

# On-the-spot Photo Contest Guidelines 2008 – JACC

## I. General Information-please read these carefully.

- A. Students participating in the on-the-spot photo contests will use digital cameras only.
- B. Students should not set-up photos for any contest.
- C. There will be NO computer manipulation of photos allowed outside the guidelines set by JACC.
- D. As in professional photojournalism, students will be allowed to adjust elements that will improve the technical aspects of the photo but will not be allowed to adjust anything that changes the content.
- E. Any deviation from these guidelines will result in disqualification from any or all competitions.

## II. Orientation Information

- A. All students participating in a photo contest must attend the orientation meeting, the Photo Orientation will be on **Thursday, April 3 from 4:30 – 5 p.m.** in the **Rosewood Room OR Friday, April 4 from 7:30 - 8 a.m.** in the **Golden State Room.** (The Photo Orientation is not required for Team Feature 2.0 competition photographers)
- B. Students participating in any photo contest who need a refresher class for working with digital files can attend the Digital Photo Competition Tutorial. The Tutorial will be on **Thursday, April 3 at 5:15 p.m.** in the **Rosewood Room.**
- C. Students will sign up for each contest they plan to enter at the orientation meeting.

## III. DIGITAL ENTRIES: After each photo competition students will report to the digital lab in the **Executive Board Room** and wait for instructions from the proctor on site.

- A. Check -in by the deadline listed in the program for each competition. If you do not check-in by deadline you will not be allowed to submit an entry.
- B. At check-in you will sign up for your lab time. You must be present when your lab time is called. If you are late and your lab time has started you will not be allowed to enter and submit an entry.
- C. Don't miss your deadline!

## IV. READ THESE INSTRUCTIONS CAREFULLY BEFORE GOING TO THE DIGITAL PHOTO LAB

- A. Students will have ten (10) minutes to choose, crop, adjust and save ONE digital image from their competition batch.
- B. Once you are admitted into the digital lab, sit at your station and wait for instructions. DO NOT touch anything while the proctor is talking, wait for the “go ahead” signal. Your time starts at that moment.
- C. Storage media will be removed from the digital cameras and transferred to the card reader connected to the computers. These card readers accept most digital media cards. NOTE: If your digital camera does not use a popular storage media, be prepared to bring your cables or computer attachments for connectivity.
- D. If Iphoto or any other photo viewer program pops up when you insert your card. CLOSE IT.
- E. On the bottom dock click on Photoshop.
- F. On the upper left-hand corner find: FILE then BROWSE.
- G. Find your Digital Media folder on the “desktop folder” and click on it.
- H. Choose the single photo you want to turn in and double-click on it.
- I. Your chosen photo will open in Photoshop.
- J. Crop your photo. The cropping dimension should be set for a 5”x7” or 7”x5” frame at 300 PPI Resolution. DO NOT make your entry any bigger or smaller. If you deviate from these dimensions your entry will be disqualified.
- K. Adjust your picture for contrast, color, density, luminosity, hue, saturation, dodge, burn, etc. DO NOT manipulate the photo in any other way and DO NOT use any pull-down filters.
- L. DO NOT use any of the following tools: Cloning, eraser, smudge, healing, or any of the brushes or pens.
- M. Writing the cutline/caption for your photo: Under the FILE pull-down menu find FILE INFO. Write the information inside the “DESCRIPTION BOX.” Entries without a cutline/caption will be disqualified.
- N. When you are finished go to the FILE pull down menu and choose the “SAVE AS” command. Type your contest assigned code.
- O. To the left of the box find the contest folder (ie. News Photo, Team Feature Photo, etc.) CLICK on it once.
- P. Click on “SAVE”
- Q. Call one of the on-site proctors and have him/her confirm your entry is in the proper folder.
- R. You are done.

NOTE: Do not deviate from the guidelines. Any student manipulating a photo with Photoshop outside the guidelines set by JACC will be immediately disqualified from the competition. If in doubt, ask the proctor questions.