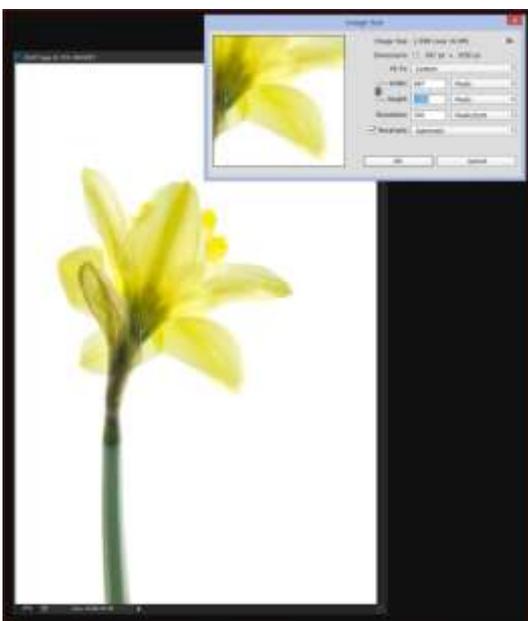
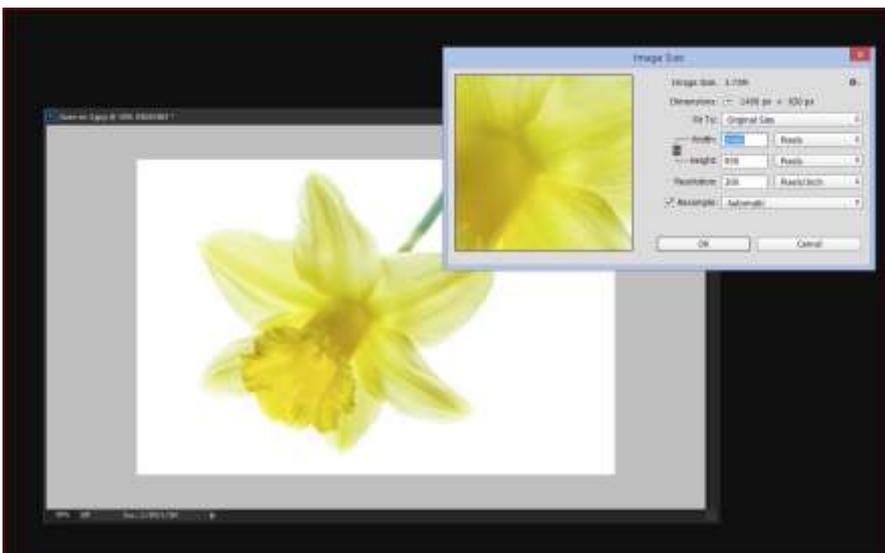


Preparing Images for the KCPA Annual Exhibition

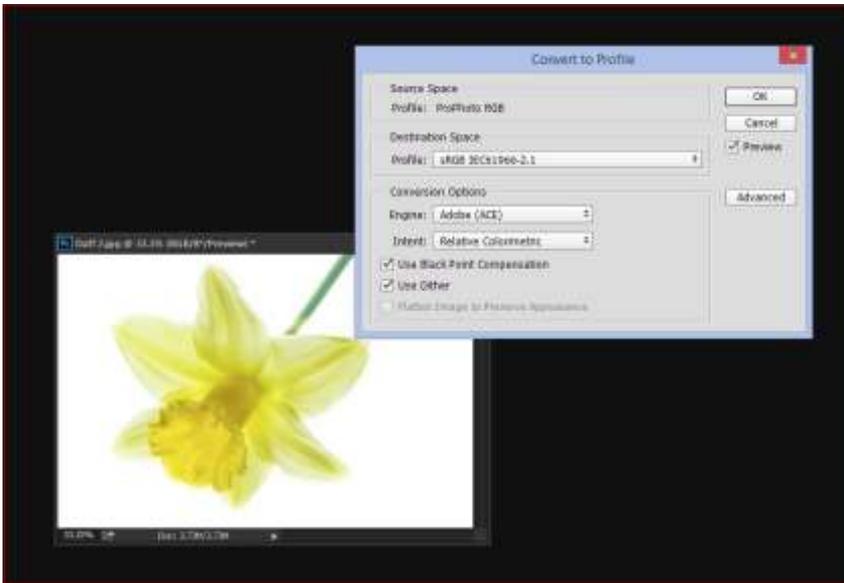
The KCPA are providing these “Helpful hints and tips to assist you with your exhibition entry. However, we can in no way be held accountable for any views or comments that a judge may make about the submitted image”

