Instructions For Submitting Digital Images

The on-line digital submission process enables a sponsor to upload images from only a single student at one time. It is possible to submit all the images (one or more) in the same session.

For ease and convenience, it is best to store all the images that are to be uploaded in a common folder, preferably on the computer's main drive, before getting started.

All images will be checked for the proper dimensions and file type as they are received. The maximum allowable horizontal dimension (width) is 1024 pixels; the maximum allowable vertical dimension (height) is 768 pixels. The image files must be in "jpeg" format. Any file that does not meet these criteria will be automatically rejected.

It is not necessary to use a specific filename format for the images as the software will create the necessary names automatically.

The following characters should not be included in the image filename: semi-colon (;), colon (:) or equal sign (=). They will cause a system failure message (Forbidden).

The following characters will be eliminated by the software from the image titles: period (.), comma (,), exclamation point (!), left parenthesis (), right parenthesis (), dollar sign ($), question mark (?), underscore (_), back slash (\), forward slash (/), semi-colon (;), colon (:) and equal sign (=). They may cause the software to incorrectly processed the image.

For optimum projection, it is recommended that the images be saved in the "sRGB" color space.

Please follow the 4 Steps described below when submitting digital images.

Step 1 (Student Information): As a minimum, it is necessary to enter all the required information relating to the student (listed below).

- Given (first) name
- Family (last) name
- Street address 1
- Street address 2 (optional)
- City
- State

- ZIP/Postal Code
- Country
- Email Address
- Telephone number (optional)
- School name
- School city

Step 2 (Sponsor information): As a minimum, it is necessary to enter all the required information relating to the sponsor and their organization (listed below).

- Sponsor' s club name
- Club PSA number, if appropriate
- Sponsor's Given (first) name
- Sponsor's Family (last) name
- Sponsor's PSA honors (if appropriate)
- Street address 1
- Street address 2 (optional)
- City
- State
- ZIP/Postal Code
- Country
- Email Address
- Telephone number (optional)

Step 3: Enter the required information only for those selected categories. Leave the others categories blank. With the understanding that a digital entry from each school is limited to 5 images (one for each category), the on-line form may be used to submit multiple images from a single student in one session.

Step 4: Click on the "Submit" button. This will start the upload process. When it is completed, an on-screen status will be displayed. Shortly afterward, the student and sponsor will be both receive an Email receipt of the submission. The Youth Showcase Director and Digital Coordinator will also receive copies of the Email.

A sponsor may submit entries from different students in a single session by clicking on the BACK button and entering the new information.