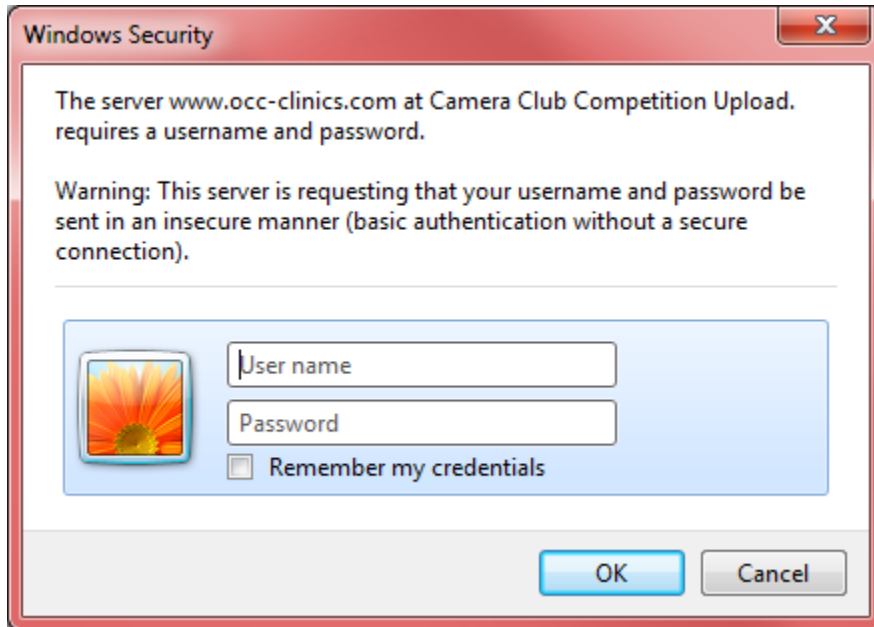


How to Login to the Online Submission Website

Clinics & Competition website: <http://www.occ-clinics.com>

This will be the main home page for all clinics & competitions. This page will also be where you can view the results and images from completed clinics.

You will be presented with the sign on screen. Our suggestion is to NOT click on the “**Remember my Credentials**” checkbox. If you do, it will automatically log you on to the site and tends to not let go until you reload your web browser. This matters if more than one person wants to log into the same computer. If you run into problems, just close down your web browser and relaunch it.



Login with your User Name and Password. (See note above regarding **Remember my credentials**)

User Name will be your first name and first letter of your last name, no space, all lowercase
Eg: **randyn**

Default Password will be : **7777777**

Please change your password and make note of it for future use.

If you cannot login or forgot your login info, contact the Clinics Director.

After a successful login, you will be presented with the following screen.

Oshawa Camera Club Competitions

OCC Clinic #1

Note: Clinic Deadline is Oct. 12th at Midnight

Upload of Entry Information

Welcome **OCC Tester**.
Membership number: **000** Level: **Miller**

[Change my Password](#)

Instructions for using this form

For Digital Entries:

- Digital images entered using this form will be uploaded to the server directly from your computer.
- Image dimensions to be maximum 1024x1024 pixels. Ensure that the Longest side, either the Length or Width is 1024 pixels.
- Save all entries as JPEG files (.jpg extension). Maximum Quality. Colour profile to be sRGB.
- Due to time and space constraints, the maximum size for an image to be uploaded is 3 MB
- Use the OCC naming convention (use hyphen for separation of each element):
Category (N1, N2, N3 for Nature, P1, P2, P3 for Pictorial, S1, S2, S3 for Special and A1, A2, A3 for Annual), **Image Title** (no special characters), **Membership #** and **Division**.
- Examples of correct file names: N1-Candian Lynx-202-M.jpg, P3-The Red Wagon-202-M.jpg, A2-Church Abstract-202-M.jpg

For All Entries:

- You can submit entries right up to the deadline. If you need to, you can delete and resubmit entries until the deadline. After the Clinic is closed, no further changes are permitted.
- After entering the information on the entry form, you **MUST** click on [SUBMIT] to actually start the upload process. Uploads on hi-speed DSL and cable modem systems should take only 10 to 20 seconds per image; dialup might take upwards of 5 minutes. If it takes longer than this you may have a problem with your browser or firewall settings.

