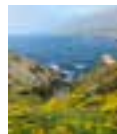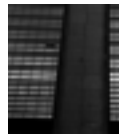# FALL PHOTO CONTEST SUBMISSION INSTRUCTIONS

SUBMISSION INSTRUCTIONS

This year all entries for TAPPS Photo Contests will be submitted through The ATPI Contest Website. The Association of Texas Photography Instructors is a Texas non-profit organization that works to help the photography instructors of all disciplines achieve a higher quality of knowledge and teaching of photography.

You may be familiar with the ATPI Contest site from older TAPPS Fall Photo Contests or ATPI's own contests. We want to encourage more of you to become members of ATPI and enter your students into their contests. You can use the same account for all contests each year.

This document will take you though the steps needed to submit to this contest, create an account, log into the contest website, create student accounts and add them to the contest, format your images correctly and add metadata, upload your entries, and send payment.

These instructions are broken into three sections. **1) Preparing your files, 2) Submitting though the ATPI Contest site, 3) Contest Payment.**

1. PREPARING FILES

IMAGE FORMAT AND METADATA

All images submitted to the ATPI Fall Contest must include proper metadata. Metadata simply means "data about other data." Your images already contain metadata created by your camera with information such as the time the photograph was made, the settings used, and so on.

You will be adding metadata about the student submitting the image, school information, category information, division, and instructor information.

Including metadata in published photos is not only good practice for photographers but critical to the judging process for this contest. Images without proper metadata will be disqualified. You will need to use third party software to add metadata to your images.

Note: We no longer require you to resize your image. You only need to add metadata and use our naming conventions.

If you are familiar with metadata: We utilize the ITPC standard fields for "Title," "Artist / Author," and "Description". See below for description formatting and file naming conventions.

For a video walk-through using Adobe Photoshop, [click here](#).

For a video walk-through of [Photopea](#), a web-based free alternative to Photoshop, [click here](#).

1. PREPARING FILES

The following instructions are written for Photoshop but also apply to any photo editing software that will allow image resizing and metadata editing (such as Bridge, Lightroom, Capture One, etc.). Don't have any of those programs? photopea.com is a free alternative, and even works on Chromebooks. (For specific instructions with screenshots, click here.) For a further list of alternatives to Photoshop, click here.

1. Open the image in Photoshop.

2. Under the File menu, select "File info."

3. In the Author / Creator field, enter:

> **Photographer's name.**

4. In the description field enter:

> **Classification (6A, 5A, etc.)**
> **Category**
> **Photographer's name**
> **School Name**
> **School City, State**
> **Teacher Name, instructor**

5. In the Document Title / Title field, enter

> **Title**

6. Go to the File menu and select "Save As."

7. Save the image as a JPEG file.

The file name must not contain any periods or characters such as #, or /. Name the file as follows:
Lastname_C_category_imagenumber.jpg
(student last name, TAPPS Classification, category name and image number)
For example, an entry in the 6A Sports category taken by Alice Smith should have the following filename: smith_6A_sports_1.jpg

Image quality should be at maximum (12).

2. ATPI CONTEST SITE

Once your images are ready for submission (metadata included), you can submit them to the contest via the ATPI Online Contest Site. Instructors and students can either create new accounts or use their existing accounts. You do not need to have a separate account for use with TAPPS contests. The same ATPI account can be used with any of the contest that ATPI hosts.

CREATING A NEW ACCOUNT

Follow these instructions if you have never used the ATPI Contest Website before. If you have used it for another contest but can't log into your account, click on "forgot password" on the login screen. Otherwise, log into your account and proceed with the next steps.

1. Visit the login page https://contest.atpi.org/login/

2. Under "set up account" click the link for Instructors and Critiquers.

3. Click on "I am an Instructor or Critiquer" then fill out the form below.

4. Once your account is created, visit the login page again and log into your account. Under "manage / add students" click on "by instructor" then click on "add student" at the bottom of the page.

5. Enter that student's first and last name along with an email address. You also have the option of including a message to the student. Once you click "register" the student will be sent a link to create there account. It will be associated with your instructor account, and you will be able to add them to existing contests.

2. ATPI CONTEST SITE

Student accounts are linked to your instructor account. You can reset passwords, activate or deactivate accounts, assign students to active contests, and review/edit/submit their entries to those contests. **Students cannot submit entries to any contest until they have been assigned to an active contest by their instructor.**

STUDENT ACCOUNTS / ACTIVE CONTESTS

1. Logged in to the ATPI Contest website you can create accounts for your new students and ensure that your current students can still log into their contest site accounts. You can reset passwords for any students who need it (look under the "manage students" menu when you log in).

2. Click on "Select an Active Contest," then scroll down to the current "TAPPS Photo Contest." There may be multiple contests available for you to enter. ENSURE THAT YOU ARE SUBMITTING IMAGES TO THE CORRECT CONTEST.
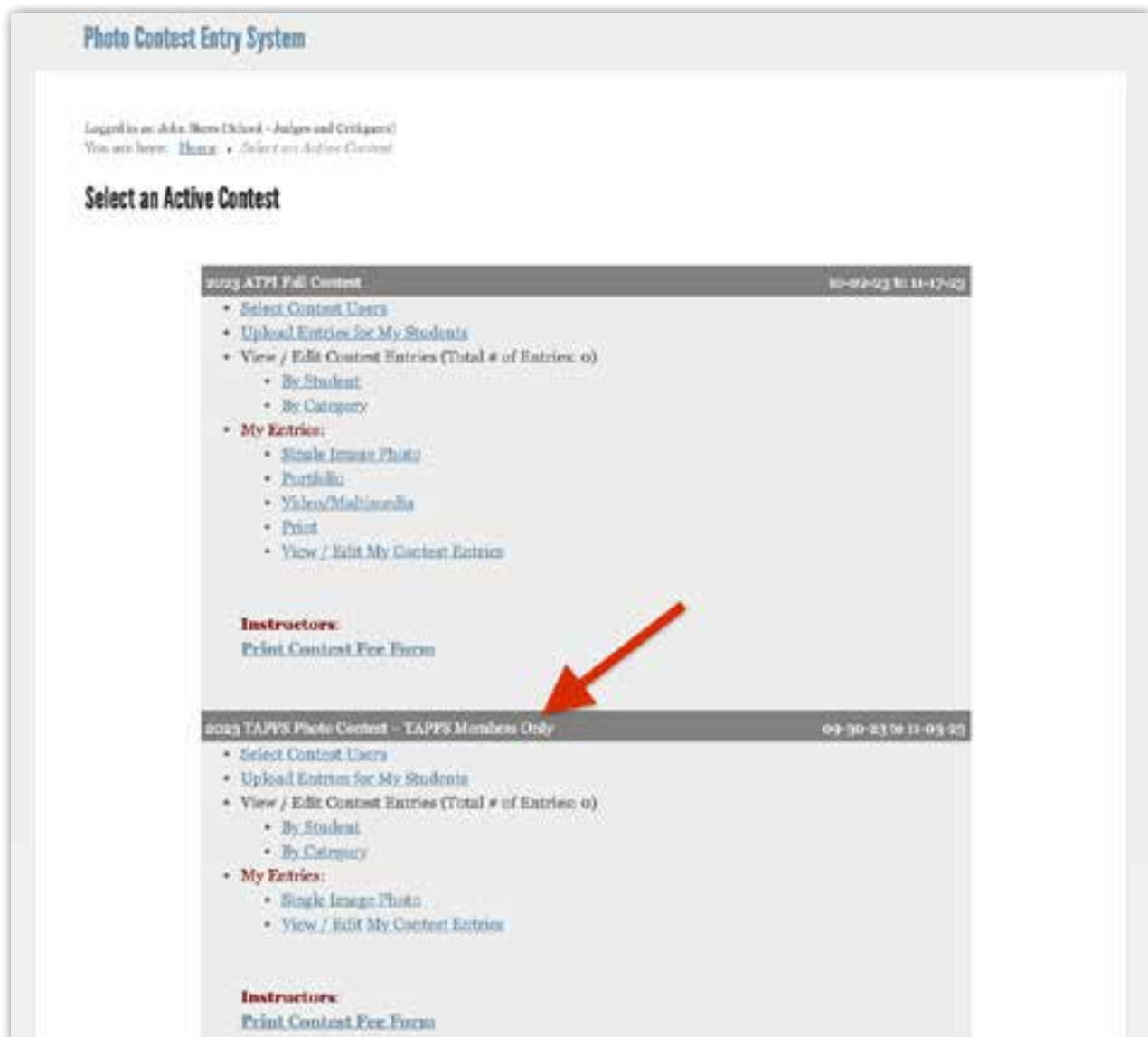
2. ATPI CONTEST SITE

STUDENT ACCOUNTS / ACTIVE CONTESTS

3. Click on **"Select Contest Users,"** you should see a list of all current student accounts associated with you. If this list is empty: follow the instructions above for first time users and send invitations to your students to create accounts.

4. Click on the **"add"** box next to every student you wish to be able to participate in this contest. Use the **"user level"** drop-down menu to assign each participating student to your current TAPPS Classification (1A-6A). If you are unsure of your classification, contact your Fine Art Director, Athletic Director, or front office to inquire about your classification. Click **"Update"** at the bottom of the page once all your students have been added to the contest.

2. ATPI CONTEST SITE

Once your students have been added to the TAPPS Photo Contest they will be able to upload entries from their own accounts. You may also upload images for them if you prefer by clicking on "upload entries for your students"

SUBMITTING ENTRIES

1. Students should log into the contest system, then click on "active contests" then on "single image entry" under the TAPPS Photo Contest. The upload screen looks like this:

Name:	Media TAPPS
Email:	media@tapps.biz
User Level:	1A Student
School:	Judges and Critiquers
Instructor:	John Skees

Photo Entry Information

* Title

    the box

* Category
(One per entry)

- ○ Animals
- ○ Formal Portrait
- ● Sports-Action/Reaction
- ○ Waterscapes/Seascapes
- ○ Cityscape/Urban Architecture
- ○ Informal Portrait
- ○ Still Life
- ○ Experimental/Enhanced
- ○ Scenic/Landscapes
- ○ Student Life

* File
(Type: jpg)

[Choose File] skees_sport... of 1)_low.jpg

☑ * I have read and understand the contest rules.
☑ * I am the author and sole owner of the photograph submitted.
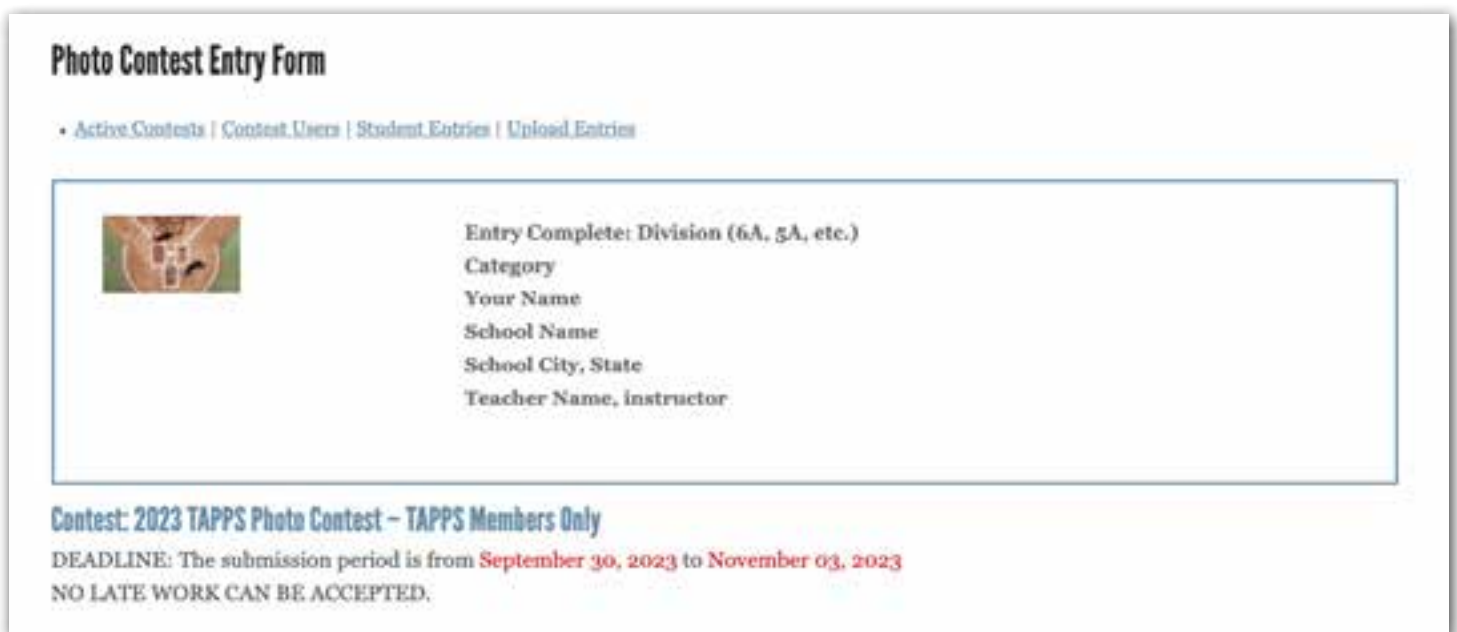
[Clear Form] | [Submit Entry]

