

## Members Nights Image Submission

The preferred way to submit images for members nights is attached to an email. This is because an automated process saves those images to a folder, and adds the details to a catalogue. On the night, all the host has to do is open up the folder and the catalogue, and they are ready to go.

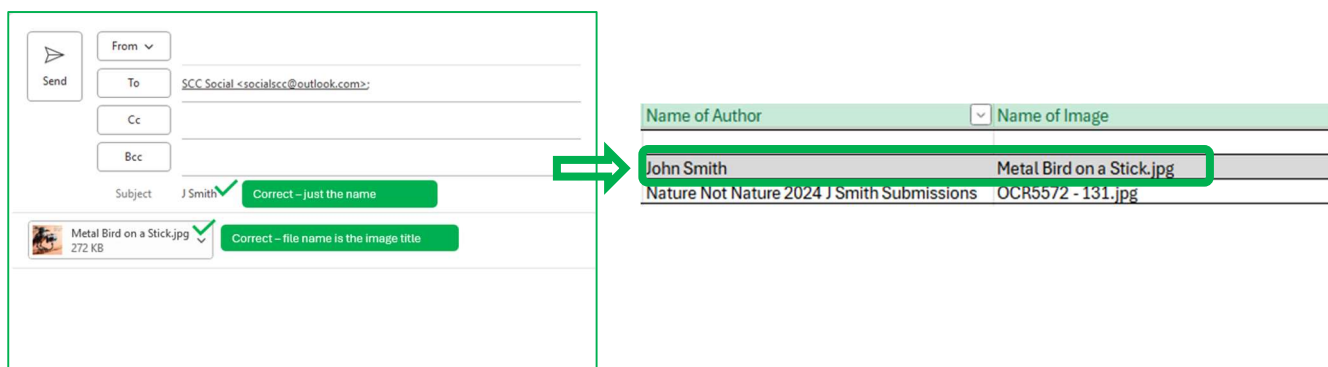
For the member, submitting images this way should take no longer than dragging them onto a memory stick, and actually should even be a little easier.

To make this work correctly, please do the following:

- 1) Address your email to [socialscc@outlook.com](mailto:socialscc@outlook.com) (N.B. his email address is only used to collect images).
- 2) In the Subject section of the email, type only your name as you wish it to be stated
- 3) The file name of your image should be the title of the image (don't worry about the file extension such as jpeg being part of the file name).
- 4) Attach your images to the email:
  - Ideally you will send images per standard competition dimensions and resolution. Within reason other formats can be received, but do keep file size realistic.
  - You should attach all your images to a single email (no need to send separate emails for each image).
  - Any content in the body of the email serves no purpose, no need to add anything.
  - Do Not send hyperlinks to images, and do not use file transfer applications such as we transfer – the automation will not process these
  - Do not embed your images into the body of the email (the default for some email apps, especially Macs).
- 5) Send by midnight latest the day before the members night
- 6) You will receive a confirmation email telling you your images have been received

### Illustration

This is perfect:



This is not good as the author name and image name are not correct:

Name of Author	Name of Image
J Smith	Metal Bird on a Stick.jpg
Nature Not Nature 2024 J Smith Submissions	OCR5572 - 131.jpg

This will not work: