

# Quick Tip #12 v1.0 (Jan 2017)

## Adding an Image Sequence to a Competition:

Please note:

1. An Image Sequence consists of 2 or more images
2. Image Sequences can only be added to a competition if the competition permits Image Sequences – normally they do not.
3. An image sequence counts as one (1) image in a competition, regardless of how many images are in the sequence
4. An Image Sequence can be created two ways:
  - a. Through Upload from your computer into the competition, or
  - b. From images already in your “My Library” – this option may be the easier of the two and is the process described below. If you want to use the Upload option, please review the Help Video - [Creating an Image Sequence](#)

## Creating an Image Sequence from “My Library”:

1. Upload images to your “My Library”:
  - Click on *“My Account – My Image Library”* on the main menu toolbar
  - Click on *“Upload Images”* near the bottom of the page
    - o **ONLY** if the image(s) you want to use are not already in your Library
    - o Follow the Upload procedure to add the image(s) to your Library
2. Create the Image Sequence:
  - From your *“My Library”* page, click on *“Add an Image Sequence”*
  - In the pop-up window, give your sequence a title in the *“Image Sequence Title”* box
  - Click on *“Add Images from Library”*
  - You will see a new pop-up window that provides the Library search functions
  - Click on *“Display Recent Uploads”* (only shows last 10 uploaded images) or *“Search for Images”*
  - Use the *“Selected”* check box to select the allowed number of images for the Image Sequence
  - When the images are selected, click on *“Finished Marking Desired Images”*
  - The *“Create or Update an Image Sequence”* page is shown (see fig 1)
    - o Image order can be changed, using the up/down arrows
    - o Image(s) can be removed, using the delete “X” button
    - o New images can be added, using the *“Add Images from Library”* (repeat the selection process above)
    - o The Image Sequence Title can be edited, click in the box and make the changes
  - Click on *“Save Changes to Sequence”* to save your sequence
  - You will be returned to the original Image Library page
  - Click on *“Save Changes”* just above the images table

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To add images to the sequence, click the "Add Images" button. Click "Save Changes to Sequence" once you are done with any changes to the sequence name or the order of the images.

You must enter a title to help you identify the Image Sequence, however this title is not displayed with your images, only in your Image Library. The title is often a prefix on each image title in the sequence.

**Image Sequence Title:** test

## Images in the Image Sequence

To change the order of images, select an image by clicking outside the thumbnail image. You can then drag and drop the image item into its desired position. You may also use the buttons at the right to move the image up or down in the list. Using the "x" button will delete the image from the sequence.

The caption for each image is displayed when you hover the pointer over the image. Clicking a thumbnail will display a large copy of the image on a separate tab.

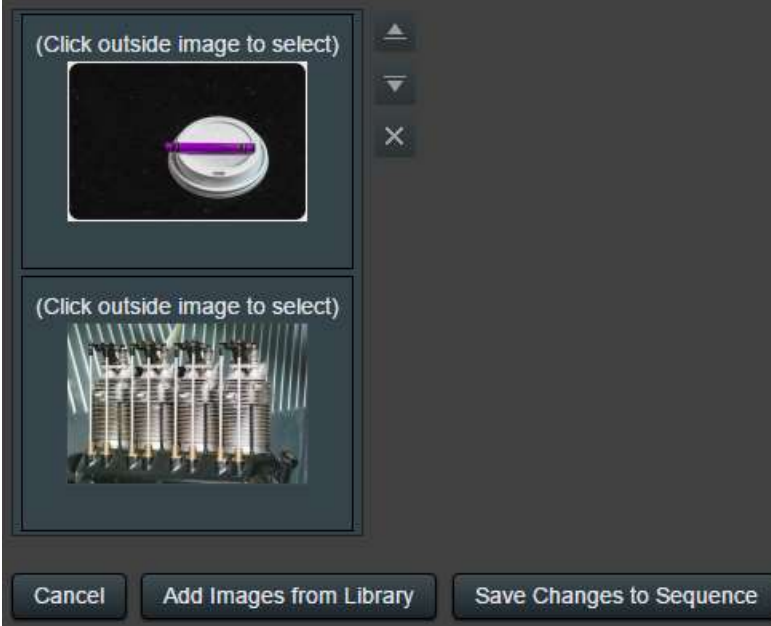


Fig 1

### 3. Add the Image Sequence to the Competition:

- This process will be the same as for *"Adding Images to a Competition from your Image Library"* - Web Tip #3 with a slight difference for the Image Sequence
- Go to *"Competitions-Submit Images to a Competition"* on the main menu
- Find and select the desired competition to enter
- Click on *"Add Images from my Image Library"*
- Click on *"Display Recent Uploads"*, the Image Sequence will be considered 'recent' if you just created it.
- Select the Image Sequence, noting:
  - o The image for the sequence will have a *"placeholder"* image which will say *"No Image Available"* (Fig 2)

