Photogallery submission made easy!

The club provides an online method for Members to submit trip photos to the club photogallery. All members are invited to add images from their club trips. Just follow these simple steps:

1. Choose the images to be submitted from those you have captured. There is no practical limit to the number that can be submitted, however, be selective if you want other members to take time to view them.
   - o Images display best if they have a 4x3 aspect ratio (e.g. 1024px x 768px in landscape mode or 768px x 1024px in portrait mode). Any other aspect ratio can be submitted, however there will white space on the shorter sides.
   - o Photographs submitted for presentation on the web site are re-sized automatically to fit in a bounding box of 920px x 690px. If the submitted images are smaller than this size the bounding box will be smaller.
2. Login to the **Members' Area** and go to the Photogallery menu link.
   - o Select the trip for which you wish to upload images.
   - o Select [**Add Images**] and scroll to the images to be uploaded, or Drag and Drop your images onto the upload area, then select [**Upload Images**]. The images will be automatically resized and uploaded to the Photogallery. You do not need to load all of your selected images at the same time. You can return at any time before the closing date for the trip to add or delete images.
   - o You don't need to sequence your photos before they are added to the upload area. Once they are uploaded you can Drag them to the preferred location. You will be able to make adjustments to the order later too if you wish. If other submissions have been made you can order your images to provide a logical sequence.
   - o Once you have ordered your images select [**Add Captions**] to save your image sequence and then add captions to your images. Captions are not required and the text area can be left blank, however, they add to other Member's enjoyment of your experience. You can type any captions you like straight against the photos in your browser. You can return at any time before the closing date for the trip to add or edit the captions.
3. The system allows for multiple contributors per trip, and there is no requirement to coordinate in advance with other photographers as the later submitters will see a panel where they can slot their own photos into the existing set.

As far as scheduling your submissions, there are two simple rules, one which provides quick turnaround for the weekly Sunday bus trips, and the other which offers equal lead time for all other activity types:

- **Sunday bus:** By Wednesday night (midnight) following the trip.
- **All other activities:** By one week after the finish of the activity. (e.g. for a Wednesday walk, by the following Wednesday, or for extended pack carry by one week after returning from trip).

Adding photographs to activity previews:

Photographs may be added to activity Previews by following exactly the same procedures as above. They will be treated as Preview images if the submission date precedes the activity date. Photographs submitted as part of a Preview will usually appear with the Preview a day after completing the submission process.

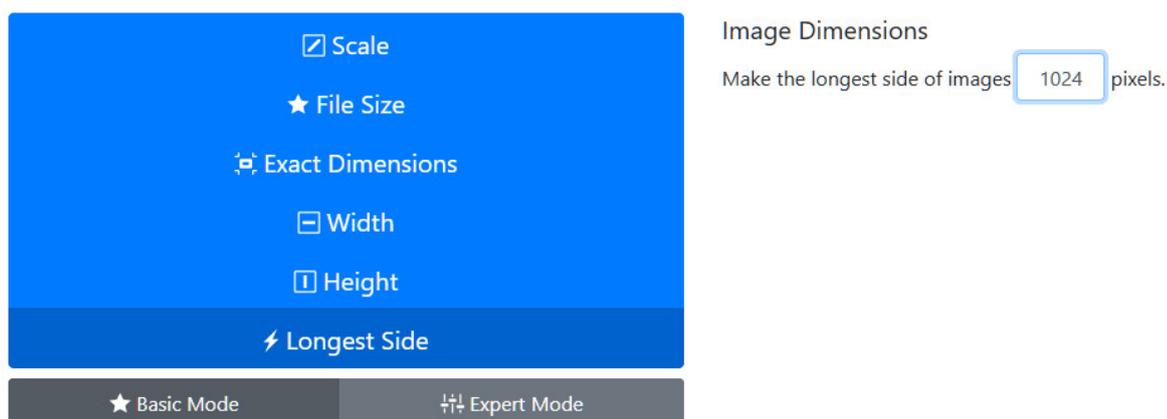Preview images should be limited to a maximum of six per activity.

Please note that photographs submitted prior to the activity date will be deleted the day before scheduled activity date. If you wish to have them included as part of the trip photogallery records they will have to be resubmitted along with any other photographs for the trip.

A note on image size:

As noted above images will be automatically resized before they are uploaded to the website. If you prefer, however, you can resize your images before they are selected for upload. This may avoid delays in the image upload process while you wait for the images to be resized if you have a large number of images. It is recommended that the images be resized to be less that 1500px on the longer dimension.

If you do not have image converter software installed on your computer you can use the free image resizing service offered by the Australian group BulkResize. The service takes advantage of the capabilities of your own browser to resize the images directly on your own computer and save them to a location of your choice. Go to https://bulkresizephotos.com to begin resizing.

1. Select the images to be resized.
2. Choose your settings and start resizing. The image below shows the preferred settings for uploading to the club photogallery.

3. Save the resized images to your computer, unpack the zip archive, and then add the images to photogallery upload tool.
4. If you do not receive the resized images from BulkResize the simple help page will give you some hints as to what may have gone wrong.

So send in your next trip photos and enjoy!