

## My Place Photography Competition Membership and Submission

### Complete these steps to take part in the competition!

To participate in the My Place Photography Competition teachers/group leaders **must register as a member**. This will allow you to log in to a members only area of the website where you can **submit your entries**.

### Register as a new member

1. Navigate to the **My Place Photography tab** on the top horizontal tool bar of our website, **click on the arrow** to open the drop down menu.
2. Click '**MEMBER REGISTRATION**'.
3. **Fill out the form**.
4. Read and agree to the **terms & conditions**.
5. Select '**register**' to continue.
6. Once you have registered you will receive an **email** thanking you for your membership application.
7. Once your membership application has been approved you will receive an **email** confirming that you now have access to the **members only area**.

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## Registered Users

1. Once you are registered and approved a **new option** will appear in the My Place Photography **drop down menu**.
2. Click on the **'MEMBER PAGE'** option and log in to your account.

## Submission

1. Each submission must be uploaded **individually**.
2. **Upload your image** and **fill out the form**. Please note that the entrant's surname will not appear on the website.
3. Enter the photograph into the competition by pressing **'SUBMIT'**.
4. Your image will appear on the page with red text reading **'pending'**, this means that your image has been saved and is waiting for approval.
5. **Repeat** this process for each image.
6. Once your images have been approved you will receive a **confirmation email**, and the **entries will be visible** within the appropriate competition galleries.