

Guidelines for Submitting Galleries Photos

LPS Galleries

We have created four categories of photo galleries under the “Galleries” tab on the top tool bar of the LPS website. They are:

- > Members Gallery
- > Field Trip Gallery
- > Exhibits Gallery
- > Workshop Gallery

These galleries will display the photos of your choice for up to one year.

Preparing Photos for Submission

Crop your photos at 750 pix X 425 pix and save them as JPEG format using medium or high compression. Shoot for 1MB to 2 MB file size.

Title your photos as Your Name – Photo Title and save as JPEG. For example your saved file name should look like as shown below:

John Cooper – Sunflower.jpeg.

The gallery arranges all photos in an alphabetical order. Putting your name first in the title of your photos will display your photos as a group under your name. Your photos will be uploaded as submitted.

How to Submit Your Photos

Members Gallery

Submit up to ten photos each month to the **Website Coordinator**. On the LPS website you will find Website Coordinator’s email info under the “Contact” tab on the top tool bar.

Field Trip Gallery

Submit up to ten photos for the field trip you may have attended to the **Field Trip Coordinator**. On the LPS website you will find Field Trip Coordinator’s email info under the “Contact” tab on the top tool bar.

Exhibits Gallery

Submit up to ten photos that you may have exhibited to the **Exhibit Coordinator**. On the LPS website you will find Exhibit Coordinator’s email info under the “Contact” tab on the top tool bar.

Workshop Gallery

Submit up to ten photos for the LPS workshop you may have attended to the **Education Coordinator**. On the LPS website you will find Education Coordinator’s email info under the “Contact” tab on the top tool bar.