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Fig 2

- If the competition allows additional single images, if they are in your Library they can be selected at this point as well. Otherwise you can submit them later using [“Upload Images Directly to a Competition”](#) – Web Tip #1.
- Once you have selected your Image Sequence and any other images to be added to the competition, click on [“Finished Marking Desired Images”](#)
- You will then be taken to the competition page and your selected images will be there.
- The Image Sequence Images will be marked with their Image Sequence number, “{1 of x}, [2 of x], etc. (Fig 3)
- Click on [“Return to Competition List”](#) or go to another webpage – you’re done

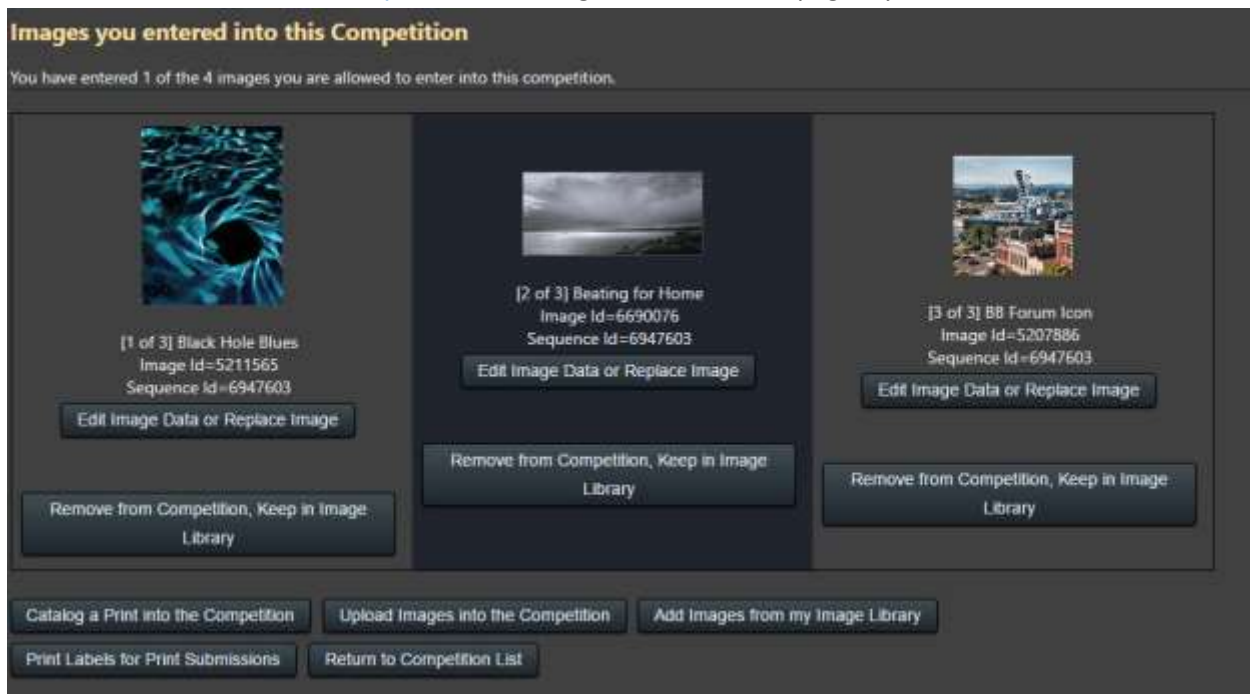


Fig 3

- Note that the Image Sequence title you created is not used in the titles of the images.
  - o If you want the images to have a sequence title you will need to ensure each image is given the sequence title you want when uploaded to the Library, or you can change the title from the Library.