

# Photogallery submission made easy!

The club is pleased to make available a simple online method of preparing trip photos for the club photogallery.

Just mail your chosen photos to [photos@mbw.org.au](mailto:photos@mbw.org.au) to start things rolling. Within a few minutes you will be sent a link allowing you to arrange your photos in your web browser. That's it! But if you want a little more information, read on...

You won't need to sequence your photos when emailing as they will be initially sorted by time taken, and you'll be able to make adjustments later if you wish. It doesn't matter about the size of your photos either, although you can use the "make smaller for emailing" options in your computer if you're trying to send everything on a single email (see note below).

Captions are not required in the email as you will be able to type any captions you need, straight against the photos in your browser. No written text is needed in the message either, although you may wish to put a trip name in the subject line for your own reference, as this will be reflected in the reply.

The system allows for multiple contributors per trip, and there is no requirement to coordinate in advance with the 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 Tuesday 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 night, or for extended pack carry by one week after returning from trip)

So send in your next trip photos and enjoy!

## **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 after the 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:**

Photographs submitted for presentation on the web site are down-sized automatically to fit in a bounding box of 800x600px. For example, if an image in landscape mode is submitted as 2048x1536px it will be resized to 800x600px, and if submitted in portrait mode as 1536x2048px it will be resized to 450x600px.

Images submitted in a size smaller than 800x600 will be displayed on the web site in their original size. That is, the software does not enlarge the images to fit in the maximum 800x600px display size.

Due to server memory limitations for processing large images individual image files should not be greater than 1MB. Consequently, images may need to be reduced in size before uploading.

**June 2012**