2. ATPI CONTEST SITE

SUBMITTING ENTRIES

2. Insure that all information displayed above the dotted line is correct for you entry. Pay special attention to the student's name, school name, instructor name, and user level.

3. Fill in the title of your entry, click on the appropriate category, and click on "choose file" to select and upload your entry. Finally, check the boxes indicating that you have read and understand the rules and that the entrant is the sole owner of the image submitted. Click on "submit entry" when you are ready to submit.

The ATPI Contest System will reject images that do not contain appropriate metadata. If you image was formatted correctly and included metadata in the description field (see above) you will see a screen like this.

You will see a thumbnail of your image along with whatever was in the metadata description field (see example above.) Ensure that your metadata is included and is correct. **If you do not see the correct metadata, you will need to delete this entry and re-upload a new file with the correct metadata.** For instructions on image formatting and metadata inclusion, see the beginning of this document. **If you do not see a thumbnail of your image, the entry was not accepted by the system.**

Repeat this process for each entry.

2. ATPI CONTEST SITE

REVIEWING ENTRIES / CLOSING THE CONTEST

Students are limited to three entries per category but may enter as many categories as they like. Instructors can review submitted entries by category or by student from the active contest page. They can also modify or delete student entries, or submit entries on behalf of students if needed.

Instructors may close the contest for their students if they wish. Click on "Close Contest Entries" under the TAPPS Photo Contest section of the Active Contests page. This will close the contest for your students. You will still be able to review and modify their entries, but they will not be able to upload new entries. (You can change their access by going into Select Contest Users and allow them to upload again.)

FACULTY ENTRIES (OPTIONAL)

Faculty may submit their own work to the faculty contest if they wish.

Under "My Entries" under the TAPPS Photo Contest, click on "Single Image Photo" and use the entry form to submit as many entries as you like. You will need to pick a category but this is only to upload your entry.

Faculty images are judged in one large pool across all classifications, so it does not matter what you pick. If you get an error message saying that category is full for you, just click another one. Faculty entries must also include appropriate metadata.

3. CONTEST FEE & PAYMENT

The contest fee is $3 per image submitted. Faculty entries are $3 each. Once all your entries are submitted, calculate your total entry fee and mail payment to:

Texas Association of Private and Parochial Schools
3575 Lone Star Cir
Suite 122
Fort Worth, TX 76177

The ATPI Contest site will generate an invoice but may not reflect our $3 price per entry. So please keep track of your faculty entries and adjust your entry fee accordingly.