

Guidelines for submitting photo for monthly meeting critique and PSOC Photo Gallery hosted on SmugMug.

Current PSOC members can submit three photos plus a title photo for critique during the club's monthly meeting. Members should be present when their photos are critiqued. There is a monthly limit of 150 photos based on submission date.

Photo files requirements:

Format	Photos must be in JPG format.
Size	1000 pixels maximum in height or width, whichever side is larger
File Name	Use your initials and '01' as the file name for the title photo, '02' for second and so on. For example, if your name was David James Evans and you were submitting 4 photos, they would be named DJE01, DJE02, DJE03 and DJE04.
Title Photo	Title photo should include your name and the topic or theme of your photos, and preferably embedded with a self portrait. The text should be readable by a person sitting in the last row of the meeting room. The text should cover at least five percent of your photo in landscape orientation and about three percent in portrait orientation.

Submission Procedure:

Email your photo files as attachments (and not as inline photos) to psocphoto@gmail.com. A confirmation will be sent by the Photo Processing Team within 2 to 3 days. If you do not receive confirmation after 3 days, call the Photo Show Coordinator phone number listed on the latest newsletter.

Members can request their submitted photos plus up to seven additional photos to be displayed on the PSOC Photo Gallery. Members are not required to attend the club monthly meeting to have their photos posted in the Monthly Photo Gallery. If additional photos are submitted, the photos should be named following & continuing the naming conventions of the meeting photos. As in our example: DJE05, DJE06, ... , DJE11. Each month's photos on the Gallery can be seen after the monthly meeting and until the day of the next monthly meeting.

The Gallery web site on SmugMug is located at psocphoto.net, it is private and a password is required. A digital watermark is added to each photo and the download feature on SmugMug is disabled to ensure member's photos cannot be copied.

The PSOC Smug Mug Web Site and consists of 3 photo galleries. Members may submit photos to each of the galleries.

Slide Show Gallery - photo gallery that appears on the home page of the club's Smug Mug web site. This gallery contains photos typically taken by club membership. The photo display order is rotated on a monthly basis.

Mug Shot Gallery - photo gallery of club members. The gallery is intended to assist in members identification insofar as the club has about 150 members.

Monthly Photo Gallery - photo gallery that tracks with our club's monthly meeting in terms of photos shown and photo themes (assignments, techniques, genre). Each club member may submit one title photo plus up to 10 additional photos each month to this photo gallery.

	Slide Show	Mug Shot	Monthly Photo
Format	JPEG	JPEG	JPEG
Size	1000 pixels on long edge	Same as slide show	Same as Slide show
Number per member	1 photo	1 photo	1 title plus up to 10 per month
File Name	Photographer's Name	Photographer's Name	Photographer Initial plus number. see details above.
Submit To	psocwebphoto@gmail.com	psocwebphoto@gmail.com	psocphoto@gmail.com
Deadline	None	None	Tuesday 9pm before Thursday meeting
Removal	Upon Request or membership expiration	Same as Slide Show	After one month
Watermarked	No	No	Yes
Download	Disabled	Disabled	Disabled
Password	No	Yes	Yes

The Photo Processing Team has a list of members that want their photos to be included in the Gallery regularly and a list of members that want to be excluded permanently. Members can indicate their preferences when sending in their monthly meeting photos.

To obtain the password for the photo gallery, contact the Photo Show Coordinator phone number listed on the latest newsletter.