

How To Upload Images To A CAPA Competition

Step #1 – Images to be uploaded for a competition should meet following specifications, as shown below in *Figure 1*.

Maximum Digital Image Dimensions / Dimensions maximales de l'image numérique		
Width	1400 pixels	Largeur
Height	1050 pixels	Hauteur
Title of Image	Examples / Exemples	Titre de l'image
NOTE: Do not include your name or club time in Title field	Abby Winter Marée basse Charlevoix, Québec Rue du Parloir Lonely Connection	NOTE: N'incluez pas votre nom ou nom de club dans le champ Titre
Maximum file size	1.8 MB	Taille maximale du fichier

Figure 1 – Summary of image requirement for submission into our competitions / Résumé des exigences en matière d'images pour la participation à nos concours

Step #2 – Log on to our website using the appropriate username and password, as shown below in *Figure 2*.

Canadian Association For Photographic Art

About ▾ Membership ▾ Clubs ▾ Education ▾ Judging ▾ Competitions ▾ Members ▾ [Login](#)

Login

Clubs and Members login here

Username or Email Address

Password

Remember Me

▪ [Lost your password?](#)

Figure 2 – Association website login window / Fenêtre de connexion au site web de l'association

Special Note – If you are the representative of a camera club, you must log in to the website using your club’s username and password.

Step #3 – Navigate to the “**Competition Submission**” option located on the “**Competitions**” dropdown menu, as shown in *Figure 3* below. If not found, please log in again.

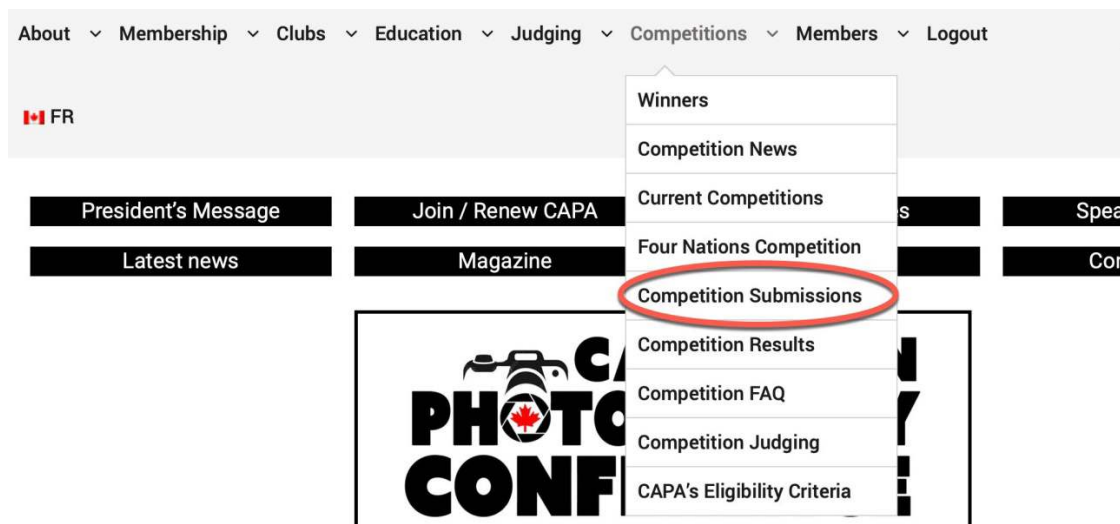


Figure 3 – Summary of image requirement for submission into our competitions / Résumé des exigences en matière d'images pour la participation à nos concours.

Step #4 – Locate and double-click the desired competition for uploading club or individual images, as shown below in *Figure 4*.

Competition Submissions

2024-25 Competitions

Competitions for Club and Individual CAPA Members

Click the Online Entry link to submit your photos.
Please note there are CLUB and INDIVIDUAL columns.

Competition Rules and Details	Closing Date	Online Entry	
		CLUB	Individual
Pacific Zone Open (Only Zone Members)	2024 Oct 1	Enter	Enter
Nature	2024, Oct 15	Enter	Enter
Black & White	2024, Nov 15	Enter	Enter
Ontario Zone (Only Zone Members)	2025, Jan 15	Enter	Enter

Figure 4 – Example of the Competition Summary window / Exemple de la fenêtre Résumé du concours

Step #5 – Click on “**Choose File**,” and locate the chosen image on your computer, and double-click the “**Upload**” button, as shown in figure 5 below.

*Image File	*Title	*Photographer First Name	*Photographer Last Name
<input type="button" value="Choose File"/> no file selected	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Choose File"/> no file selected	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Choose File"/> no file selected	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Choose File"/> no file selected	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Choose File"/> no file selected	<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 5 – Example of the Upload window with mandatory areas highlighted in red. / Exemple de la fenêtre de téléchargement avec les zones obligatoires surlignées en rouge.

Step #6 – Enter the image’s title in the “**Title**” field. Do not include the photographer’s name in this field, or anywhere in the title.

Step #7 – Fill in the appropriate information in the fields to the right of the Title field (Photographer First Name, Photographer Last Name).

Step #8 – Repeat steps 1 through 5 for the remaining images.

Step #9 – Click the “**Submit**” button at the bottom of the upload window and wait for the upload to reach 100%, as shown in *Figure 6* below.

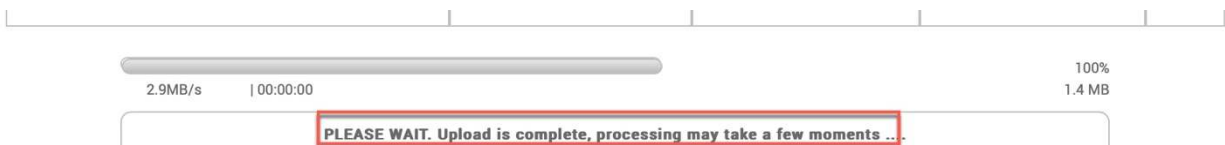


Figure 6 – Example of Upload progress bar which has yet to reach 100%. / Exemple de barre de progression du téléchargement qui n'a pas encore atteint 100 %.

SPECIAL NOTE - Once the Upload progress bar has reached 100% then the “**Add, Change or Delete**” button appears at the bottom of the Upload window, as shown in *Figure 7* below.

Image File	Title	Photographer First Name	Photographer Last Name
 168-PAC-CLUB-2324-648-OCO-INDIV-2324-Lynn_Fergusson-Autumn_Canvas.jpg	Autumn Canvas	Lynn	Fergusson

Figure 7 – Example of “Add, Change or Delete” appearing under all the successfully uploaded images. / Exemple de “Ajouter, modifier ou supprimer” apparaissant sous toutes les images téléchargées avec succès.

Step #11 – To modify your upload, or to change or delete an image, double-click the “Add, Change or Delete” button to modify the image details or delete images.

Step #12 - Log off the website when finished.

If you have any questions or concerns about our competitions, please do not hesitate in email our Director of Competitions at competitions@capacanada.ca