

# 2019 Print Competition Procedure

Must Read! We are requiring online registration prior to PhotoMax!

Go to [www.printcompetition.com](http://www.printcompetition.com)

1. If you do not have a previous account, click on free registration of new user. If you have an account, proceed to step
2. Enter email and create a password.
3. Choose the organization "PPM" from the list and click on the register button at the bottom.
4. Verify that your contact information is correct. If it is not correct, make any changes necessary by clicking on the "Change" button at the top of the contact information box. Verify your alert settings and your achievements, make necessary changes.
5. Look for the PPM logo, and select membership status and first time entering information.
6. Click on "Create a New Image Entry".
7. Enter title name in box provided.
8. Select a category.
9. Select entry type (General or Master Artist). We will be accepting both physical prints and digital submission, however **ONLY PHYSICAL PRINTS WILL BE ELIGIBLE FOR PPM AWARDS**. Albums may be physical or digital (**digital album submissions will be eligible for PPM awards**).
10. Select if your image qualifies for the Lexjet award. If your image qualifies for the Lexjet award, you must place the identifying Lexjet label on the back of the print. Labels are found at [www.ppofmi.com](http://www.ppofmi.com) under the print competition tab. The Lexjet award will only be given if a minimum number of **physical prints** are entered. That minimum number is determined by Lexjet.
11. **SELECT YOUR TOP 4 IMAGES THAT WILL COUNT TOWARDS MICHIGAN'S FOUR FOR FOUR AWARD. YOU MAY ENTER UNLIMITED PRINTS, BUT YOU MUST DESIGNATE YOUR TOP FOUR TO COUNT TOWARDS THE FOUR FOR FOUR AWARD. DESIGNATE A PRINT BY CLICKING "YES" ON "FOUR FOR FOUR QUALIFIED". ONLY FOUR PRINTS MAY BE DESIGNATED FOR THIS AWARD. IF YOU CHOOSE MORE THAN FOUR, YOU WILL BE DISQUALIFIED FOR THIS AWARD.**
12. Click on "Create a new Entry". Uploaded files must be sized so the longest dimension is 4,000 pixels (20 inches at 200 ppi). Each file must contain an embedded color profile of either sRGB or Adobe RGB1998 and be saved at JPEG quality setting of 10. Total file size should not exceed 10 MB. Click on the upload image tab and proceed.
13. Repeat steps 7-13 for each image entry.
14. If you are entering a digital album, you must zip your album pages before uploading. For zipping instructions: PC: <http://windows.microsoft.com/en-us/windows/compress-uncompress-files-zip-files#1TC=windows-7> Mac: <http://support.apple.com/kb/ph4048>
15. After all images/albums have been submitted and uploaded, click on any "Pay" button or the "pay image fees" button.
16. Select either "Member" or "Non Member" fee, and enter your total fee (Member-\$80 case fee, includes up to 4 images. Unlimited 5 or more images, add 10.00 PER IMAGE, Non-Member-\$100 case fee, includes up to 4 Images. Unlimited 5 or more images, add \$20 PER IMAGE) . Enter in payment information and click "Charge Card".
17. Print your PPM Entry form by clicking on "Print PPM Entry Form". This must be printed and included in your case.
18. To continue printing your individual image labels, click on your browser back button to return to the previous screen.
19. Print your individual image labels by clicking on "Print All Back Labels".
20. Secure labels to lower left corner on the back of each entry.
21. Refer to the rest of the document for additional rules, clarification and forms.