Follow these steps using the screen shots to help guide you through the process of uploading images to your library:

1. Access the website at *SLCC.VISUALPURSUITS.COM*. This screen will appear. Click the LOGIN button.

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2. In this screen, enter your login name (at 1), your password (at 2) which is 1234567 unless you have changed it, and if you choose, you can have the program remember both login and password by checking the box (at 3). Then you click the LOGIN button (at 4). If you want to change the password, click here (at 5), then you will get an email from Visual Pursuits with your new password that consists of random numbers, letters and symbols. When you sign in with this new password you will be given a chance to change the password to something you prefer as long as it is seven characters long.

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3. After you have logged in, click the MY ACCOUNT tab (at 1) to open the fly out menu and select MY IMAGE LIBRARY (at 2).

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Home Organization Competitions	My Account Help	
Welcome to Sun Lakes Camera Club	My Account Settings My Competition Levels My Galleries My Image History My Image Library Organizations	-2
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4. Click the UPLOAD IMAGES tab.

lain the Image Library	y Video: How to Create an Image Sequence	
age Search (Click her	re to show or hide options)	
	Use this panel to find images within your image library. Images must satisfy all of your criteria to be selected. Reset to Defaults	
Image Title	Leave this blank if you do not want to filter using a Title. All Titles	
lmage ld's	You may enter a comma separated list of specific numeric Image Id's to select. If you specify any value, only images matching these Image Id's will be displayed.	
Author's Image Id	The Author's Image Id is a value that you assign to your own images to help you identify them in your personal collection. Leave this blank if you do not want to filter using an Author's Image Id.	
Include Only	Include only Wildlife Images	
Include	Include images entered into any competition Include images never entered into any competition I	
Competition Type	[Do not filter on Competition Type]	
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5. Click the SELECT tab (at 1). Navigate to the location of the image or images you wish to upload and select them.

Sun Lakes Camera Club

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6. As shown on this screen, there is no limitation to the number of digital images you can upload (as opposed to the Upload to a Competition Screen). You can change your mind and cancel the upload by clicking the X Remove button (at 1). Next, click the SAVE IMAGES AND PROCEED TO THE EDIT PAGE button (at 2). Remember that images in your library will only remain there for three months unless they are assigned to a competition.



7. On the edit page, you can change or modify the image name (at 1), and check the spelling of the name (at 2), you can verify the pixel dimensions of the image (at 3) but you can't change them here, you can only delete the image (at4) and resubmit the image after you change the image size in your image editing software. Finally, when done reviewing your images, click the SAVE ANY CHANGES AND RETURN TO THE ORIGINAL PAGE button.

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	Where's the Shower						
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8. You will be returned to the IMAGE LIBRARY page. On this page you can view all images in your library by clicking the DISPLAY ALL IMAGES button (at 1); search for the images you submitted to a specific competition category by selecting from the pull down menu (at 2) and then clicking SEARCH FOR IMAGES button (at 4); search for images that received specific point in competition (at 3) and then clicking SEARCH FOR IMAGES button (at 4), go to the competition submission window to enter images into competition at the COMPETITIONS tab (at 5) or LOGOUT (at 6).

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Competition Awards	Minimum Score awarded to image Minimum Score awarded to image Minimum Score awarded to image (IP-No Maximum Score) Minimum Award Namaric for an image in any competition. So not there on Award Namaric (1)				
Catalog Age	The "Catalog Age" is how many days from the current date you uploaded or cataloged an image. Specify the object age of an image to include.				
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