REQUIREMENTS FOR N4C DIGITAL CONTEST ENTRIES

1. **MEMBERS RESPONSIBILITIES TO PREPARE ENTRIES**
   Sizing Image Files – The image should be no more than 1,920 pixels on the longest side and the file should be less than 500KB (between 100KB and 500KB give the best results).

   Naming Image Files – Example: 01,CE028,DP,Beautiful Sunset.jpg
   Following this naming convention is vital as this information takes the place of any further entry forms.

   a. 01, = to be used on all entries. It may be changed later and used to sequence the judging. The N4C Contact of the entrant's camera club will use this number to sequentially number the filenames being submitted – normally from 01 up to 08.

   b. CE028, = entrant's personal N4C Member Number. : (CE is the "Club Code" designation of the entrant's camera club – 028, = three digit entrant's personal ID Number within their club assigned by the entrant's camera club. Get a personal Member Number from the N4C Contact of the entrant's camera club)
   DA, = the Digital Altered Reality contest category
   DB, = the Digital Black & White contest category
   DJ, = the Digital Journalism contest category
   DP, = the Digital Pictorial contest category
   DN, = the Digital Nature contest category
   DT, = the Digital Travel contest category
   Beautiful Sunset = the entrant's title for the image (spaces between words are okay).

   d. jpg = the file extension indicating the format of the file (.jpg)

   e. Commas (not dots) are used to separate the information except for the dot before "jpg".

   f. Entrants are to submit their digital image entries (jpg files) to their own club N4C Contact who is responsible for the N4C Digital Contests. The N4C Contact will consolidate all the entries from their club and forward them to the month's Digital Contest judging club.

2. **CLUB N4C CONTACT RESPONSIBILITY**
   a. Member Numbers. Assign and maintain a list of Member Numbers for club members.

   b. Send Member Numbers to N4C. Periodically, send an updated list of member numbers to the N4C Digital Contest Chair for identifying contest entries.

   c. Collect monthly entries from club members and verify that they qualify under the contest rules.

   d. Change the Sequence Number (first two digits) in the image filename of each member's entry to number the club entries to run from 01 up to 08 (or up to 16 when the general rules allow double entries). See section above on "Naming Image Files"

   A club will normally have up to 8 entries for a contest. A typical image file-name list might look like:
   01,CE044,DP,Baby.jpg
   02,CE015,DP,Sunset.jpg
   03,CE022,DP,Fruit Basket.jpg
   04,CE033,DP,Old Barn.jpg
   05,CE037,DP,White Water.jpg
   06,CE002,DP,Shadows.jpg
   07,CE025,DP,Old Car.jpg
   08,CE018,DP,Umbrella.jpg

   e. Emailing of Files by Club N4C Contact-- The images may be sent to the monthly N4C Judging Club Contest Chair in groups provided the group does not exceed 10 MB. One transmission rather than individual transmissions is preferable.

   f. Content of the Email Message:
   - Subject Line of the Email should say "N4C Contest Entries from _(your)_ Camera Club".
   - Specify which monthly contest and how many images are attached to the Email.
   - List the Member Numbers and corresponding member names to ensure that the Judging Club has that information.
   - Give the Club Name and your full name.
   - Attach the image files