



**GTCCC Interclub Competition 2012**  
**Host Reps Submission Guidelines**  
(Revision #2, January 10, 2012)

Deadline      Physical Delivery - Wednesday, February 22, 2012  
Where         GTCCC meeting at the Toronto Camera Club, 8:00pm  
Upload        via DropBox - Thursday, February 24<sup>th</sup>, 2012 - by 11:59pm

**Physical Delivery to the meeting**

1.      2 Printed copies of your Club's completed, consolidated entry form to accompany your package of prints. Please sort this by Competition Category (ie: Digital vs Prints), then by Maker # to assist the print hosting club to make a quick inventory of your submission. One copy is for the Print Hosting Club; the other copy is for the Treasurer.
2.      Prints must be properly labeled on the back, as per the Competition Rules. The label template you will use to identify the prints is attached to the email in .doc format for you to print yourself. The correct form is Avery #5164, 8 ½ x 11 sheet with 6 labels per sheet, available at Staples.

[http://www.avery.com/avery/en\\_us/Products/Labels/Shipping-Labels/White-Shipping-Labels\\_05164.htm](http://www.avery.com/avery/en_us/Products/Labels/Shipping-Labels/White-Shipping-Labels_05164.htm)

[http://www.staples.ca/ENG/Catalog/cat\\_sku.asp?webid=12242&AffixedCode=WW&cmSearchKeyword=avery+%2305164](http://www.staples.ca/ENG/Catalog/cat_sku.asp?webid=12242&AffixedCode=WW&cmSearchKeyword=avery+%2305164)

*If these are not available, you can use full sheet labels, alternatively, and cut them. We do not permit the use of tape to stick plain sheets to the back of prints and we do not recommend using a glue stick...both of these restrictions are in place to reduce the potential for damage to the print in front.....*

3.      Sort the prints by maker name/number to facility to quick inventory count. Please separate by colour and monochrome to facilitate handover to the colour / monochrome host clubs. Place in a containing box or large plastic bag that is clearly labeled with your club's name - **please do not bring loose.**
4.      An envelope identifying your club with entry funds for the Treasurer - \$1 per image. Value must match the number of entries on your consolidated entry form.

Do not bring a CD or DVD of images to the meeting - all images must be uploaded to Jim Camelford. There is no provision to turn in a CD/DVD.

## Image Upload

In prior years the club reps prepared a CD/DVD with the images and a copy of the consolidated spreadsheet. This year CD's or DVD's have been discontinued in favour of uploading. The upload must be completed by Thursday, February 24, 2012 at 11:59pm (one day's grace provided compared to the delivery of the physical prints to the meeting to allow for a last, last minute correction).

Please see the DropBox / UpLoad instructions, following.

Uploading will be accomplished using **DropBox** ... which is an Internet-based storage and sharing facility. You may already be using it for some of your other activities. If so, great ! If not, you will need to create a DropBox account and install a small piece of software on your computer - it works similarly on either MAC or PC. In the instructions, we've used the word PC (meaning *Personal Computer*) and they pertain interchangeably to MAC and Windows based laptops or desktops.

## Electronic Package Submission

1. Setup a folder on your PC to contain your club's consolidated entry. You will have one JPG file for each entry - the one(s) to be judged for the Pictorial and Nature Digital Projection categories and a digital copy of each print submitted to the Colour/MonoChrome print categories. You will also have the consolidated spreadsheet listing all your entries. *If your entrant does not provide you with a digital copy of a print, then you will need to photograph the print to create one, name it according to the identification standards and submit that. Prints cannot be submitted without a corresponding digital copy.*

This folder might also contain copies of your Individual Entry Form spreadsheets **but we would request you not pass copies of these onto us to keep things simple.**

The digital copy of the print image is required; it is not optional. It does not have to conform to any special rules but it should be reduced in size and it must be in JPG format. It is helpful to have it the same size and colour space as the Digital Projection requirement to reduce confusion and make it easy for individuals creating the awards presentation video.

