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Installing PCP Submit Pictures (PC Only)

To use Method 1 for uploading photographs to the PhotoContest Pro you will have to install the software for PCP Submit Pictures to your computer. This will create an ICON on your desktop that will be used to upload all photographs to the website going forward.

Step	Instructions
1	Access PhotoContest Pro website at www.photocontestpro.com
2	Click on the Log In link at the top right of the screen
2	Complete Log-in information: 1. Email Address - The one provided to the club 2. Password - Provided by the Club 3. Organization - Harbour City Photography Club Click "Log-In"
3	Click on the "Submit Pictures" on top menu
4	Click on "Proceed to Submit Pictures Method 1"
5	Click the "Here" link at the bottom of the page.
6	Follow your computer's process to download the PcpSubmitPictures program.
7	Close the page To upload the pictures click on the PCP Submit Pictures ICON on your desktop.

Uploading Pictures - Method One (PC Only)

First time users will be required to download PCP Submit Pictures to your computer, this will create the PCP Submit Pictures on your desktop. See Installing PCP Submit Pictures on page 2 of this document.

Step	Instructions
1	Ensure your photograph meets the correct requirements: <ol style="list-style-type: none"> 1. Size - 1400 pixels at the longest edge 2. Format - JPEG
2	Click on the PCP Submit Pictures ICON on your desktop. (Blue P with green background)
3	Complete Log-in information: <ol style="list-style-type: none"> 1. Email Address - The one provided to the club 2. Password - Provided by the Club 3. Organization - Harbour City Photography Club Click "Log-In"
4	Click on the required contest name
5	Fill in the Picture Title
6	Fill in Photographer's Name (if not automatically populated)
7	Click "New Picture"
8	Locate your photograph from your files
9	Click "Open" Your picture will appear Under the title and name.
10	Click "Save Picture and Info" Your photograph will not longer show on the screen but the title will appear under "Your Pictures" in the centre column of the screen. Click on the "Select" button if you want to view it or edit it.

Uploading Pictures - Method Two (MAC and PC)

Step	Instructions
1	Ensure your photograph meets the correct requirements: <ol style="list-style-type: none"> 1. Size - 1400 pixels at the longest edge 2. Format - JPEG
2	Access the website http://www.photocontestpro.com
3	Log In: <ol style="list-style-type: none"> 1. Click on “Log In” at top right hand side 2. Enter your email address (as given to the club on sign-on) 3. Enter your password assigned to you by the club 4. Select your organization from the drop down menu — Harbour City Photography Club 5. Click “Login”
4	Click “Submit Pictures” from the top menu bar
5	Click on “Proceed to Submit Pictures Method 2”
6	Select the appropriate Contest by clicking on the “Select” link at the left of the contest name
7	Enter the Title
8	Click on “Choose File”
9	Locate and select you photograph from your file
10	Click on “Choose”
10	Click “Upload Picture” Your photograph title should appear in the “Your Uploaded Pictures” at the bottom of the screen, to view the picture click on “Show” to see a thumbnail copy. If it did not successfully load you will get an error message in red.

Editing/Deleting Submissions with PCP Submit Pictures

If you are using PCP Submit Pictures (PhotoContest Pro Method 1) use the following steps to edit or delete an existing submission.

Step	Instructions
1	Click on the PCP Submit Pictures ICON on your desktop. (Blue P with green background)
2	Complete Log-in information: <ol style="list-style-type: none"> 1. Email Address - The one provided to the club 2. Password - Provided by the Club 3. Organization - Harbour City Photography Club Click "Log-In"
3	Click on the required contest name
4	Your submission titles will show in the "Your Pictures" section of the centre column
5	Click the "Select" button for the photograph you wish to edit/delete The selected photograph will appear on your screen.
6	You are able to make the following changes: <ol style="list-style-type: none"> 1. Change the title of the photograph 2. Change the photograph 3. Delete the photograph
9	Click "Save Picture and Info"

Note: If you are editing or deleting a photograph more than 24 hours after you submitted the original please notify the digital chairperson at digital@hcpclub.ca to ensure the appropriate information is included on the slideshow.

Deleting Submissions from the PhotoContest Pro Website

In this method you can not correct the title or change the photograph so if you are using a MAC you will have to delete the photograph and re-enter it.

Step	Instructions
1	Access the website http://www.photocontestpro.com
2	Log In: <ol style="list-style-type: none"> 1. Click on “Log In” at some right hand side 2. Enter your email address (as given to the club on sign-on) 3. Enter your password assigned to you by the club 4. Select your organization from the drop down menu — Harbour City Photography Club 5. Click “Login”
3	Click on “Submit Pictures” in the top menu bar.
4	Click on “Proceed to Submit Pictures Method 2”
5	Select the appropriate Contest by clicking on the “Select” link at the left of the contest name
6	The titles of your submissions will appear in the “Your Uploaded Pictures” section of the screen.
9	Click the Show link on the right of the title to ensure you have the correct photograph to delete. Click the Delete link to delete the title to delete it. Note: There is no confirmation message before the photograph is deleted so always check to make sure you are deleting the correct one. In this method you can not correct the title or change the photograph so if you are using a MAC you will have to delete the photograph and re-enter it.

Note: If you are deleting (or changing) a photograph more than 24 hours after you submitted the original please notify the digital chairperson at digital@hpcclub.ca to ensure the appropriate information is included on the slideshow.

Changing Password or Email Address

Step	Instructions
1	Access website at http://www.photocontestpro.com/Default.aspx
2	Sign into the system with existing email address and password
3	Click on the “Change Password or Email” link at the top right of the screen.
4	Complete the information in the Reset Your Password or Change Your Email Address box
5	Click the “Change Password” or “Change Email” button.
6	You will get an confirmation message stating the function has been completed

Note: You have to follow the steps above twice if you want to change both your password and your emails address they can not be done at the same time.

Your password is visible to the administrators of this system for HCPC so **please use a password that is different from other secure passwords.**