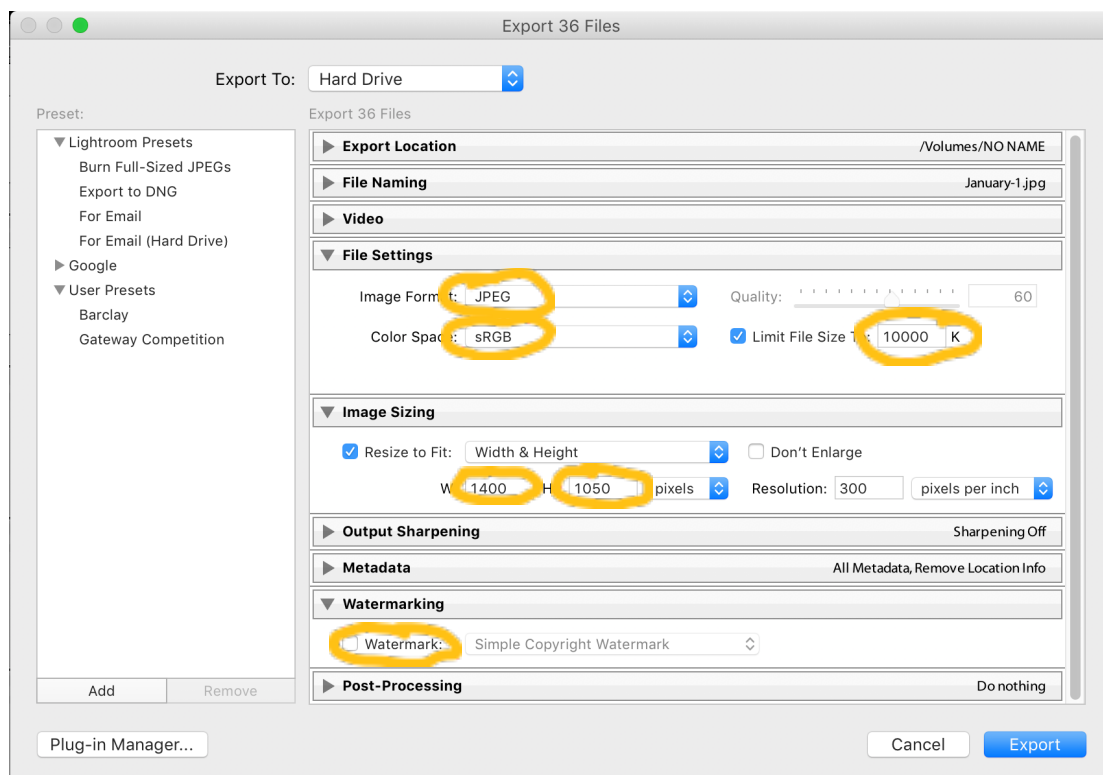# How to Submit Images

Step 1. In your own photo editing software, save the image or images you intend to submit as JPGs according to Gateway's competition software and projector specifications. Competition entries must not exceed 1400 pixels in width AND height must not exceed 1050 pixels. Horizontal (landscape) images may be 1400 wide x 1050 tall. Vertical (portrait) images must also be limited to 1050 tall, even though that limits the width to a smaller size. Square (1x1) images may be 1050 wide x 1050 tall.

Files larger than 10MB will result in an error. **Do not** include a watermark in your image as this may result in disqualification. What you name your file when you save it is irrelevant as you will be asked to rename the file for competition in a later step.

The Lightroom example below shows the correct settings: (If you use Lightroom, you can create a preset for the Gateway exporting criteria)

Step 2. Log on to the Gateway website with your username and password.

Step 3. Select "**Competitions**" from the main menu.

Step 4. Select "**Submit Images to a Competition**" from the Competitions menu. This will present a list of all Gateway competitions open for submission, showing the number of images allowed for each competition category and the deadline for submission.

You may click on a heading to sort by that column.

	Competition Date	Competition Type	Competition Title	Close Date/Time
Select	Tuesday, January 9, 2018	Creative	Creative 0 of the 3 allowed entries were submitted.	Sunday, December 31, 2017 11:59 PM EST
Select	Tuesday, January 9, 2018	Nature	Nature 0 of the 3 allowed entries were submitted.	Sunday, December 31, 2017 11:59 PM EST
Select	Tuesday, January 9, 2018	Pictorial	Pictorial 0 of the 3 allowed entries were submitted.	Sunday, December 31, 2017 11:59 PM EST

Step 5. Click on the "**Select**" button for the competition date and category you wish to enter. This will present a page of instructions with an option at the bottom for uploading your image(s).