All image filenames are in the form RH017DP1.jpg .... where the first 2 characters are the club code (see table in rules); the next 3 digits are the maker number (pad with leading zeroes where necessary, e.g., 001 for '1'), the competition category is one of PD, ND, CP or MP; and the final digit is in the range of 1 to 2 for each of the PD, ND, CP and MP images or prints (not 01 to 08 as in 2010).

When auditing your submission, please watch the coding carefully as last year numerous corrections needed to be made once received. Common errors included putting spaces before/after the club code (e.g., \_RH is not the same as just RH) on both the form and

sometimes in the actual filenames on disc (which is really hard to spot); using Oh (“O”) instead of zero; not putting in the leading zeroes to keep all filenames the same length and so forth.

Capitalize the **Image Titles** and **Maker** names exactly as you would have them appear; do NOT use ALL UPPER CASE. **Provide only a First and Last name for the maker without any punctuation or middle initial.**

This year we extended the maker number to 3-digits recognizing that many clubs now have 3-digit member numbers and you could use those directly. If you presently have 2-digit member numbers, you will need to pad in the leading zero. Or you could just make up sequential maker numbers. If you think your maker number might be potentially recognizable, then feel free to map it to another number. However, the maker number is never displayed on-screen during judging.

To make your consolidated entry, open the Club Entry Form spreadsheet and simply copy-paste the entry lines from the Individual Forms on a maker-by-maker basis. **Please copy-paste only the 8 (or fewer) data lines and only columns A through F.**

2. If you already use DropBox and have an account, proceed to Step 3.

If you do not have a DropBox account you will need to set one up. This is fairly straightforward; instructions follow. ***Please complete this setup many days before the submission deadline so we have ample opportunity to work out any kinks and avoid a bottleneck.***

Please access the DropBox website through this link.

<http://db.tt/0ZbHcbS>

This is a link to Dropbox.com but by accessing it via this special link, both the new account creator and Jim Camelford each receive some additional space allotment - this is helpful to me to ensure I have enough space to host the whole GTCCC file archive.

Navigate to Create and Account and fill in the form. **For your account name, use your common email address.** Establish a password. Click **Create an Account**.

DropBox creates a few standard folders. You can operate on them with right-clicks or by clicking on the drop down boxes. Various options are provided to rename, delete, share and so forth ... the kind of file operations you would expect.

You will need to download and install a small supporting piece of software. Proceed with the installation and follow the instructions to download and install it.

After this is complete you will have the capability to create a folder and have its contents shared over the Internet. We will use DropBox’s capabilities to upload your consolidated entry spreadsheet and all your image files.

If you experience difficulties, drop a line to [jimcamel@rogers.com](mailto:jimcamel@rogers.com) and we’ll see if we

can get you straightened out.

Only the folder you designate will be shared from your PC - so you shouldn't have privacy concerns. Furthermore, in the instructions below we will COPY your submission files to the shared folder so the originals are not accessed...just the copy. This is for backup and security reasons.

3. **If you have an account ... or now that you have a DropBox account**, login and create a new folder within your DropBox structure with a name in the format XX GTCCC ... where XX is your 2 character club code. e.g., RH GTCCC

There are options on the screen that allow you to create a new folder and share it.

Share it with the Data Manager, [jimcamel@rogers.com](mailto:jimcamel@rogers.com)

Jim Camelford will receive an email invite to accept the share; which I will do and you should get a notice back that I can see it and access it.

In a nutshell, anything you COPY into this special folder is immediately uploaded to the DropBox server on the Internet and then immediately downloaded to my PC. Essentially, we have now established a 'pipeline' between our two systems where we can easily exchange files.

**You should complete these steps several days before the submission deadline so we have ample opportunity to work out the kinks and avoid a bottleneck.**

The DropBox folder you create above will be located on your system drive, within your user account, in the master folder that DropBox creates when you install the DropBox application on your PC. To access it for drag and drop copying, you click on the DropBox app in your MAC's menu bar (top of screen) or by accessing [START] programs DropBox Windows. This will then open up a folder window.

