

**Desert Camera Club
Submission to Digital Competitions**

CHECKLIST FOR SUBMISSION

Please use the following checklist every time before submitting images into our digital competitions:

1. **Is the image sized correctly:** the longest dimension must not exceed 768 pixels? It is not good enough for just the horizontal dimension to be 768 pixels or less.
2. **Is the image file titled correctly:** memberno_yourinitials_title? Thus: 186_SL_The Rain In Spain. **DO NOT FORGET YOUR MEMBER NUMBER!!!!!!**
3. **Did you save the image file as a JPEG file** complete with .jpg extension? Thus: 186_SL_The Rain In Spain.jpg
4. **Did you include all the necessary information in your covering email:**
 - a. Your Name
 - b. Your Member Number
 - c. Competition Month (of competition, not submittal)

and for each attached image file:

- d. Competition Name (eg., Nature)
 - e. Image title (same as in image filename – see above)
5. **Does the subject line of your covering email** state the competition month and the competition subjects of the attached images: eg., March, 2007. Nature, Open? ¹
6. **Did you attach the image(s)** to the covering email?
7. **Did you send the email with attached images to:** digital@cvdcc.org?

Following this 7-step program will be of considerable help to your Competition Chair, save considerable time, and avoid extra emails!

THANK YOU!

¹ You can either group several images into a single email or send them all separately. The former is much preferred!