- Create 2 folder's for the images you wish to enter into the exhibition, on your desktop. Make 1 for your PDI entry, and 1 for your Print entry. You are allowed up to 15 images in each, but do check Conditions for full details.
- Edit your image.
- Preserve your master copy as you normally would, these notes assume that Photoshop is used, but if you are using Paint Shop Pro or another application then save in your normal format for that. **DON'T SAVE YOUR MASTER AS A JPEG !**
- Save it as a normal Photoshop file so that you can go back to it later if necessary.
- Use Image->Image Size... to reduce the size of the image to the smaller limit size **required for competition entry** according to the proportions of your image, e.g. a letterbox-shaped image would typically be a maximum of **1400 pixels wide**, or a portrait-shaped image would be a maximum of **1050 pixels high**. Set **Resolution to 300**, we are asking for high resolution for printing of the catalogue. [For explanation see here.](#)
- Please check your image sizes carefully the software will not allow you to upload an image that is too large but will allow small images so check you don't leave the zero's out!
- Landscape Orientation example.

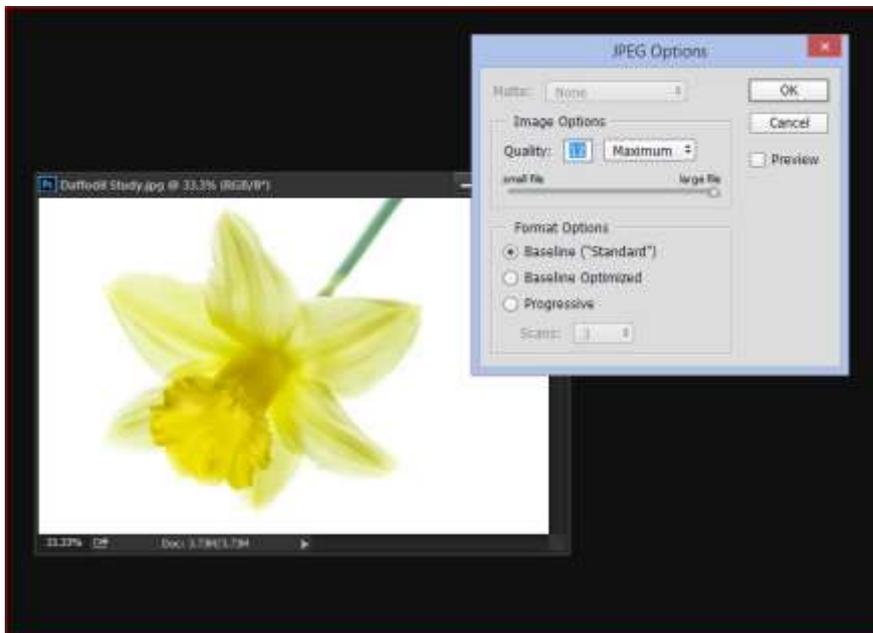


Portrait Orientation example.

- Zoom in to 100% or even 200% so that you can see how your image will project.
- Please do not add any unnecessary borders to your images. Black borders serve no purpose for digital projection, while white borders can distract the eye from the image. A thin stroke around the image is acceptable.
- Use the - Edit->Convert to Profile function to make the colours in your image into sRGB format so they show the up as the 'correct' colours on projectors and monitors.

