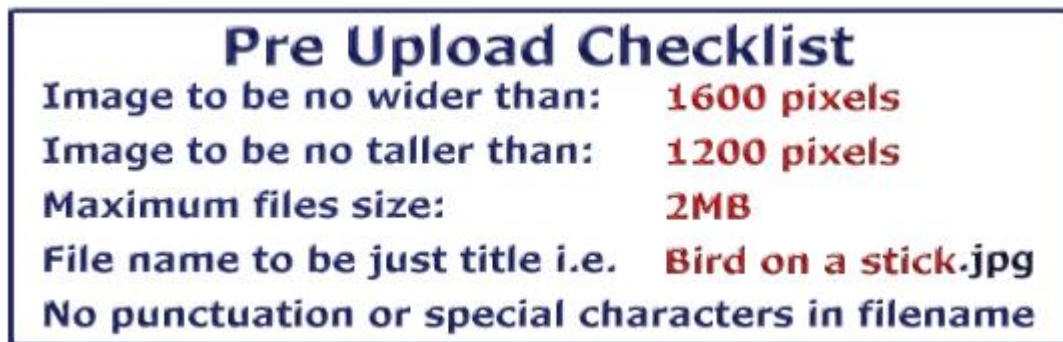


## PREPARING AND UPLOADING COMPETITION

### IMAGES TO WEB SITE

#### PREPARATION OF IMAGES USING AFFINITY V2

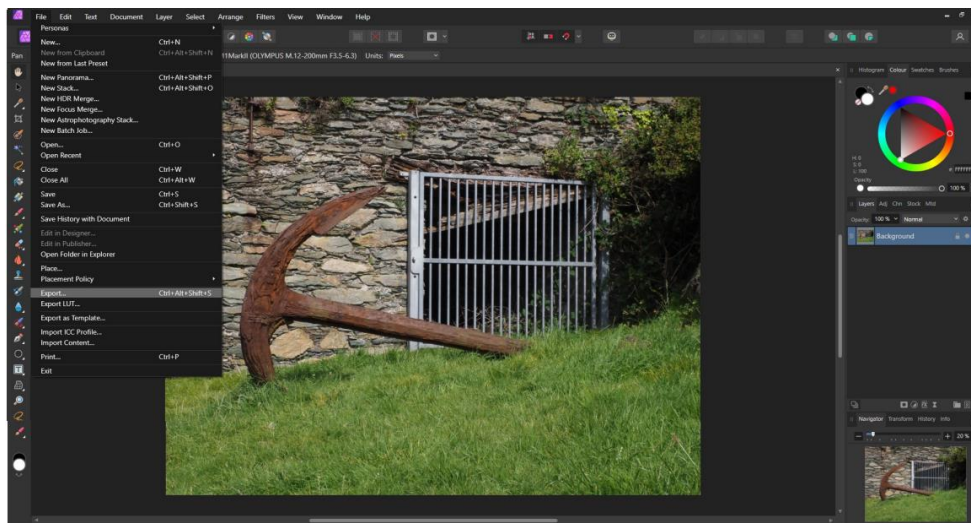
- Select the image you want to enter.
- Do all adjustments you deem necessary.
- Save the file as a jpg on your computer (see below).
- In order to upload an image to the website ensure that the image meets with the Club's criteria.



