

Troubleshooting Entry “Verification” Errors

Immediately after uploading your .zip compressed file during the online registration process, our system will launch a “verification” operation to check all the enclosed files and highlight potential errors. Listed below are some simple solutions.

POYi PICTURES OF THE YEAR INTERNATIONAL

rji dorothy reynolds journalism institute

OVERVIEW » PERSONAL INFORMATION » CONTEST ENTRY » REVIEW & SAVE INFO » FILE UPLOAD » **ENTRY ANALYSIS** » ENTRY FEE » COMPLETE

POYi Upload Contents

We have the following files/entries for you:

- 67-01-ShawR-01.jpg
- 67-01-ShawR-02.jpg
- 67-04-ShawR-01.jpg
- 67-07-ShawR-01.jpg
- 67-07-ShawR-02.jpg
- 67-09-ShawR-01.jpg
- 67-09-ShawR-02.jpg
- 67-11-ShawR-01.jpg
- 67-11-ShawR-02.jpg
- 67-13-ShawR-01.jpg
- 67-13-ShawR-02.jpg

Please review this list to ensure we have your complete entry. If you see a problem, please click the 'Upload Again' button below and send us the complete corrected entry. Otherwise, if your entire entry is listed here, click the 'Continue' button to proceed to the entry fee payment process.

The following list of files were removed from your entry file due to the problems noted below:

- 6709ShawR3.jpg (andame does not match the naming convention.)

Top troubleshooting solutions for entry files marked as “removed from your entry” on the verification page:

◆ FILE NAME STYLE — Check for proper format of file.

- Does not conform to naming convention.
- Includes an improper category number.
- Numbering 1 through 9 should include a zero: 01, 04, 07, etc..
- Space mistakenly included within the file name.
- Space mistakenly included before the first character of the file

name.

Successful entry files

Entry files with errors

- Space mistakenly included after the last character of the file name.
- Use of underscores (_)

instead of dashes (-) to separate the parts of the file name.

◆ FILE EXTENSIONS — Check for proper file extension.

- Multiple extensions. This often happens if your computer is set to hide the extensions on files, and “.jpg” is added during the renaming process. For example, 67-01-ShawR-01.jpg.jpg. To fix this, just remove the file extension you can see on your file. The one that is hidden will still be there.
- Missing extension. This will occur most often on Macs which are not configured to put file extensions on all files. To resolve this issue, just rename the file with the appropriate extension.

◆ IMAGE SIZE — Check if image size at a low resolution.

We recommend submitting images be a minimum of 300 dpi, and at least 15 inches on the long side (15 x 300 = 4500 pixels on the long side). You’ll only see this particular error if the picture is way too small to judge in the format we use.

◆ INVALID .ZIP — Test open the .zip file before uploading.

This is most often caused by just renaming a file with a “.zip” extension. For directions on how to create a zip file, please see the first page of the entry form for a link with directions.