

Club Competition Procedures

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This page provides instructions for member clubs to submit and return entries to NJFCC competitions. Please view the [Competition Definitions, Award and Scoring Page](#) and [Competition Rules Page](#) for more information relating to competitions.

Print Competitions

Submission Procedure

1. Each print shall have a label attached in the upper right-hand corner on the back of the print mounting material. Labels may be obtained from the NJFCC here: [Print Label PDF Document](#) (*Competition > Document > NJFCC Print Labels*). These labels are suitable for printing on plain paper or on sheets of Avery 5164/8164 Labels, available in many office supply stores or online. If using plain paper, cut the labels, then tape the label in place making sure that no tackiness from the adhesive exists on the exposed surface of the tape.
2. Deliver the prints to the NJFCC print chairperson on or before the deadline date—at a regularly scheduled NJFCC meeting prior to the competitions.

Return Procedure

1. A club's print entries, awards and results form can be picked up by the club's delegate at the NJFCC delegates meeting following the competitions.
2. If the submitting club requests prints be returned by mail, prepare a letter stating the name of the person, the address where the prints are to be returned and specify the delivery service requested (US Postal Service, FedEx, or UPS, etc.). Provide a check, made out to the print competition chairperson, for the full amount of the return postage or shipping services. Also provide packaging material that is secure and rugged enough for mailing. NOTE: due to the high cost of shipping, this is not really a viable method.

***Please note*:** Prints cannot be returned at the competition.

Projected Image Competitions

Submission Procedure

1. The main method to enter images is to upload via the Internet using [PhotoContest Pro](#) software (www.photocontestpro.com). Uploading is described further down on this page. If your club does not subscribe to PhotoContest Pro, the club can email the images to the NJFCC Competition chair. The Club competition chairperson should send an email for instructions. The chair's emails are linked to their names on the Competition Schedule.
2. If uploading images using [PhotoContest Pro](#) follow these upload directions below. ***Reminder*** only the club's competition chairperson can finalize the uploading of images for NJFCC projected image after the members have finished uploading their individual images (by the club's deadline).
3. Club members need to upload their images as follows:

- a. In [PhotoContest Pro](#), sign in using your email address and your club name. your name must be added to the program by your club's Competition Chair.
 - b. Go to the "Select Pictures" tab and select one of the two methods available.
 - c. Select the contest you wish to enter.
 - d. Follow the directions to upload your images (only 2 per contest)
4. After the members have uploaded their images, the club's Competition Chairperson will do the following, before the final submission date set for the contest:
- a. Close the contest for new submissions from your club.
 - b. Check the images to be sure they are in compliance with the rules of the competition (i.e. Nature should have no 'hand of man', and check the new Pictorial rules for the rules applying to those contests). Move any images that are uploaded to the wrong subdivision of the competition.
 - c. Select the contest you wish to transfer
 - d. Using the Transfer Pictures to Another Contest on Server, under the file menu, select the contest to which you wish to transfer the images.
 - e. Select "Start Transfer".
 - f. Wait for the image transfer to complete (do not sign off until this is done!).

Please Note

For Nature competitions, the club must upload a separate set of images for each individual contest: Botany, Ornithology, Zoological and General Nature.

For Pictorial competitions, the club must upload a separate set of images for each individual contest: Creative, Pictorial Nature and Open.

Because the name of the maker is recorded during the upload process, special naming is not necessary...just name your file.