

**Proper Entry/Submission of Photos:
Steps for submitting your digital photos**

1. Set up a Shutterfly account if you don't already have one. It's simple & FREE!
 - a. Go to www.shutterfly.com.
 - b. Click on „sign up“ & follow the steps.
2. Once your account is set up, begin uploading your photos to an album.
 - a. Title the album with your name.
 - b. Upload all photos to one album.
 - i. Once your pictures are in one album...
 1. Click on your first picture; on the toolbar above the picture click „Edit“, then „Edit picture caption“.
 - ii. In the NAME box of each photo, include:
 1. Category
 2. Age division (Jr or Int)
 3. County
 4. Last Name
 5. First Name

Put an „underscore“ between each of the above items.

EXAMPLE: Night_Int_Nueces_Smith_John

***Repeat steps i and ii for each photo.**

3. Once your photos are uploaded to one album, you are ready to „share“ your photos.
 - a. Be sure all photos in the album are selected (click „select all“ on right of screen).
 - b. Click „share“ at the top, right of your screen.
 - i. Select „email selected pictures“, and then click „next“.
 - ii. In the „To“ box, enter sanpatri@ag.tamu.edu and click send.

Please use the following labels for the categories:

CATEGORY	FILE LABEL NAME
ANIMALS - DOMESTIC	Domestic
ANIMALS - WILDLIFE	Wildlife
CATCH ALL	All
DETAILS & MACROS	Details
DIGITAL DARKROOM	Darkroom
DOMINANT COLOR	Dominant
ELEMENTS OF DESIGN	Elements
FOOD	Food
MARINE/AQUATICS	Marine
NATURE/LANDSCAPE	Nature
NIGHT PHOTOGRAPHY	Night
PEOPLE	People
PLANT/FLORA	Plant
STORY BOARD	Story
THEME	Theme