Submit Images to a Competition

Video: How to Submit Images to a Competition

Video: How to Create an Image Sequence

Competition: Nature

Competition Date: Tuesday, January 9, 2018
Competition Type: Nature
Competition Level: AA

Maximum pixel width for images: 1400
Maximum pixel height for images: 1050
Note: The Image Resolution (pixels per inch or centimeter) does not matter and is never used. If you submit an image larger than the system maximum size of 3840x2160 pixels, your image will resized to conform with the system limits. Uploads larger than 10MB will result in an error.

If you submit an image larger than the maximum dimensions allowed for this competition, the image will be re-sized down to the maximum allowed when viewed for judging. Resizing is done using high quality bicubic interpolation, but you have more options for this process if you do it yourself in Photoshop or a similar program.

Submissions will be automatically converted to an sRGB profile when displayed on this website. The Image Competition Manager program properly handles embedded profiles.

Maximum title length: 40 characters.
Image Sequences of any length are permitted.

Competition Definition

Nature images are restricted to the use of the photographic process to depict observations from all branches of natural history except anthropology and archaeology in such a fashion that a well-informed person will be able to identify the subject matter and certify as to its honest presentation. The story-telling value of a photograph must be weighed more than the pictorial quality.

Human elements shall not be present, except on the rare occasion where those human elements enhance the nature story. The presence of scientific bands on wild animals is acceptable. Photographs of artificially produced hybrid plants or animals, mounted specimens, or obviously set arrangements, are ineligible, as is any form of manipulation, manual or digital, that alters the truth of the photographic statement.

No elements may be moved, cloned, added, deleted, rearranged, or combined. No manipulation or modification is permitted except re-sizing, cropping, selective lightening or darkening, and restoration of original color of the scene. No special effect filters can be applied. Any sharpening must appear natural. Borders are not permitted.

Images you entered into this Competition
You have entered 0 of the 3 images you are allowed to enter into this competition.
You have entered 0 of the 3 images allowed in this competition group, Monthly - Jan 9 2018.

You have not entered any images to this competition.

Upload Images into the Competition   Add Images from my Image Library

Print Labels for Print Submissions   Return to Competition List

Step 6. Click on the "**Upload Images into the Competition**" button at the bottom of the screen.

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Step 7. On the next screen, click on the "**Select**" button to select an image from your computer to upload.

After your images are uploaded into your library, references to those images will be automatically entered into your Competition.
Competition Title: Nature
Competition Date: Tuesday, January 9, 2018
Competition Type: Nature
Competition Level: AA

You have already entered 0 of the 3 images permitted for this competition.

You have already entered 0 of the 3 images permitted for this competition group, Monthly - Jan 9 2018.

Select

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

Step 8. After you select a JPG image saved earlier, as explained in step 1, your image name will appear with a green dot to the left and "x Remove" to the right. If you wish to replace the image, click on "x Remove" and select a different file. If you are satisfied with your selection, click "**Save Images and Proceed to Edit Page**".

After your images are uploaded into your library, references to those images will be automatically entered into your Competition.
Competition Title: Nature
Competition Date: Tuesday, January 9, 2018
Competition Type: Nature
Competition Level: AA

You have already entered 0 of the 3 images permitted for this competition.

You have already entered 0 of the 3 images permitted for this competition group, Monthly - Jan 9 2018.

