

# How To Submit Photos For Member Share Nights

**Note:** By submitting photos to Member Share Nights, you agree that OPCC may post your photo on their web site and use them in other club communications. **If you do NOT want your photos displayed on the website** you must notify the projection chair of this @ [opccphotos@gmail.com](mailto:opccphotos@gmail.com). Please make sure to include your first and last name.

There are three steps to successfully submitting photos for OPCC Member Share Nights: 1) Create an image file in the proper format; 2) Name the file according to OPCC Guidelines; and 3) Email the photo to [opccphotos@gmail.com](mailto:opccphotos@gmail.com) before the specified image submission deadline.

## 1) IMAGE FILE FORMATTING

Submitted images must be formatted according to OPCC requirements to ensure that they will project correctly during meetings and also be compatible with the photo gallery display and storage requirements on the OPCC website. The requirements are:

**File Format:** jpeg

**Colorspace:** sRGB

**Image Dimensions:** Image **WIDTH** must be 1200 - 1500 pixels - height does not matter. [If you need help resizing, click the resizing button on the How to submit documents sections of the website.]

**Resolution:** 72 ppi (this is great for the web and zoom meetings and should keep the overall size <1000kb)

**Quality:** 100

## 2) IMAGE FILE NAMING

The OPCC file naming format is designed for easy identification and sorting of submitted photos into categories for projection at meetings. It may seem somewhat complicated at first, but will become familiar with a little practice.

The naming format for Member Share Night image files includes codes for theme and sharing categories, image title, and the first name and last name initial separated by underscores:

[Theme Category Code]\_[Sharing Category Code]\_[Image Title]\_[FirstnameLastnameInitial].jpg

Example: G\_E\_Sunrise\_SusanW.jpg

## IMAGE TITLE - REQUIREMENTS

The image title can include only the following types of characters: letters, numbers, underscore, and hyphen. NO OTHER CHARACTERS ARE ALLOWED.

## **EXPLANATION OF CODES**

### **Theme Codes**

G = General Category (i.e., any topic or style)

S = Special Theme Category (assigned monthly theme)

### **Sharing Preference Codes**

P = Just show my photo (I want to share it but don't want detailed feedback/comments).

C = Please critique and give me detailed feedback on my photo.

E = Please critique and give me feedback on my photo AND I am open to have my photo edited.

Y = Submission for the "Your Photo My Way"

### **Explanation of Naming Example**

"G\_E\_Sunrise\_SusanW.jpg" represents a photo submitted to the general category by Susan W, who would like to have her photo critiqued and available for editing by others.

## **3) PHOTO SUBMISSION**

Image submission deadlines for OPCC Share Nights are typically one week before the scheduled meeting by 11:00PM. Image submission deadlines will be posted on the OPCC Main Calendar accessible from the OPCC website.

Email your image files to: [opccphotos@gmail.com](mailto:opccphotos@gmail.com) before the posted deadline.

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