

Submit images to a competition

8/9/2024

When: Open = 3 weeks before the competition date. Close = 1 week before the competition date.

A. Log in to the COPS Competition Website <https://charteroakphoto.visualpursuits.com> using your competition user name and password. These login credentials may differ from those you use to log in to the COPS website.

B. In the menu, select Competitions > Submit Images to a Competition

C. The 'Submit Images to a Competition' page displays a list of open competitions.

Competition Date	Prints	Competition Title	Competition Type	Close Date/Time
Monday, August 12, 2024		1 Digital Open 3 additional images may be entered into this Competition. You have entered 0 images into this Competition. The competition allows a maximum of 3 images from each author. You have requested 0 critiques in this competition. 1 additional critiques may be requested for this Competition. You have entered 0 images into the Competition Group "bb S. Potashner Competition\2024-08 August". A maximum of 6 images may be entered per author into this Group and any subgroups. A maximum of 1 critique requests per author are allowed in this Group and any subgroups.	Digital Open	Saturday, August 10, 2024 10:00 AM EDT

Click the 'Select' button for any of the Competition Titles/Types (e.g. 1 Digital Open) for the current month's competition to which you would like to submit one or more images.

D. On the 'Submit Images to a Competition' page, scroll down to the bottom to click the 'Upload Images into the Competition' button.

Continued



E. On the 'Upload Images' page ...

Upload Images

Instructions and Restrictions on Uploading Images

Video: How to Submit Images to a Competition

Video: How to Create an Image Sequence

Use optional file name formats

Information on Optional File Name Formats

Use the "Select" button below to select one or more files to upload. On most browsers you can also drag and drop files onto the Select button. Use the "Select" button to add additional files. The upload process will start with each file as soon as you use the Select button. When all the files have been uploaded, as indicated by the green dot by each file name, click the "Save Images" button below.

Please only upload only your own images. You will become the author of any images you upload and your images will be marked with your copyright. Avoid uploading duplicate images. Instead, reference your existing image in your Image Library.

After your images are uploaded into your library, references to those images will be automatically entered into your Competition.

Competition Title: 1 Digital Open
Competition Date: Monday, August 12, 2024
Competition Type: Digital Open
Competition Level: Salon

3 additional images may be entered into this Competition.
You have entered 0 images into this Competition.
The competition allows a maximum of 3 images from each author.
You have requested 0 critiques in this competition.
1 additional critiques may be requested for this Competition.
You have entered 0 images into the Competition Group "bb S. Potashner Competition\2024-08 August".
A maximum of 6 images may be entered per author into this Group and any subgroups.
A maximum of 1 critique requests per author are allowed in this Group and any subgroups.

Select

Return to Competition without submitting Save Images and Proceed to Edit Page

Drag and drop image files onto the 'Select' button

OR

Click the 'Select' button, navigate to the image files on your computer and select the one(s) you want to submit.

F. After selecting images, be sure to click the 'Save Images and Proceed to Edit Page' button.

G. On the 'Edit' page ...

Add or edit the title (up to 40 characters; No maker names or camera data)

Title:

Contemplating The Pond

Title contains 22 characters.

English Spell Check

Image Id=23091363, 1400x933, 1/60 f16, ISO: 560, Created: 2021-05-25 NIKON D7100, 62mm(93mm)

Allow Public Display

Author's Image Id:

This is a field for the author's use only to help identify the image within the author's collection.

Delete

Skip

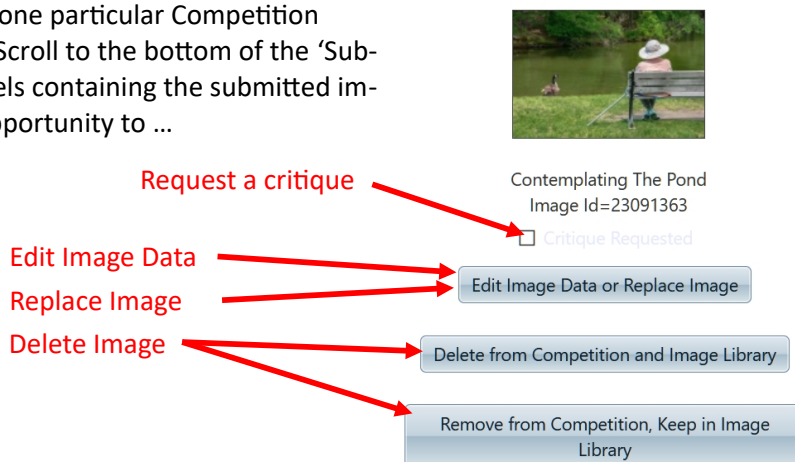
Allow public display

Delete this image

NOTE: If you are submitting an image to the 'Makeup Competition Title/Type', and if that image is in a Specified Topic category, then append '-ST' at the end of the title. This will help the judges to properly evaluate and score the image.