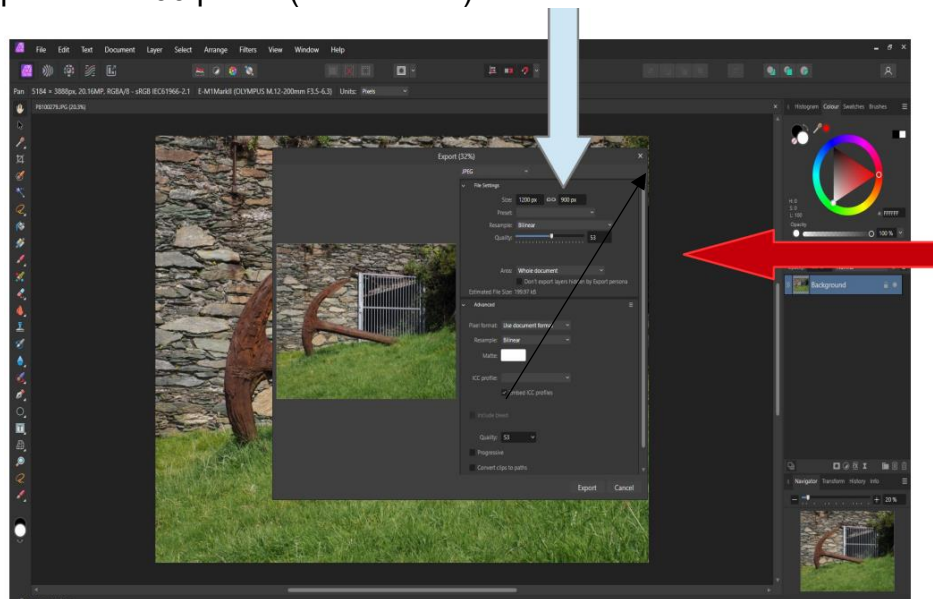
#### TO RESIZE AND EXPORT THE IMAGE IN AFFINITY V2


NB AFFINITY V1 IS THE SAME PROCESS ALTHOUGH THE SCREENS VIEWS LOOK A LITTLE DIFFERENT.

- Select File
- Export




- Click on export and a dialogue box will appear which will enable you to type in 1600 pixels x 1200 pixels (white arrow).



- **Important** - ensure the  is in a locked position and the preview will automatically resize the image.
- You can check the size of the file, in the example it is 14.25mb, this needs to be reduced to 2mb, to do this move the quality slider bar to the left until the required size is achieved (red arrow).

NB.

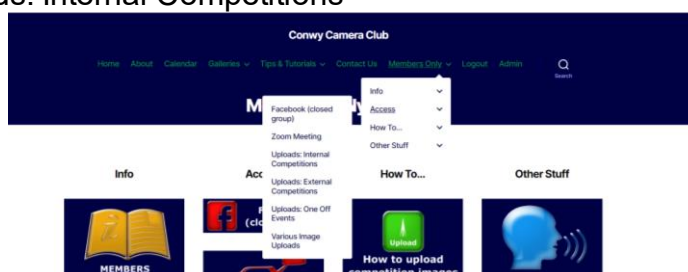
- If the image is of a Portrait Orientation follow the instructions above but firstly type in a height of 1200 pixels which will alter the width to 900 pixels.
- If the image is of a square nature type in the height of 1200 pixels which in turn will alter the width to 1200 pixels.
- If the image is not a typical 4:3, it is essential the lock is activated  and type in a width of 1600 pixels which in turn will automatically work out the height without distorting the image.
- Click on Export and save the file to your required destination with .jpg extension.
- The image is now ready for uploading onto the Club's Website.

## UPLOADING IMAGES TO WEBSITE



Click 'Login' and enter username i.e. your membership number or your email address and then enter your password.

- Click the downward arrow  next to the heading 'Members Only'.
- Select 'Access'
- Select 'Uploads: Internal Competitions'



Once this has been done scroll down to the competition you want to enter, for example.

### 24th October Open PDI (deadline Fri 12th Oct)

- Click 'Choose File' and select the image you want to enter from where you have saved it on your computer. By doing this it will upload your image, but please note that if the size of your image does not meet the Club's specification a warning will come up and the file will not be uploaded.
- Repeat the step above.

- Once the images have been chosen click 'Submit' and wait for the submit button to change to ADD, CHANGE or DELETE which is confirmation that the images have been uploaded successfully. Please note you can Add, Change or Delete an image up to midnight on the date of closing.

**GOOD LUCK WITH YOUR ENTRIES.**