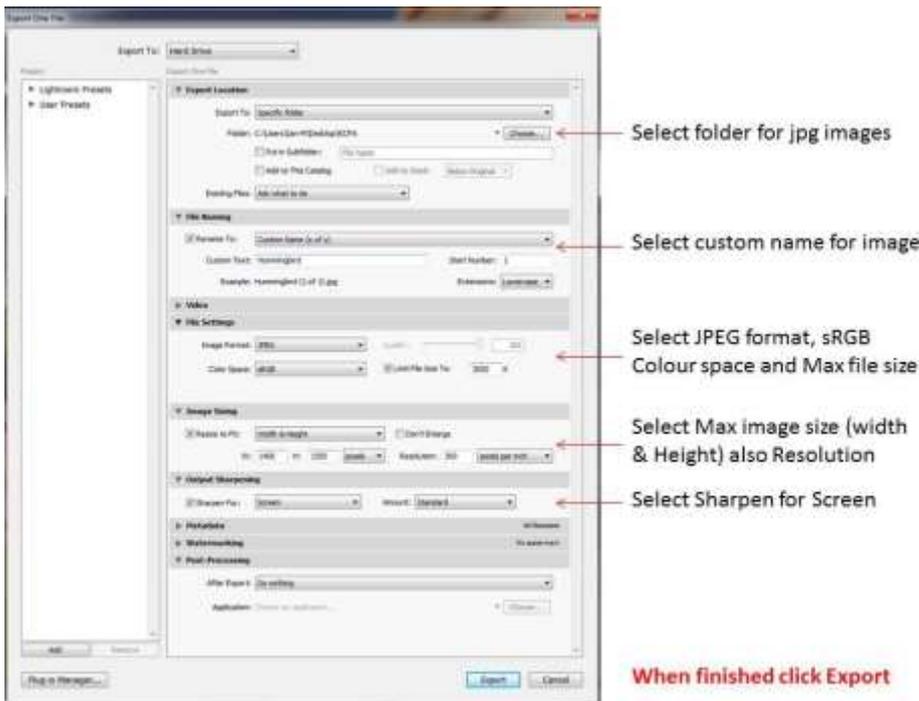


- GO TO File>Save As You can make sure your File Name is correct at this stage and save it to your images folder for the Exhibition. Each image file to be uploaded must be no larger than 3 Mb.

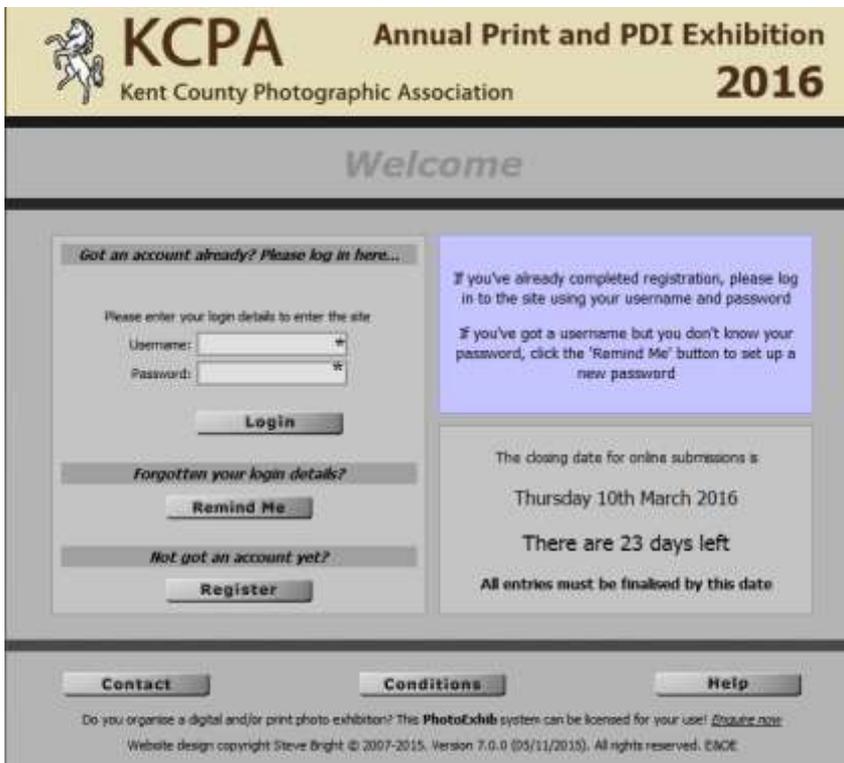


- This is the procedure for both your PDI entry and also we need a digital image of your Print sized in the same way.

- For Lightroom Users see here. The necessary settings for creating the jpg files at the correct sizes are all found in the Export Window.



- When all your images are resized, checked and saved to your folders you are ready to register
- Go to the KCPA website and as from Tuesday 16th February you will find the link to Photo Exhib for you to register and Upload. Click Register and continue following the instructions.



- Enter a Username and password along with your contact information, including email address. The system will permit two or more people to register with the same email address, provided that different passwords are used.

- This feature is sometimes used by husband and wife entrants. We cannot control privacy between accounts that share the same email address: such accounts will be able to see and affect each other's entries and registration information.

KCPA Annual Print and PDI Exhibition
Kent County Photographic Association **2016**

Continue Account Creation

Continue account creation

The username you chose is available.
Please choose a password and specify your email address

Username

Password

Confirm Password

Email

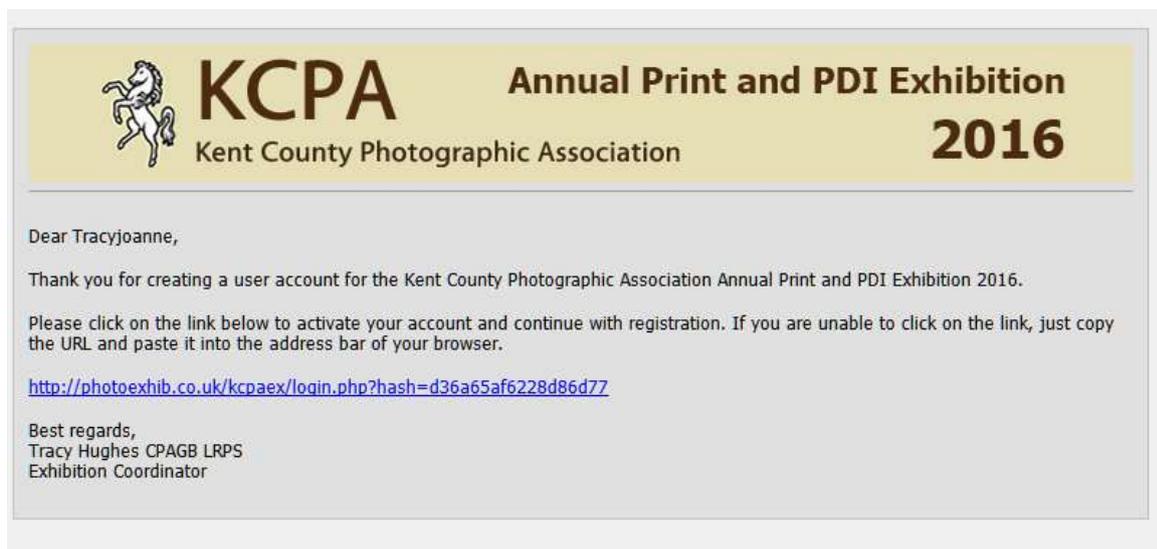
Confirm Email

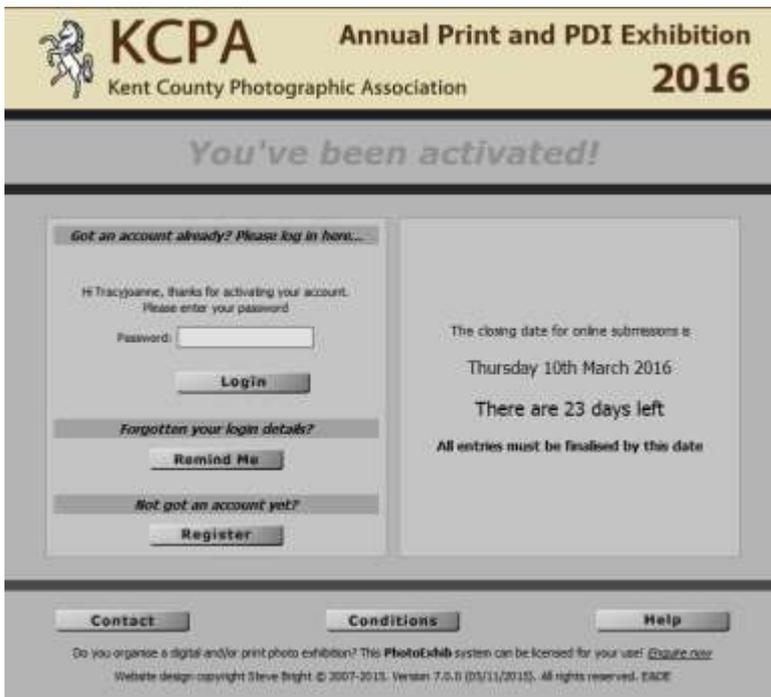
When you click 'Create' below, we'll send you an activation message to the email address you specified above. Please check it now to ensure it's correct or you won't receive the message! The email address is important as your entry summary and results scorecard will also be sent there. Once you've clicked the link in the activation message you'll be able to complete registration.

Do you organise a digital and/or print photo exhibition? This **PhotoExhib** system can be licensed for your use! [Enquire now](#)

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- Once all the required information has been completed, click on the CREATE option, following this you will be sent an activation email.





