

Uploading Projected Images to the FFP site

1. Go to the www.leighcameraclub.co.uk website. Click on the **DIGITAL UPLOADING** tab in the menu at the top of the screen.
2. Click on the **REGISTER and/or UPLOAD IMAGES FOR COMPETITIONS & ANNUAL EXHIBITION**. This will take you to the blue FFP screen.

A screenshot of the "Leigh Camera Club Competition Entry" registration form. At the top, there are buttons for "Register" and "Home Page". Below this is a large empty rectangular box. Underneath is a registration form titled "Register with Leigh Camera Club to enter competitions". It contains fields for "User Name:", "Your Name:", "Your email address:", "Password:", and "Confirm Password:". At the bottom of the form are buttons for "Create User" and "Cancel".

3. You have to register first. You need to register your real name as well as a User name. Your real name is what the FFP projects on to the screen in competitions. So please type a capital letter for the first letter of your first name then a space and a capital letter for the first letter of your surname. Sounds obvious doesn't it? But you would be amazed at how many variations we get, and have to waste time retyping people's names!

E.g. Janet Harper ✓ janetharper ✗
janet_harper ✗ JANET HARPER ✗ Janet ✗

4. Once you have registered you are ready to sign in and upload. Type in your details. I would recommend you tick the **Remember me next time** box and also keep your Password in a safe place!

A screenshot of the "Leigh Camera Club Competition Entry" login form. At the top, there are buttons for "Register" and "Home Page". Below this is a login form with fields for "User Name:" and "Password:". To the right of the password field is a checkbox labeled "Remember me next time" and a "Log In" button.A screenshot of the "Leigh Camera Club Competition Entry" user dashboard. At the top, it says "Logged in as JanHarper (Janet Harper)" with buttons for "Log off" and "Home Page". Below this are buttons for "Unregister from Website" and "Change Settings". A red arrow points from the text in step 5 to the "Change Settings" button. The main area contains a message: "Select the competition you want to enter." with a dropdown menu showing "Panel (02/12/2012)". Below this is another message: "You have recently entered the 'Projected Image Competition 2' competition (last entry date 25/11/2012)." A red arrow points from the text in step 5 to the dropdown menu.

5. If you want to change any settings i.e. from JANET HARPER to Janet Harper, or **change your email address**, you can do it on this screen. Just click the **Change Settings** button.

To upload your image or images click on the Competition you intend to enter. In this example there is only one, but occasionally they overlap, and for the Annual Exhibition you will have 8 choices!



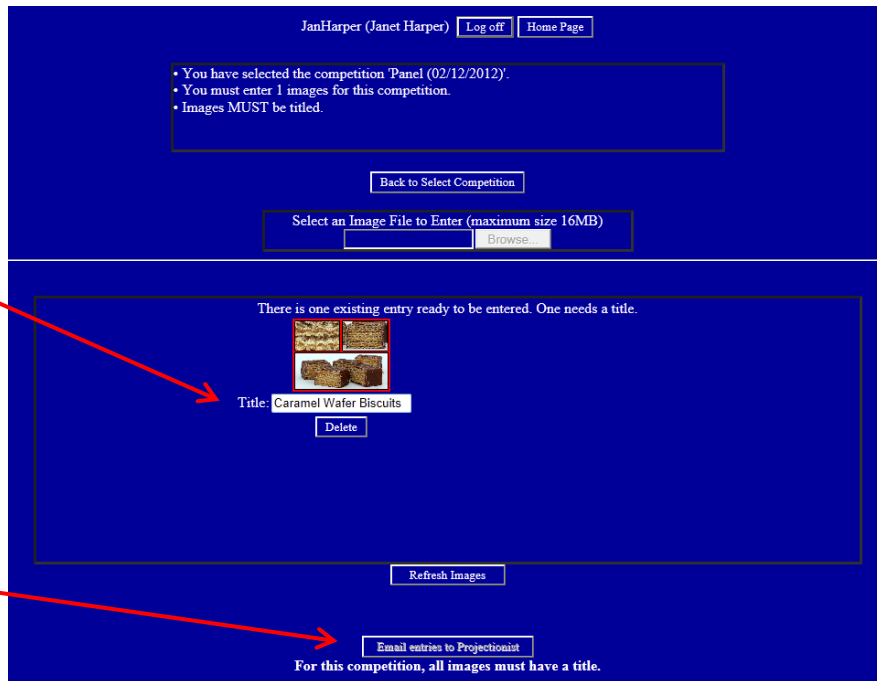
6. You will get to this screen, and click **Browse** to navigate your way to your image on the hard drive. **(See Tip at the bottom of the page)**. Notice that your file cannot be any larger than 16MB. A file as large as that will take a while to upload. (Go away and make a cup of coffee!) The only indication that anything is happening is the spinning arrow in front of the website tab.



Do not click **Refresh Images**, if you do, it starts uploading again, taking double the time!

If you want to speed up the uploading time you could make your file size smaller. Our projector size is a maximum of 1400px wide by a maximum of 1050px high.

7. Once your image has uploaded, you are prompted to type in the **Title**. Please type your title as it will appear on the screen on the evening of the competition. We usually have the first letter of each word in capitals. e.g. Caramel Wafer Biscuits ✓ not CARMEL WAFER BISCUITS ✗ or caramel_wafer_biscuits ✗ Then press **Enter** on your keyboard.



8. Remember to scroll down the screen and click on **Email entries to Projectionist** button.



9. When you see this **yellow message** you know your images have been sent. Expect a confirmation email from us within 48 hours, otherwise chase us up!

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**TIP**  
If you save a copy of your image on your desktop and rename it from the camera's file name to your Title, it will save the Webmaster from having to rename it when she uploads it into multiple albums on the website! You can browse to the desktop to upload it then delete that desktop copy once it has been uploaded.