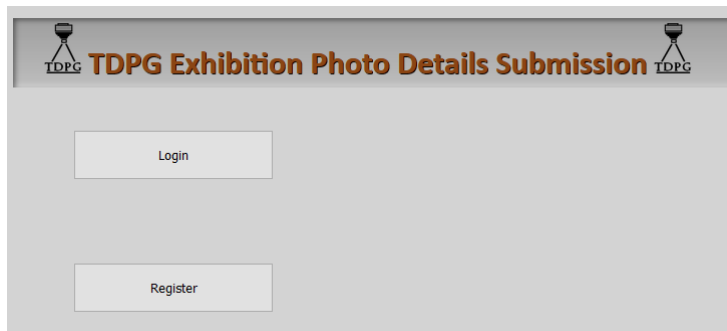# TDPG Exhibition Photo Details Submission

This year we are trialling an online method of collecting the details of your prints for the Exhibition catalogue. This includes the files (scans) of your prints. To enter and maintain your print details, you will need to register and set a password. You'll need to remember these Login credentials as I have not provided a process to email or reset passwords. If you forget them, I'll delete your account and you can start again.

The website is located at : http://www.nlandgl.com/PhotoSubmission/ps.php

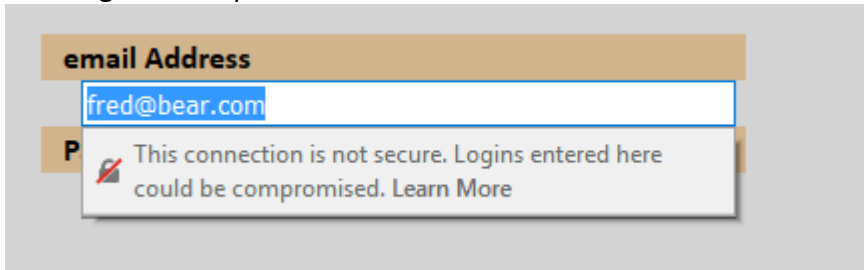To create an Account, Click the **Register** button

Enter your:
- email address (this is your account login)
- Name (what will be printed in the catalogue)
- Password (needed to login)

All fields are required to be filled. Maybe write these down for future reference.

NOTE : Depending on what browser you use you may see the following message. Just ignore but pressing TAB to get to the password box.

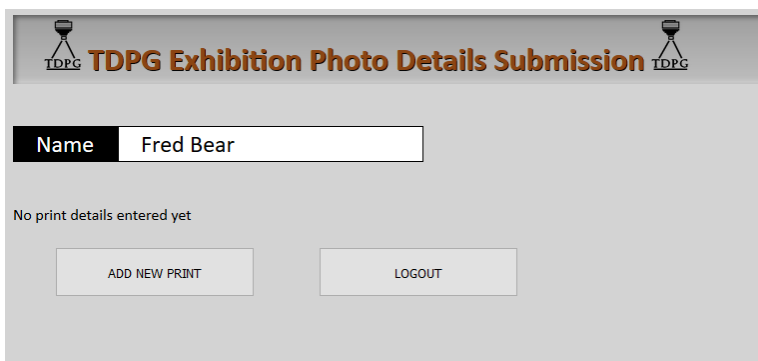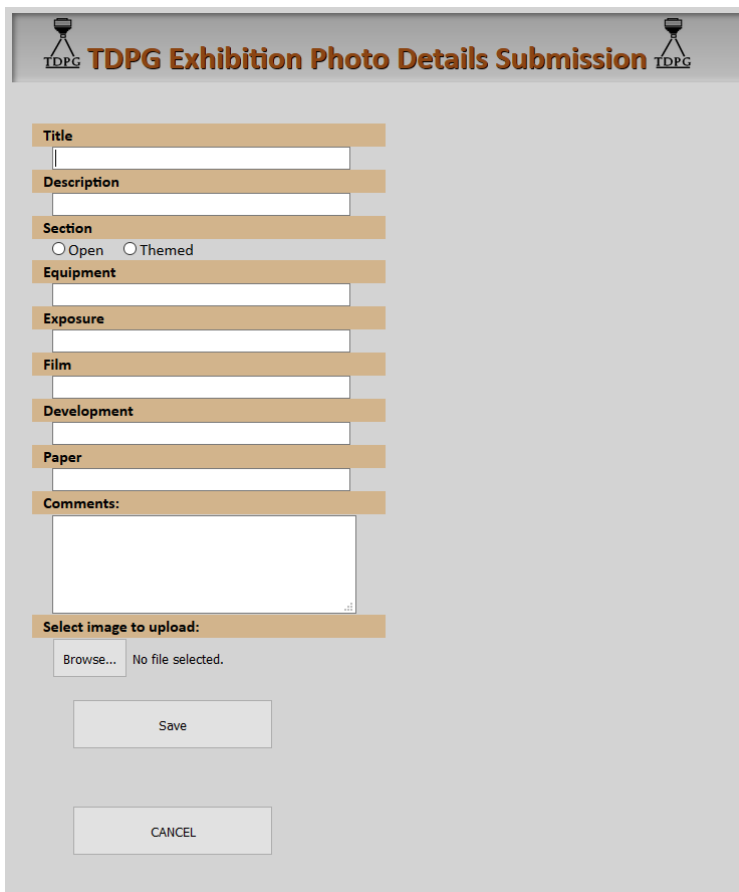Click the Register button to proceed.

- If you enter an email that is already registered then you will get a message stating "email already loaded". This probably means you've already registered so go back and login rather the registering.

If all goes well you will be presented with the following screen

Click **ADD NEW PRINT** to enter details of your print OR **LOGOUT** to logout.

Enter your details in each field.

To add your image, click on the **Browse…** button and find your file.

The file needs to be :
- a jpg, png or gif, however jpg is recommened
- Maximum of 10MB (if you have a slow upload connection, it is probably best to resize before uploading. If you do this, don't make you image dimensions less than 1500 pixels as we want to be able to display high quality images in the catalogue.
- No borders. I will be cropping any borders off.
- Your uploaded file will be resized to a thumbnail and a 1500 pixel (long side) file for including in the catalogue.
- Your file will be converted to greyscale as the catalogue will be printed in B&W

Once you have entered your details and attached your image file, click **Save** to complete the entry.

Your photo with it's thumbnail will be displayed.

If you've made an error (photo details, spelling or attached the wrong image) you can click the Edit button to make changes.

If you wish to delete the image and associated details, click the **Delete** button. You wil be asked to confirm the deletion action. Click **Yes** to delete, **No** if you change your mind.

You can enter up to 4 prints.

Once you've completed your print details, click the **Logout** button to end your session.

To make changes, Login from the home page. http://www.nlandgl.com/PhotoSubmission/ps.php