

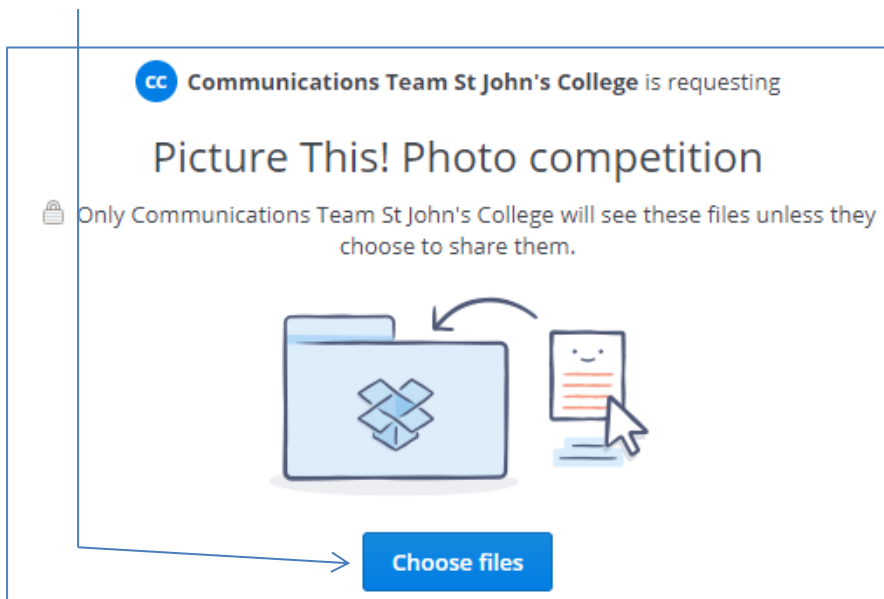
How to submit an entry to the Picture This! photo competition

To enter the competition you must first upload the photo(s) and then fill in a web form to complete your entry.

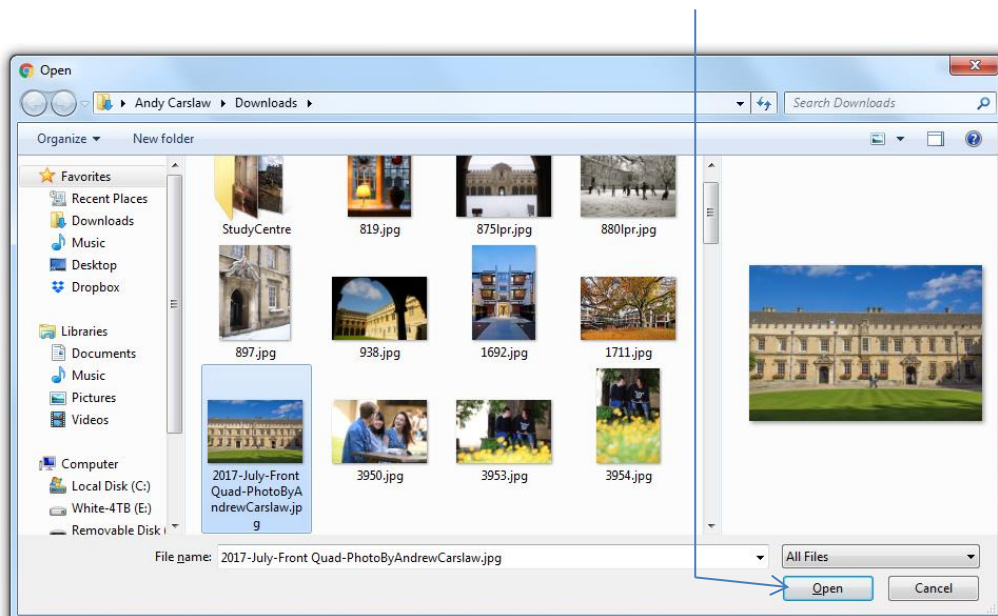
Stage 1: Uploading photos

Please follow these steps to upload to Dropbox (please note: you do not need an account to do this):

1. Firstly make sure you have access to the photo(s) on the machine/device you are going to be uploading from. When creating filenames for your images, they must include your name.
2. Open an Internet browser and visit: <http://www.sjc.ox.ac.uk/photo-upload>
3. You should be redirected to a Dropbox screen similar to the image below. Click the blue 'Choose files' button.



4. This should pop up a window where you are able to choose the file(s) you want to upload. This may differ depending on the machine or device you are using. Navigate to the location where your photo file(s) are stored and once you have selected your file(s) press the 'Open' button.



5. The screen should update. You should also make sure that you note down the filename(s) that you are uploading (you will need this information for the online entry form part).

Communications Team St John's College
is requesting

Picture This! Photo competition

Only Communications Team St John's College will see these files unless they choose to share them.

1 file - 11 MB

2017-July-Front Quad-P... <x

+ Add another file

First name

Last name

Email address

Upload

6. If you want to upload more photos click the link which says +Add another file and repeat the process from step 4.
7. Please remember to fill in the 'First name', 'Last name' and 'Email Address' fields as seen below. If this part is not filled out correctly we may not be able to identify your competition entry.

First name

Last name

Email address

Upload

8. When you have finished, click the blue 'Upload' Button underneath

Stage 2: Completing your entry

Once any files have been uploaded you will need to fill in our web-form to complete your competition entry. This is at: <https://www.sjc.ox.ac.uk/photo-form>

Information about the Picture This! photo competition including rules and terms & conditions is available here: <https://www.sjc.ox.ac.uk/photo-competition>

If you have any problems submitting your entry, please email us: communications@sjc.ox.ac.uk