- You see from the Screen Shot above that it gives you another opportunity to read the Conditions, and as you enter the Definitions will be shown so check you are entering the correct class.
- Then just start to upload your entries.
- Certain punctuation characters are not permitted within image titles. These are: _ # & / : ; * " ~ < > | ? \ Image titles must not exceed 35 characters.
- You don't need to complete your exhibition entry in one go, you can login another time and add to or even change your images.
- Once you are happy with your entry, you will need to pay for your entry you can do this via PayPal, or credit or debit card.
- When you have completed your entry you can print off your Entry Summary, which looks like this one.
-



KCPA

Kent County Photographic Association

Annual Print and PDI Exhibition

2016

Dear Tracy,

Kent County Photographic Association Annual Print and PDI Exhibition 2016

This is confirmation that you have finalised your entry into the exhibition.

Your entered:

- 6 images in 1 class in the Print section

Your entry fee is £8.00. You chose to pay using PayPal. If you're not already paid, you can find the **Payment** button on the main menu after logging in to the Exhibition website. Please ensure payment is received before the closing date (Thursday 10th March 2016).

Please arrange to give your Prints to your Club Coordinator for delivery to either of the following collection points:

- 6 Oak Grove, Lantwood, Chatham, Kent, ME5 8LJ on either 9th, 10th or 11th March
- Dalling Village Hall (Diamond Jubilee Event) 12th March from 3pm-4pm

To assist with the organisation and sorting of the prints you must ensure your package of prints are with your Club Coordinator or that you deliver them personally to the above hand-in points.

Unselected Prints will be available for collection on the following date and venue:
TBA on the KCPA website.

All Exhibition Prints, except those selected to go forward to F&GS Inter Federation Exhibition for collection by arrangement after 30th May.

Contact Tracy Hughes: tel: 07964799607, email: competitions@kcpa.co.uk

We hope you've found this website easy to understand and use. If you have any suggestions for improvement, or if you've encountered any problems whilst using it, please let us know.

You can see the images you entered below. Please check your entry carefully to ensure everything is in order, letting us know by replying to this email as soon as possible if anything is amiss. However, should you find that you've entered images in to the wrong class by mistake, or you wish to change or upload more images, or change any titles, you can do all that yourself after **unfinalising** your entry. You can do that on the main menu after logging in to the online entry website.

The thumbnails below, including any black borders, represent how the selector(s) will see your images. If you feel the black borders (if any) are too large, consider replacing the affected image(s) with a larger version, or a different crop.

You can see the images you entered below. Please check your entry carefully to ensure everything is in order, letting us know by replying to this email as soon as possible if anything is amiss. However, should you find that you've entered images in to the wrong class by mistake, or you wish to change or upload more images, or change any titles, you can do all that yourself after **unfinalising** your entry. You can do that on the main menu after logging in to the online entry website.

The thumbnails below, including any black borders, represent how the selector(s) will see your images. If you feel the black borders (if any) are too large, consider replacing the affected image(s) with a larger version, or a different crop.

Many thanks for supporting our exhibition. Good luck with your entry.

Yours sincerely,

Tracy Hughes OMBB LRPS
Exhibition Coordinator

Name: Tracy Hughes, Email: 07964799607, competitions@kcpa.co.uk

Print Section

Portraiture Class Entries Maximum images in this class: 6. You entered 6



Image
137 x 103 pixels
Uploaded: 10th Feb 2016 14:05:02
File: Image.jpg



Portrait
761 x 570 pixels
Uploaded: 10th Feb 2016 14:05:02
File: Portrait.jpg



Portrait
1000 x 1024 pixels
Uploaded: 10th Feb 2016 14:05:02
File: Portrait.jpg



Portrait
731 x 1024 pixels
Uploaded: 10th Feb 2016 14:05:02
File: Portrait.jpg

- For your PDI entry keep this as a record of your entry.
- For your Print Entry you will need to enclose it with your Prints, ordered as the summary, with Photographer's name and the Title written on the back in bottom right hand corner. NO LABEL REQUIRED. It is our preference that the photographer writes their name and image title on the bottom right hand corner but in the event of the print having been previously used the KCPA will accept it provided that the title and photographers name are clearly visible.
- Wrap your prints together, with none wrapped individually in cellophane please. Take your package of Prints including the summary to your Club Coordinator for delivery to the Hand in Point.
- Wishing all those that enter success with their images and many thanks for entering this year's Exhibition.