<u>Supplying images to the Judge for Club Digital Competitions</u>
This information is in addition to all other recognised Guidelines for booking Judges etc.
(see PAGB Handbook for booking forms and standard guidelines etc.)

The Club must ensure that all images are sized correctly and have filenames that correspond to the paper list. The Club must also ensure that all the Images from the Club are amalgamated correctly onto one CD, and that the CD is openable on a machine other than the one created on. That a paper list or score sheet is also given to the Judge along with a contact telephone number in case of any problems.

The Image numbering*** and score sheet numbering should match so that the images are displayed easily in the same order. If you intend supplying a self-executable file, check at the time of booking that the Judge is happy with this. If you intend asking the Judge to check their monitor with a greyscale step wedge* or other test image, this must also be included on the CD.

<u>The following Guidance Notes may also be helpful to Clubs when supplying Images to Judges</u> -

Describe to the Judge how your members have been asked to submit their files & why –
1. *Members have been asked to submit files in tiff or jpeg format.*
2. *They have been advised that they will be viewed on a calibrated laptop and projector, capable of reproducing the sRGB colour space, on the competition night.*
3. *Members have been asked to submit the digital files to the format 1400 pixels horizontal maximum or 1050 pixels vertical, to match the native resolution of the projector used on the competition night – for this reason, we ask that you judge the images no larger than 100% magnification on your own screen (i.e. actual pixel size).*

Whether or not your Judge has indicated they have a calibrated system, it is a good idea to include a test image* so that it is immediately clear whether there is a difference between your set-up and theirs -
4. *A test greyscale step wedge* has been included on the CD. Please open this file first to check the accuracy of your display – this is meant only as a rough guide. If you cannot see all the clear divisions between the shades, please make allowances for this when assessing the images (e.g. lack of shadow, or highlight, detail, or, all images may appear darker or lighter than you would expect).*

Tell the Judge how you will be viewing the images on the night, and if you are using a specific program, or you would like him/her to use a specific program ** -
5. *We will be using Adobe Bridge to view the images on the evening, and we would suggest that the images are judged by you in this or Adobe Photoshop, Lightroom or Elements, if possible.*

If you wish the higher scored images to be projected last then you must make an arrangement with the judge to ensure that this is possible -
6. *It is part of our competition rules that we must award in each League – 1st, 2nd, 3rd, Highly Commended & Commended…*
7. *We require you to give us a copy of your score sheet when you arrive on the night so that we may extract the images that you have given Commended, Highly Commended, and 3rd 2nd 1st to, so that they can be projected last in each League.*

Always give your Judge a contact number for someone who can address any technical questions he/she may have (it may well be someone other than your Competition Secretary)
8. *If you have any difficulties or require further clarification please contact the Competition Secretary.*

NOTES -
A **Greyscale Step wedge** is a range of tones from max black to max white (0 to 255),
* **Test images** and **Greyscale Step wedges** are easily obtainable off the internet. Greyscale Step wedges can also be made in Photoshop
** If you require your Judge to use a specific program this must be OK'd with the Judge at time of booking – do not automatically assume the Judge is just going to go along with it
*** If you are not sure about image numbering please see Digital Guidance Notes 4