

STEP 1: UPLOAD YOUR JPG IMAGES & FILL OUT THE FORM

NOTE: A separate form must be filled out for each image, with only **ONE** jpg attached to each form.

1. **SELECT FILE:** Click to browse your computer to find your file. Leave that text field as it appears. **NOTE:** The file name (*the jpg image title on your computer **before** you upload it*) must show **ONLY** the title of your image, with underscores between the words. For example, you should rename img0784.jpg to be Sunrise_at_the_Lake.jpg
2. **IMAGE TITLE:** Leave this field as it appears (be sure your name isn't there).
3. **SUBTITLE:** Type your image title **WITHOUT** underscores between words, for example, Sunset at Pyramid Mountain
4. **DESCRIPTION:** This field is optional, in case you'd like to add a brief note about your image, for example, where it was taken, or a story about your experience or inspirations while photographing, or a special technique or process, etc.
5. **TITLE:** Retype your **WITHOUT** underscores between words, for example, Sunset at Pyramid Mountain
6. **Fill out the rest of the form**
7. Click the **"SAVE"** button at the bottom.

NEED TO REPLACE AN IMAGE AFTER YOU'VE ALREADY SUBMITTED YOUR JPG?

Go ahead and submit another jpg, and later please contact me to tell me which ones to remove from my list.

STEP 2. TO UPLOAD ANOTHER JPG IMAGE:

Scroll down and click the **ADD PHOTO** button and repeat the process ****NOTE**** Some information will already appear there, so ***please check that all information is correct!*** **WHEN YOU ARE FINISHED uploading ALL your jpgs:** Please pay your fee (*see payment instructions below*)

STEP 3: PAYMENT OPTIONS

You may enter up to **FIVE** images in this category.

The fee to enter is \$20.00 total for the first three images in each category, and \$5 for each additional image.

TO PAY ONLINE:

<https://secure.qgiv.com/for/njhcjuriedartexhibits/event/12th-art-exhibit/>

or...

PAY BY CHECK OR MONEY ORDER

1. The memo line must include the words "Donation to Art Exhibit 2025."
2. Be sure to write down your check or money order number, and type it on your online entry form.
3. MAIL TO: NJ Highlands Coalition, 508 Main Street, Boonton NJ 07005