**Drag and drop copies of the JPG's\*** and your consolidated entry spreadsheet from your master folder onto the DropBox folder. Thereafter, the DropBox app will automatically upload these files to the DropBox server (in the background) and Jim Camelford will be able to see and download them to the system where we are consolidating all the Clubs' entries. This uploading process takes some time ... depending upon the speed of your Internet connection. Of course your experience will vary, but it could take an hour or more for larger clubs. Individual photo images *average* a mega-byte, so at a minimum plan for 10 seconds per file on a high speed (10Mbps) connection and nearly a minute per file on a 1.5Mbps service.

\*make sure you 'pull' over a **copy** of the files to the DropBox folder and **not move** the files from your master folder....we'd like to ensure your master folder always stays intact. Jim Camelford (and anybody else you share your DropBox folder with.....) will have edit and delete privileges on your shared folder so it's important that you maintain complete duplicates on your hard drive.

**Alternatively, from the DropBox window you can click on the [Upload] button**, then navigate to the folder containing your original files, select them and [Start Upload]. This will accomplish the same thing making a copy of the files to both DropBox's Internet server and in your account...that is it will duplicate them on your PC (which is a good thing!).

**Special note: do not attempt to group the files into .ZIP files prior to the upload, if you are used to doing that sort of thing...it's not necessary and it adds an extra level of complication.**

After the competition is completed, you can remove Jim's access to the folder and delete it, if you prefer. You might even find you really like DropBox and find other uses for it.

DropBox accounts are FREE for up to 2GB storage ... and this amount of space will handle any of our club's submissions, however, if you are already a DropBox user you may need to adjust your account if you need more space. DropBox reports the amount of space you are using on your home screen. If you are close to the limit, you might have to create another account or buy an upgrade for a short period of time to accommodate the Competition.

4. Jim will examine all the shares in the days leading up to the deadline to ensure each Club Rep has setup and shared a folder...and communicate with Reps via eMail to advise them. In advance, it would be helpful if you would place some data in the shared folder so that he could see and access it for testing purposes. Downloads of the Clubs' submissions won't happen until after the closing date so feel free to start building the DropBox folder knowing that we won't download copies to the GTCCC until just after the closing date.

On a final note, within DropBox all the clubs' entries are isolated from one another so that the total submission package remains confidential.

## **Filename, Spreadsheet and Image Qualification Common Problems and Solutions**

**This is an updated reminder that I need your help** to cut down the amount of work I need to do vetting the GTCCC entries. I appreciate that many of you will be assembling your submission this weekend for turnover on Tuesday and Wednesday of this week.

I have had an opportunity to review submissions from some clubs needing to submit early this year and I have encountered many errors in cross checking the files. Sadly this required serious time on my part to straighten out entries. It is your job to make an accurate entry that follow the rules. It's one thing to clean up a single folder of a hundred files and it's quite another to have to fix 24 folders of them .....

I want to turn over files to the host clubs as soon as possible but if there are delays because I have to ask clubs to re-submit their entire entry it impacts everyone. Now an alternative is to simply disqualify the club's entire entry but I view that unreasonable and so the delay becomes inevitable if the data is really messed up. I should not take responsibility to fix your entries.

**Please carefully vet your completed entry before uploading to me.** Following is a check list of the errors that are cropping up repeatedly You need to specifically check for these and fix them .....

- All filenames must have ".jpg" in lowercase in both the file folder and in the spreadsheet.** The software we are using differentiates case in the filenames so .JPG is not the same as .jpg. Scan down your list and correct all upper case JPG to lower-case jpg by re-naming the files.
- Oh is not the same as Zero ....** please double-check that filenames have Zeroes in them and not Oh's ... it's hard to spot and doubly hard to sort out in a folder of some 1400 entries. This continues to come up in XXOO5DP1.jpg - which is not the same as XX005DP1.jpg
- Double .jpg.jpg extensions** Some people on Windows systems have their folder options set to "**Hide Extensions of Known File Types**". With file extensions hidden, you don't see the extension (e.g.: .jpg, .psd, .tif and so forth). While the OS still knows what program to associate with the file, you don't see the explicit association and some people sticking on an extension so they can see it resulting in real filenames like XX051DP1.jpg.jpg You should reset this option so you can clearly see what you are doing. Choose any Windows Explorer window (not Internet Explorer); from the menu .... Tools | Folder Options and then select the View tab .... scroll down and take the tick-mark off "Hide Extensions of Known File Types".
- Check for blanks in the real filenames in the folder.** While the spreadsheet warns you with an error message if you inadvertently get a blank somewhere in the filename, the real filename on disk in the folder might have a blank buried in it somewhere. I have had numerous instances with a blank before the "." in the extension; before the club code and so forth. You can spot this by carefully examining the filenames in a list in Explorer or Finder and looking for wiggles in the column that indicate a blank (space character) has crept in somewhere.
- There is no leading zero after the DP or PR**
- The **Club Code**, and **DP** and **PR** are in UPPER case, the filename extension, jpg, is in lower-case in both the spreadsheet and real filename.
- Cross reference your filenames to the spreadsheet and ensure they match 1-to-1 - I** have had several examples of files in the folder not being in the spreadsheet and vice-versa. In one case 061 was meant to be 065....which I determined by checking the IPTC name data in the files and matching it to the spreadsheet.
- The images must have been taken on or after Dec 31, 2006 (5 year rule).** Check Date

