

# PAPNM Online Contest Prospectus

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## REQUIREMENTS

Online contests do not have an entry fee. All work must be completed 80 percent en plein air during the specified contest period and NOT painted under the guidance of an instructor. Work is submitted into a contest album on the PAPNM website, [www.papnm.org](http://www.papnm.org).

Participants will be allowed one submission for any given contest. Members vote for their favorite painting. Note that members will vote for paintings that illustrate the contest's theme. The painting with the highest number of votes wins an award and is featured on the PAPNM homepage as well as in PAPNM Facebook postings.

## INSTRUCTIONS

To upload your painting's jpeg image, please follow the instructions here:

## PREPARING:

First, prepare the image on your computer: 72 pixels per inch and at least 1920 pixels on longest side with file size on disk no larger than 5 mb.

## UPLOADING:

1. Select the Upload photos button on the Contest Album (with title the name of the contest; eg, 2018 Winter Wonderland).
2. A popup "Upload photos" will appear with five lines (use only ONE).
3. Select a choose file option on one line; a display of your computer's file structure will appear.
4. Select the desired image on your computer and select the Choose button.
5. Select Upload from the resulting popup window; image will appear at the beginning of the list of images on this Album page.

***The appearance of the image on the Album page is acknowledgement that it is in the system.***

Your image should appear after a few moments. If it does not, then quit the website and try again and then if it still doesn't load, [click here](#) to send an email/message to the coordinator and follow the instructions, putting PAPNM Online Contests in the subject line (note: members will see the actual email to use if desired)

## CAPTIONING:

1. Select your image in the Album to enlarge/edit
2. Select the Add Caption
3. In the caption box that appears under the enlarged image, type in the title (no quotes), size, medium and Location: the location where artwork was painted. Example, Santa Fe Snow, 8" x 10", oil. Location: Canyon Road
4. **Do not place your name in the caption.**
5. Select Save

The image will be reviewed for sizing and quality. IF it is unacceptable the Coordinator reserves the right to remove it and will inform you that you should resubmit.