



## Photogallery submission made easy!

The club provides an online method for submitting 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.
2. Resize the images to meet the constraints of the club's web server. They should be resized to be no larger than 1024 pixels on the longer dimension.
  - a. Images display best if they have a 4x3 aspect ratio (i.e. 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.
  - b. Photographs submitted for presentation on the web site are re-sized automatically to fit in a bounding box of 800x600px. If the submitted images are smaller than this size they will appear blurred when re-sized.
3. Email your chosen images to [photos@mbw.org.au](mailto:photos@mbw.org.au) in one or more messages to start things rolling.
  - a. You don't need to sequence your photos when emailing as they will be initially sorted by the time taken, and you will be able to make adjustments to the order later if you wish.
  - b. 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. (If you find your mages are not delivered due to a spam filter check then try adding a simple message in the body of the message to comply with the filter rules. The message content is ignored by the photogallery software.)
4. Within a few minutes you will be sent a link allowing you to arrange your photos in your web browser.
5. 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.
  - a. If the total number of photos submitted for a trip exceeds the trip limits the system will simply advise you by email if you need to reduce your number in a few simple mouse clicks before the trip goes online.

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, 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 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:

As noted above there are some constraints on the size of your individual photos, although you can generally use the “make smaller for emailing” options on your computer email utility to send them at an acceptable size.

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.

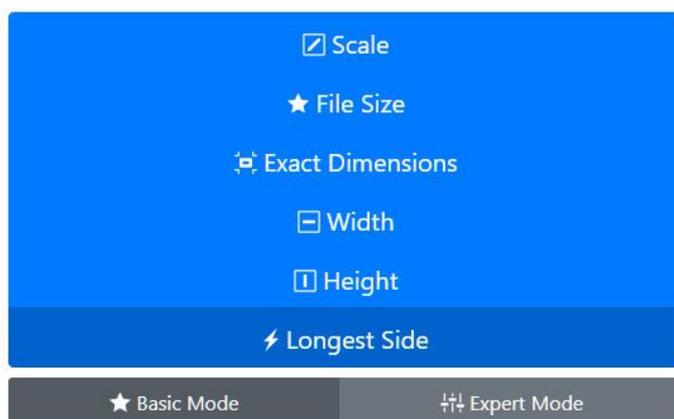


Image Dimensions

Make the longest side of images  pixels.

3. Save the resized images to your computer, unpack the zip archive, and add the images to the email to [photos@mbw.org.au](mailto:photos@mbw.org.au)
4. If you do not receive the resized images 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!