Created and Date Taken. In Win-7, you can select Date Taken to be displayed (I can't find an easy way to do this on MAC...if you know, please let me know and I'll pass it along). You may find issues with bad camera dates or no dates at all ... as Club Rep it is your responsibility to vouch for the integrity of these.

- **The pixel dimension rules are quite clearly laid out in the rules.** You must have one dimension 1024 and the other must be 1024 or less. This is specified this way to reject images too small to be judged properly (hence you need to max out the 1024 in at least one dimension). You can't have any dimension larger than 1024. This is easy to display in both Win and MAC - if they are wrong you need to drop them from your submission or request an updated file prior to your upload.
- **All prints need to be accompanied by a digital file.** Now this file does not have to conform to the 1024x1024 max rule-but it does need to be a jpg file. (*Please see also notes in Section 1 - Electronic Submission*)
- As the Club Rep, **you are initially responsible for vetting the eligibility of images** from your organization to ensure they qualify in regard to the creative rules for the various categories of the competition. You may wish to do this with a small committee from your organization. In 2011 there were virtually no restrictions as to creative content type - however, you should be sensitive to issues of extreme nudity (to paraphrase, you'll probably know it when you see it [sic]), images that do not strictly correspond to the rules of "Nature" (e.g.: "hand of Man", etc) and any other special restrictions presented in the rules in the governing year. While images may have been previously presented in your Club's competitions, they may not have been submitted to a previous GTCCC competition. This would include different treatment of images (B&W vs Colour vs toned vs new creativity applied) or images that are, in fairness, substantially similar to another entry by the maker. It is to your best interest to pre-qualify these images in cooperation with your makers and committee. If an image does not (potentially) qualify you may make arrangements to obtain a suitable replacement well before the overall competition deadline.
- **Images must not contain any markings on the face** that could potentially identify the maker. Consequently, imposed Titles, © marks, watermarks etc are not permitted and would result in disqualification. Hand signed prints are also not permitted.
- **Images should be free of adornments** (specialty borders and the like....). While these are not prohibited in the "Rules", images with adornments have tended to score lower in the past. What is recommended, especially images with very dark backgrounds, is to include a slight pixel border stroke, of no more than 3 out of 1024 pixels, surrounding the images in a mid-gray colour (gray is the operative here...not neon or anything bright). In the context of the photo, white might work. Images are usually projected onto a black

background so black strokes would be ineffective.

- Finally, please **adhere to the instructions for submitting physical prints** - labeling and the like and lack of anything tacky on the surface that could damage an adjacent maker's work.

Also, a reminder that **you need to check our DropBox and practice with it before the deadline** approaches. If you leave it too late you run the risk of getting into trouble and having your entire club's entry disqualified.

If you have any questions regarding this procedure, please eMail Jim directly at [jimcamel@rogers.com](mailto:jimcamel@rogers.com) and we'll work out a solution.

#### Rev History

January 2010 - GTCCC 2010 original

Feb 19/2011 - revisions for GTCCC 2011

Mar 01/2011 - incorporating Rod Trider's suggestions

Jan 09-10/2012 - updated for the 2012 competition