After making any changes on the 'Edit' page, be sure to click the 'Save changes & return to the original page' button, which will return you to the 'Submit Images to a Competition' page.

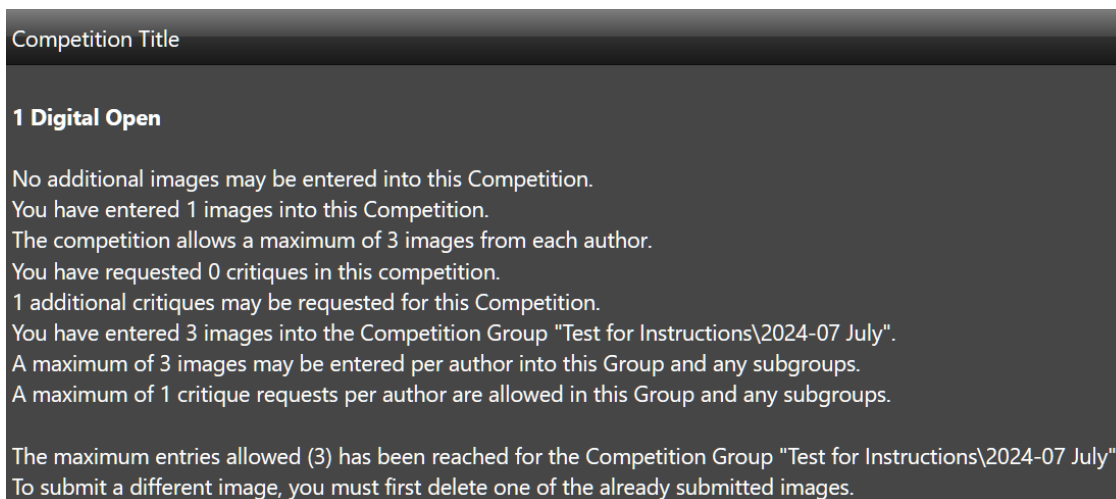
H. Repeat steps C - G until the submissions to one particular Competition Title/Type (e.g. 1 Digital Open) are complete. Scroll to the bottom of the 'Submit Images to a Competition' page to see panels containing the submitted images. The panel for each image provides an opportunity to ...



The screenshot shows a submission panel for an image titled "Contemplating The Pond" with Image Id=23091363. The panel includes a small image of a person on a bench, a "Critique Requested" checkbox, and three buttons: "Edit Image Data or Replace Image", "Delete from Competition and Image Library", and "Remove from Competition, Keep in Image Library". Red arrows point from the text labels "Request a critique", "Edit Image Data", "Replace Image", and "Delete Image" to their respective buttons.

I. At the bottom of the 'Submit Images to a Competition' page, click the 'Return To Competition List' button. The page will display all the Competition Titles/Types open for submission. Repeat the submission process until all your images have been submitted.

J. At this point, the competition list on the 'Submit Images to a Competition' page will display information under 'Competition Title' similar to that below. For example ...



The screenshot shows a competition entry for "1 Digital Open". The text below the title reads: "No additional images may be entered into this Competition. You have entered 1 images into this Competition. The competition allows a maximum of 3 images from each author. You have requested 0 critiques in this competition. 1 additional critiques may be requested for this Competition. You have entered 3 images into the Competition Group 'Test for Instructions\2024-07 July'. A maximum of 3 images may be entered per author into this Group and any subgroups. A maximum of 1 critique requests per author are allowed in this Group and any subgroups. The maximum entries allowed (3) has been reached for the Competition Group 'Test for Instructions\2024-07 July'. To submit a different image, you must first delete one of the already submitted images."

K. To change anything (e.g. replace an image, edit a title, delete an image, etc.), scroll to the row representing the Competition Title/Type where the image was submitted, click the 'Select' button and then consult step H, above.