

View & Manage Submitted Images In Your Image Library

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The Personal Image Library

When you submit (upload) an image, both a full sized copy and a thumbnail sized copy are added into your personal Image Library. Images submitted (uploaded) to a competition are associated with that competition. Images stored in your library can be accessed using the main menu to select 'My Account' > 'My Image History' or 'My Image Library'. **Your Image Library belongs to you. Only makers can view and delete images from their own library – no-one else has access to it.**

Competitions older than 3-5 years may be deleted from the website by the club's webmaster, to recover storage space. Then, library images that were associated with the deleted competitions will become unassociated. Unassociated library images will have their full sized copies deleted automatically after 90 days by the website software, but the thumbnail versions will remain. Similarly, if a maker deletes an image from their library, it is the full sized copy that is removed, but the thumbnail version remains.

Using 'My Image History'

- Displays an image list, including thumbnails, sorted by image Title.
- Can filter the list of images that are displayed
- Can re-sort the list according to Event Date, Competition type, Awards, etc.
- Can export the list to a spreadsheet (.xls) and/or a CSV file.

Example 1: Check a newly submitted image. Strategy: Display a list of recently uploaded images.

To view a list of your newly submitted images:

1. In the menu, select 'My Account' > 'My Image History'.
2. On the 'Image History' page...
 - a. Click the 'Load Recent Image History' button
 - b. Check the box 'Check to display thumbnail images' to see thumbnails in the list. A list of recently uploaded images sorted by their titles is displayed at the bottom of the page. The list also contains the 'Event (Competition) Date' and the 'Competition Type' for each image.
 - c. To export the result, click one or both of the icons   at the top right corner of the list.

Example 2: Remove certain older images from your library. Strategy: Generate and export an image list re-sorted by Event Date. Then use the listed Titles and their Event Dates to delete older images using 'My Image Library' (see below).

To view a list of all your library images and re-sort the list by Event Date:

1. In the menu, select 'My Account' > 'My Image History' to open the 'Image History' page.
2. On the 'Image History' page ...
 - a. Click the 'Load All Image History' button
 - b. Check the box 'Check to display thumbnail images' to see thumbnails in the list.

- c. At the top of the list, click the 'Event Date' header to sort the list by earliest to latest date.
Click the white triangle to reverse the sort order.
- d. To export the result, click one or both of the icons  at the top right corner of the list.

Example 3: Choose library images to submit to the Year-End Competition by reviewing a list of images submitted during the past club season. Strategy: Export the list re-sorted by Event Date. Then use the listed Titles and their Event Dates when submitting images to the Year End Competition.

To view a list of your library images submitted during the past club season (usually August 15 – April 20):

1. In the menu, select 'My Account' > 'My Image History' to open the 'Image History' page.
2. On the 'Image History' page ...
 - a. Click the light blue 'Image Search' bar to open the 'Image Search Options'
 - b. Enter the Lowest (8/15/YYYY) and Highest (4/20/YYYY) Competition Dates, then click the 'Display Filtered Images' button.
 - c. Check the box 'Check to display thumbnail images' to see thumbnails in the list.
 - d. At the top of the list, click the 'Event Date' header to sort the list by earliest to latest date.
Click the white triangle to reverse the sort order.
 - e. To export the result, click one or both of the  icons at the top right corner of the list.

Using 'My Image Library'

- Displays an image list, including thumbnails, sorted by image Title
- Can filter the list of images that are displayed
- Can edit image Titles and some image data
- Can delete images

Example 1: You want to remove certain images from your library.

1. In the menu, select 'My Account' > 'My Image Library' to open the 'Image Library' page.
2. On the 'Image Library' page ...
 - a. Click the light blue 'Image Search' bar to display options to select which images to list
or
Click the 'Display All Images' button
 - b. In a row representing an individual image ...
 - I. Click the white triangle (left) to view the competition date, competition type, score and award associated with the image.
 - II. Check the 'Delete' box (right) to delete the full sized copy of the image from the library.
 - c. Scroll down to the bottom of the list and click the 'Save Changes' button