



Sponsor Digital Work Flow

*It may be convenient to print this information as a quick reference.
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General: It is very likely that a club sponsor which is responsible for digital images will have numerous challenges and the reasons are may be quite varied. One of the significant reasons for this is that both the teachers and students will be entering this type of competition for the first time, or nearly so. While some may be skilled enough to understand how properly size an image and select the correct color space, others may not have access to the image processing software. The following thoughts and suggestions are made available in the hope that each sponsor responsibilities can be carried out as simply as possible.

Image Collection: It is likely that images will be received from multiple sources. The preferred method may be as an Email attachment, either from a teacher or from a student with a teacher as a CC addressee. This would require the least amount of handling. Images embedded in the body of a Email should not be accepted as their quality will be degraded. Images stored on a CD or DVD should be accompanied by an electronic file containing information related to the school or organization and student identification, as well as the image categories and their title.

Image Filename: The filename for each image that is received either by Email or CD/DVD should contain the category, maker first and last name and image title. A suggested format for an image filename is shown below. The various fields (category, name and image title) are separated by dashes (-). In the case of multiple words in the name and image title fields, they are connected by underscores (_).This minimize, if not eliminate, any confusion concerning a student's name and the title of an image.

General description: <category>-<first_last>-<the_image_title>.jpg

Filename example: ARCH-John_Doe-The_Capital_Building.jpg

Worksheets: Worksheets that may be used by the sponsors and the students and teachers are available on the web site, both in PDF and MSWord format. These documents may be downloaded and printed as well as electronically passed to the teachers and students.

Image Storage: As images are received, it will be necessary to check their dimensions and file type before storing them on a computer. 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.



The figure at the right suggests a typical storage scheme that will assist in keeping the images safely stored and sorted. It would probably be simplest to create "Youth Showcase" folder at, or near, the top level of your main drive. The images from each school should be stored in separately named folders. Note that the school folders also Save and Work sub-folders. The Save sub-folder should considered

permanent storage for a copy of each original image. The Work sub-folder would be used to store a second copy in the event that some adjustments may be necessary.

Image Processing: An example would be that an image is received with oversized dimension. It is subsequently learned that the student/teacher does not have the tools or ability to resize the image. The sponsor may wish to take it upon themselves to make that adjustment, which would otherwise not affect the quality of the image. Other examples would be the conversion of images to the “jpg” format and “srgb” color space. While the former may be necessary if images are received on a CD/DVD, the latter may be required no matter how they are sent.

Image Submission: 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) for multiple students in the same session. A sponsor may submit entries from different students in a single session by clicking on the BACK button and entering the new information.

The upload process will be simplified as all the images for a single school will be stored in a common folder, preferably on the computer’s main drive, before getting started.

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 process an 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. The sponsor worksheets for each school will be a significant benefit when proceeding through the upload process.

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 message will indicate if each image was accepted or rejected, with reasons in the case of the latter. The Youth Showcase Director and Digital Coordinator will also receive copies of the Email.