Firemen Arrive
Fire Engulfs Warehouse [3] Building Collapses

Note that in the above, the Sequence Titles (the part before the bracket) must be exactly the same, including the same spacing for each image in the Sequence. They may be copied from the first image. This Title **MUST** be included; it may not be left blank.

Also note that the brackets enclosing the Sequence Number are square brackets [], not curly brackets { }.

And, finally, Sequence Subtitle (occurring after the Sequence Number bracket) is optional for each image of the Sequence. So, you could have the same Sequence without the Subtitles (and perhaps not as well titled in the opinion of the judge):

Fire Engulfs Warehouse [1]

Fire Engulfs Warehouse [2]

Fire Engulfs Warehouse [3]

- e. You may leave the Owner Image ID field blank if you wish. It's for your use in case you want to attach your own ID to the image. The Club won't use it. Check the Wildlife field if the image qualifies as a Wildlife image. If in doubt, consult the N4C Nature definition or the Club's Nature Chair.
- f. Next, click on the Browse button to find the image in your computer.
- g. Once the path of the image is in this field, you may click on the "Add this Image" button to complete the process. A progress bar will appear as the image is uploaded to the server. When the upload completes, you will now be taken back to Step c above and you should be able to see a thumbnail of the image.
- h. If you need to upload another image, go to step c above, otherwise continue on the Step #2 below

Step #2, Creating a Sequence out of the Images

If you just completed step #1 above, start on step d below, otherwise, start on step #a below.

- a. Log into the sever as usual if you are not already logged in.
- b. Click on My Account.
- c. Click on My image Library.
- d. Click on Add an Image Sequence
- e. Enter the Title of the Sequence. **This should probably be the same as the Sequence Title entered with the image or a shortened form thereof. It is only for your reference, and may be left blank, but then you'll be at a loss to know which Sequence is being referenced.**
- f. Add Images to the Sequence by clicking on the Add Images button and then checking the Selected box of each image you wish to include in the sequence.
- g. Click on Finished Marking Desired Images at the bottom of the page.
- h. Your Sequence will show with a Title and numbers you can change if you need to rearrange the order of the images.
- i. Click on Save Image Sequence when done.
- j. The Sequence will be saved IN YOUR LIBRARY. Notice that a thumbnail is not shown with it because there's more than one image associated with it. You must now add the sequence to a competition.

Step #3, Placing the Sequence into a Competition

- a. Click on Competitions (you may have to scroll up first).
- b. Click on Submit Images to a Competition
- c. Select the competition you want
- d. Click on Add Images from Previous Uploads (note that this is different from entering individual images). You will be taken to your Library.
- e. Click on the Selected box next to the sequence you want.
- f. Click on Finished Marking Desired Images at the bottom of the page.

Done!

Gene Albright & Armando Picciotto
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