

## Directions for Submitting Pack Place Image Submission Form

*If you follow these directions carefully, you will be able to fill out the form on your computer and either send directly from your desktop email, or save, scan and/or print for delivery by webmail or snail mail. Any questions, please contact Susanna at [susanna.euston@vzw.blackberry.net](mailto:susanna.euston@vzw.blackberry.net).*

- 1) Type ALL the information requested, for your three image submissions, in the PDF'd "Image Entry Form for Jury Process" (page three of the Call for Entries package). All line items must be filled in, and the "Image Format," "Print Type," and "Print Processing" selections checked off. Please sign the form digitally or by hand, if snail mailing.
- 2) When the form is completely filled out, CLICK on the "Submit Form" button in the upper right corner of the page.
- 3) A "Send Form" dialog box should open.
- 4) Insert YOUR name and email address.
- 5) Click the box next to "remember me" (for future use).
- 6) Hit the "Send" button on the lower right of the dialog box.
- 7) A "Select Email Client" dialog box will open.
- 8) Select either "Desktop Email Application" or "Internet Email," depending upon your method of sending email.
- 9) Click the "OK" button in the lower right.
- 10) For "Desktop Email Applications" your standard email composition form will open.
- 11) Address the email to: [naturephoto@bellsouth.net](mailto:naturephoto@bellsouth.net). In subject line put: "Your Name -- Pack Place Image Submission."
- 12) For "Internet Mail," you must "SAVE AS" the completed form to your desktop folder; go to your email client (such as Gmail, Yahoo, or whatever); address the email, as above, and ATTACH your saved form to your email.

**SEND YOUR IMAGES SEPARATELY — BOTH HI-RES AND LO-RES, PER THE INSTRUCTIONS IN CALL FOR ENTRIES — SNAIL MAIL ON A CD.**

If you have any questions about this process, email Susanna Euston at [naturephoto@bellsouth.net](mailto:naturephoto@bellsouth.net).