Note:

- For competitions that have Print Categories (eg. Annual Club Competition), you will be required to submit a corresponding digital entry. This is only for our reference and for use in club presentations.

[Home](#)

[Next](#)

You have the option to change your password by clicking the **change password** button on the right.

Before submitting any images for a clinic or competition, please make yourself familiar with the rules and regulations, category requirements and file naming conventions. These are documented in the Clinic Guidelines page and in detail in the Member's Handbook, available for download in the Reference section of our Club website. Failure to follow required criteria will result in disqualification of your entry. If you are a new member, it is a good idea to have your entries reviewed by a senior Club member prior to submitting.

The **HOME** button will always bring you back to the Clinics & Competition Home page.

Click "**NEXT**" to proceed to the upload page.

UPLOADING YOUR ENTRIES / FILES

Before uploading your entries, ensure that the "File Name" follows the OCC naming convention:

Category-Image Title-User ID-Division.jpg

Separate each field by a Hyphen. Number each entry per category eg. N1, N2, N3, S1, S2, S3, etc...

Eg: **S1-The Blue Lagoon-024-M.jpg**

OCC Clinic #1
OCC Tester

Enter Image Information

Category	Image Title	Image File Name	
▼	<input type="text"/>	<input type="text"/>	Browse...
▼	<input type="text"/>	<input type="text"/>	Browse...
▼	<input type="text"/>	<input type="text"/>	Browse...
▼	<input type="text"/>	<input type="text"/>	Browse...
▼	<input type="text"/>	<input type="text"/>	Browse...

- Use the "Browse" buttons to select **all** the images you wish to enter, fill out the required information, then click the "Submit" button to upload. Once the upload is complete, a confirmation page will display what has been stored on the server for you.
- **Images that do not meet all of the following criteria will fail to upload:**
Maximum file size: 3M; Maximum width: 1024 pixels; Maximum height: 1024 pixels;
Minimum area 204800 square pixels (unless one side is already at its maximum length).
- **Filenames of entries must conform to the OCC naming convention.**
A hyphen without any spaces separates the category, image title, maker's ID and division.
Do not use hyphens within the image title; they serve as field separators when sorting the entries.
No other characters are allowed in the name of your image file **or** in the name of any folder it is contained in.
- **FOR ALL CLINIC ENTRIES: Use the OCC Category Codes for each entry:**
Categories (N1, N2, N3 for Nature, P1, P2, P3 for Pictorial, S1, S2, S3 for Special, A1, A2, A3 for Annual).
Final File Format Sequence: Category-Image Title (no special characters)-Membership #-Division.jpg
- Examples of correct Clinic Entry file names: N1-Candian Lynx-202-M.jpg, P3-The Red Wagon-202-M.jpg, A2-Church Abstract-202-M.jpg
- **FOR ALL 2012 ACC ENTRIES: Use the OCC ACC Category Codes for each entry:**
Category (AB1, AB2 for Abstract, AR1, AR2 for Architecture, NG1, NG2 for Nature General, NZ1, NZ2 for Nature Zoology, LS1, LS2 for Landscapes, PT1, PT2 for Pictorial, PO1, PO2 for Portrait, BW1, BW2 for Black & White Prints, CP1, CP2 for Colour Prints)
Final File Format Sequence: Category-Image Title (no special characters)-Membership #-Division.jpg
- Examples of correct ACC Entry file names: NZ1-Candian Lynx-202-M.jpg, PT2-The Red Wagon-202-M.jpg, AB1-Church Abstract-202-M.jpg
- It's your responsibility to ensure your entries meet the OCC requirements for each category and are named correctly. Entries that do not conform are subject to disqualification.

You now have the option to choose and upload 5 images for this clinic, maximum of 3 in any one category.

Choose **CATEGORY**: Choice of Pictorial, Nature, Special , ACC (This is the additional topic)

Only 5 entries in total, Maximum of 3 Entries per category.

Please number your files consecutively per category eg. P1, P2, P3.

Choose **Image Title**: This will be the name of your image

Choose **Image File Name**: Browse to your computer and select your entry file.

