



Club Competition Procedures

This page provides instructions for member clubs to submit and return entries to NJFCC competitions. Please view the [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](#). These labels are suitable for printing on plain paper or on sheets of Avery 5164/8164 Labels, available in many stationary stores. If using plain paper labels, tape the label in place making sure that no tackiness from the adhesive exists on the exposed surface of the tape.
2. Deliver (or ship) the prints to the NJFCC Print Chairperson on or before the deadline date.

Return Procedure

1. A club's print entries, awards and results form can be picked up by the club's delegate at from the NJFCC print Chairperson following the competitions.
2. The Club Delegate must coordinate either with other Delegates, or directly with the NJFCC Print Chairperson for return of prints.

PLEASE NOTE: Prints cannot be returned at the competition as awards are not yet finalized..

Projected Image Competitions

Submission Procedure

1. The method for entering images is to upload via the Internet using PhotoContestPro software (www.photocontestpro.com). Uploading is described further down on this page.
2. When uploading images using PhotoContest Pro follow the instructions in the User Manual on the Help tab in PhotoContest Pro. For Federation competitions, go to the instructions for "Multi-Organization Contests" and "Moderated Submission". Below are some additional instructions for the NJFCC Competitions. *Reminder* only the Club's competition chairperson can finalize the uploading of images for NJFCC projected images after the members have finished uploading their individual images (by the club's deadline).
3. The Club must create its own Contests for each NJFCC Competition to which its members will upload their images. Club members need to upload their images as follows:
 1. 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.
 2. Go to the "Select Pictures" tab and select one of the two methods available.
 3. Select the contest you wish to enter.

4. Follow the directions to upload your images (only 2 per Competition)
4. After the members have uploaded their images to the Club's contests, 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!).

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

For Pictorial competitions, the club must upload a separate set of images for each individual contest: *Creative, and Open*. PLEASE NOTE: Pictorial Nature has been eliminated as a category, leaving just two (2) Pictorial categories.

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

A Club's Projected results will be emailed to the Club's Delegate. Please ensure that your Delegate information is current on the NJFCC website (name and email). A Club's Awards will be mailed to the Club Delegate—the Delegate's mailing address must be given to each Competition Chairperson for the Awards to be mailed.

Tips for submitting images.

If the image maker suspects that the subject is unusual or that a viewer may have difficulty in identifying the subject the image maker should attempt to aid by making the title descriptive to help the viewer understand the intentions of the maker.

Remember judges will be looking for visual impact and technical perfection. When these are similar preference in scoring will include storytelling.

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