● IMG_9021.jpg ✕Remove

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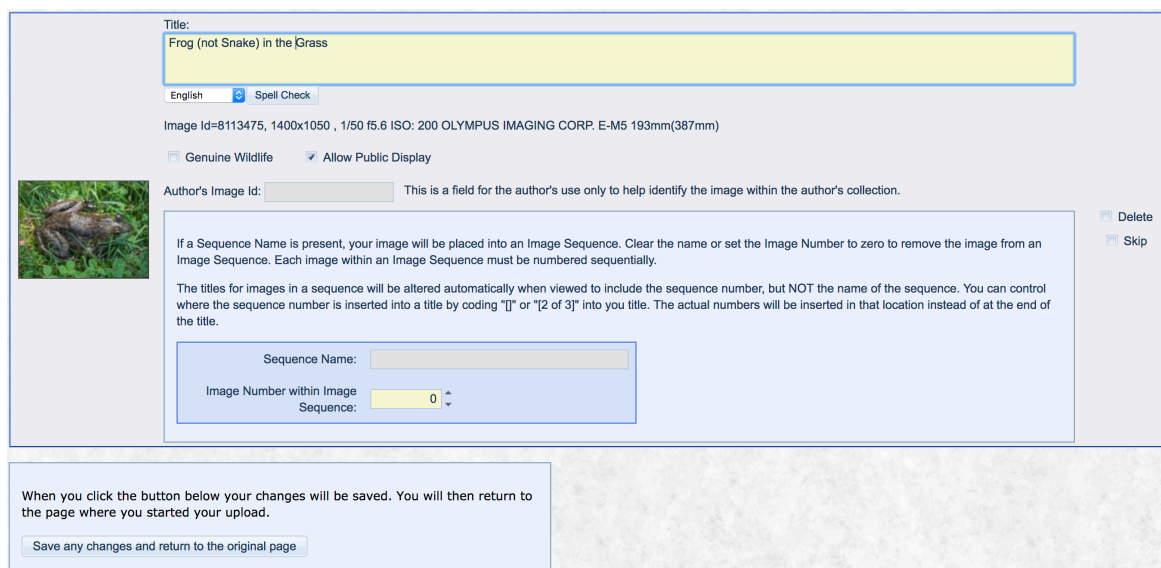
Return to Competition without submitting | Save Images and Proceed to Edit Page

NOTE: This is a very important step where new competitors sometimes get confused. Simply selecting an image does not enter into competition. It is not submitted until you have completed the following steps.

Step 9. On the next screen, you can change the title name of your image. This is the title that will be read after your image is judged in competition. Each image from an author must have a unique title.

- The Image ID shown is a random identifier assigned by the website competition software.

- The title you enter **must not** contain any of the characters ~ \ / : " ? | < >.

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- **Do not** leave ".jpg" at the end of the title, as this is a part of the file name and not the title.

Step 10. Verify that all the information is correct.

- **No** need to check "Genuine Wildlife"

- Make sure the box "**Allow Public Display**" is checked

- **No** need to enter anything in the "**Author's Image Id**:" box

- **Do not check** either the "**Delete**" or the "**Skip**" box on the right-hand side of the screen

- You **do not need to** enter anything in the Sequence boxes.

Step 11. Click on "**Save any changes and return to the original page**" to upload the image for competition. You will see a confirmation screen, "**Images you entered into this Competition**".

NOTE: It is recommended that you click on the thumbnail of your image to verify that the actual image (not just a thumbnail) will appear in the competition, that it appears full-size, looks appropriate on a black background, has not been cropped or truncated unusually by incorrectly sizing your image when you saved it in your photo-editing software and that your title appears as you intend for it to be read in competition.

Images you entered into this Competition

You have entered 1 of the 3 images you are allowed to enter into this competition.
You have entered 1 of the 3 images allowed in this competition group, Monthly - Jan 9 2018.

Frog (not Snake) in the Grass
Image Id=8113475

Edit Image Data or Replace Image

Delete from Competition and Image Library

Remove from Competition, Keep in Image Library

Upload Images into the Competition | Add Images from my Image Library

Print Labels for Print Submissions | Return to Competition List

Step 12. Click on "**Return to Competition List**".

Step 13. Repeat the above steps for each category into which you wish to submit images. If the category allows more than one image, repeat the steps to submit additional images.

You may click on a heading to sort by that column.

	Competition Date	Competition Type	Competition Title	Close Date/Time
Select	Tuesday, January 9, 2018	Creative	Creative 0 of the 3 allowed entries were submitted.	Sunday, December 31, 2017 11:59 PM EST
Select	Tuesday, January 9, 2018	Nature	Nature 1 of the 3 allowed entries were submitted.	Sunday, December 31, 2017 11:59 PM EST
Select	Tuesday, January 9, 2018	Pictorial	Pictorial 0 of the 3 allowed entries were submitted.	Sunday, December 31, 2017 11:59 PM EST

Step 14. **A simple check to see if you have submitted all your images!** Just try to submit another image. If you've reached the maximum for the month, the website will indicate you've reached the maximum in the category and for that month