After you've finished selecting your entries, you will have the following screen:

OCC Clinic #1
OCC Tester

Enter Image Information

Category	Image Title	Image File Name	
Nature ▾	Amazon Macaw	ns Test\N1-AmazonMacaw-234-M.jpg	Browse...
Pictorial ▾	Summers Light	ns Test\P1-SummersLight-234-M.jpg	Browse...
Pictorial ▾	Blue Demise	itions Test\P2-BlueDemise-234-M.jpg	Browse...
Special ▾	Gyor Rooftops	ns Test\S1-Gyor Rooftops-234-M.jpg	Browse...
ACC ▾	Parkwood Mansion Infi	ood Mansion Infra-Red #2-234-M.jpg	Browse...

- Use the "Browse" buttons to select **all** the images you wish to enter, fill out the required information, then click the "Submit" button to upload. Once the upload is complete, a confirmation page will display what has been stored on the server for you.
- **Images that do not meet all of the following criteria will fail to upload:**
Maximum file size: 3M; Maximum width: 1024 pixels; Maximum height: 1024 pixels;
Minimum area 204800 square pixels (unless one side is already at its maximum length).
- **Filenames of entries must conform to the OCC naming convention.**
A hyphen without any spaces separates the category, image title, maker's ID and division.
Do not use hyphens within the image title; they serve as field separators when sorting the entries.
No other characters are allowed in the name of your image file or in the name of any folder it is contained in.
- **FOR ALL CLINIC ENTRIES: Use the OCC Category Codes for each entry:**
Categories (N1, N2, N3 for Nature, P1, P2, P3 for Pictorial, S1, S2, S3 for Special, A1, A2, A3 for Annual).
Final File Format Sequence: Category-Image Title (no special characters)-Membership #-Division.jpg
- Examples of correct Clinic Entry file names: N1-Candian Lynx-202-M.jpg, P3-The Red Wagon-202-M.jpg, A2-Church Abstract-202-M.jpg
- **FOR ALL 2012 ACC ENTRIES: Use the OCC ACC Category Codes for each entry:**
Category (AB1, AB2 for Abstract, AR1, AR2 for Architecture, NG1, NG2 for Nature General, NZ1, NZ2 for Natue Zoology, LS1, LS2 for Landscapes, PT1, PT2 for Pictorial, PO1, PO2 for Portrait, BW1, BW2 for Black & White Prints, CP1, CP2 for Colour Prints)
Final File Format Sequence: Category-Image Title (no special characters)-Membership #-Division.jpg
- Examples of correct ACC Entry file names: NZ1-Candian Lynx-202-M.jpg, PT2-The Red Wagon-202-M.jpg, AB1-Church Abstract-202-M.jpg
- It's your responsibility to ensure your entries meet the OCC requirements for each category and are named correctly.
Entries that do not conform are subject to disqualification.

Press **SUBMIT** to begin the upload process

Please Note: any errors will show up at the end of the download process and those file will not have been uploaded

Watch your status bar on the bottom and upload should take 30 seconds per file.

Common error messages will for wrong file resolution (1024x1024), exceeding MB limit (3mb/file), Exceeding quota per category,

If your upload is successful, you will be presented with the following screen:






OCC Clinic #1

OCC Tester

Membership number: 000 Level: Miller

This information is currently stored on the server for you

If any questions arise, please refer to this confirmation number:
OCC Clinic #1-4e56aeb3SM65X2eNa7rf7I7i2

Category	Image Title	File Name	Stored Image
Pictorial	Summers Light	P1-SummersLight-234-M.jpg	
Special	Gyor Rooftops	S1-Gyor Rooftops-234-M.jpg	
ACC	Parkwood Mansion Infra Red	A1-Parkwood Mansion Infra Red-234-M.jpg	
Pictorial	Blue Demise	P2-BlueDemise-234-M.jpg	
Nature	Amazon Macaw	N1-AmazonMacaw-234-M.jpg	

You may make changes to this information at any time up until the competition entries are due.
But any change to information for a print **must** be reflected on the print that you submit.

[Change](#)

[Home](#)

You may make changes to your entries at any time up until the competition is closed at it's given deadline.

By pressing **CHANGE** button, you will be brought to the submission page where you can delete pictures and resubmit until the competition is closed.

The following screen is where changes can be made to your existing entries.

