

GUIDE TO SUBMITTING IMAGES

Vera Photo Club - preparing, naming and sending your photographs

How many images can I submit?

Each member may submit a maximum of **4 images per discussion meeting**. For other events, the number of images will be communicated separately.

Image requirements

File format	.JPG / .JPEG only, saved at the highest quality.
Dimensions	Maximum 1920 pixels on the longest side. For a portrait image, keep the height to a maximum of 1080 pixels so the complete image fits on the projection screen.
Colour space	sRGB, to help prevent faded colours on the projector or website.
File size	Maximum 3 MB per photo.

Important: Images that do not meet these standards may be excluded from the discussion by the person in charge. The reviewer cannot exclude images.

How to name your images

Use the following file name:

First name Last name challenge title number (1 to 4).jpg

Example: "**Johny Daniels coastal 1.jpg**"

How to send your images

Send all your images together in **one transfer** to **images@veraphotoclub.org**. You may use WeTransfer or another system if agreed with the person in charge.

The administrator will confirm when the files have been downloaded, unless the transfer system does this automatically. This confirmation may not be immediate.

Use of submitted photographs

By submitting photographs to Vera Photo Club, members agree that their images may be used for club-related purposes, including our website, social media, events and club promotions. **Copyright remains with the photographer.**

HOW TO SEND YOUR PHOTOS WITH WETRANSFER

Step by step - using the free version

1

Go to WeTransfer

Open **wetransfer.com** in your web browser. If WeTransfer shows paid plans, choose the option that allows you to continue with the free version.

2

Sign in or verify your email if requested

Follow the on-screen instructions. WeTransfer may ask you to enter your email address and verify it with a code sent to your inbox.

3

Add your photos

Click **Add files** or the **+** button and select the photographs you want to submit. Check that you have selected the correct images before continuing.

4

Choose Email transfer

Choose **Email transfer** so the photographs are sent directly to the club's email address, rather than creating a link.

5

Enter the details

Enter **images@veraphotoclub.org** as the recipient. Enter your own email address and add your name and the challenge title in the title or message.

6

Transfer your files

Click **Transfer** (or the equivalent send button). If WeTransfer asks you to verify your email, enter the verification code. Your photographs will then upload.

7

Wait for confirmation

Keep the WeTransfer page open until the upload is complete. You should see a confirmation when the files have been sent. Keep the confirmation email until your submission has been received.

Before you send

Make sure the images meet the club requirements, are named correctly and are all included in one transfer. Do not close the WeTransfer page while the files are still uploading.