OCC Clinic #1

OCC Tester

Enter Or Change Image Information			
Category	Image Title	Image File Name	
Pictorial	Summers Light	P1-SummersLight-234-M.jpg	<input type="checkbox"/> Delete
Special	Gyor Rooftops	S1-Gyor Rooftops-234-M.jpg	<input type="checkbox"/> Delete
ACC	Parkwood Mansion Infra Red	A1-Parkwood Mansion Infra Red-234-M.jpg	<input type="checkbox"/> Delete
Pictorial	Blue Demise	P2-BlueDemise-234-M.jpg	<input type="checkbox"/> Delete
Nature	Amazon Macaw	N1-AmazonMacaw-234-M.jpg	<input type="checkbox"/> Delete

Home

Undo All Changes

Submit

- Use the "Browse" buttons to select **all** the images you wish to enter, fill out the required information, then click the "**Submit**" button to upload. Once the upload is complete, a confirmation page will display what has been stored on the server for you.
- **Images that do not meet all of the following criteria will fail to upload:**
Maximum file size: 3M; Maximum width: 1024 pixels; Maximum height: 1024 pixels;
Minimum area 204800 square pixels (unless one side is already at its maximum length).
- **Filenames of entries must conform to the OCC naming convention.**
A hyphen without any spaces separates the category, image title, maker's ID and division.
Do not use hyphens within the image title; they serve as field separators when sorting the entries.
No other characters are allowed in the name of your image file or in the name of any folder it is contained in.
- **FOR ALL CLINIC ENTRIES: Use the OCC Category Codes for each entry:**
Categories (N1, N2, N3 for Nature, P1, P2, P3 for Pictorial, S1, S2, S3 for Special, A1, A2, A3 for Annual).
Final File Format Sequence: Category-Image Title (no special characters)-Membership #-Division.jpg
- Examples of correct Clinic Entry file names: N1-Candian Lynx-202-M.jpg, P3-The Red Wagon-202-M.jpg, A2-Church Abstract-202-M.jpg
- **FOR ALL 2012 ACC ENTRIES: Use the OCC ACC Category Codes for each entry:**
Category (AB1, AB2 for Abstract, AR1, AR2 for Architecture, NG1, NG2 for Nature General, NZ1, NZ2 for Nature Zoology, LS1, LS2 for Landscapes, PT1, PT2 for Pictorial, PO1, PO2 for Portrait, BW1, BW2 for Black & White Prints, CP1, CP2 for Colour Prints)
Final File Format Sequence: Category-Image Title (no special characters)-Membership #-Division.jpg
- Examples of correct ACC Entry file names: NZ1-Candian Lynx-202-M.jpg, PT2-The Red Wagon-202-M.jpg, AB1-Church Abstract-202-M.jpg
- It's your responsibility to ensure your entries meet the OCC requirements for each category and are named correctly.
Entries that do not conform are subject to disqualification.

If you wish to make changes to any of your entries, check the **Delete** box and click on **SUBMIT**. This will remove that entry and you can upload a new or revised file in its place.

Note: Once the Clinic is closed at its set deadline, no further changes can be made to your entries.

Annual Club Competition (ACC)

Submissions to the ACC will follow the online procedures. As with the Clinics, a separate upload page will be set up. The procedures to upload will be identical with the exception of the categories unique to the ACC. You are allowed a maximum of 2 entries per category.

There will be 9 Categories with corresponding Category codes:

- Abstract (AB) = Entry Prefix : AB1, AB2
- Architecture (AR) = Entry Prefix : AR1, AR2
- Nature General (NG) = Entry Prefix : NG1, NG2
- Nature Zoology (NZ) = Entry Prefix : NZ1, NZ2
- Landscapes (LS) = Entry Prefix : LS1, LS2
- Pictorial (PT) = Entry Prefix : PT1, PT2
- Portraits (PO) = Entry Prefix : PO1, PO2
- B&W Prints (BW) = Entry Prefix : BW1, BW2
- Colour Prints (CP) = Entry Prefix : CP1, CP2

The Category prefix are to be used when naming your files and follow the OCC File Naming Convention: **Category-Image Title-Maker ID-Division.jpg** Eg. NZ1-Canadian Bobcat-234-M.jpg , NZ2-African Lion-234-M.jpg

You will also have to indicate **Digital [D]** in the file upload dialogue box for all digital entries.

Note: For Print entries, you are required to submit a digital reference file. Indicate **Print [P]** in the file upload dialogue box. Hand in the actual prints to the Clinics Director.

Other Competitions

If the club is involved in other competitions, they will also be set up and accessed through the main **HOME** page. You will be notified of any special instructions for these alternate competitions.