

**MANHATTAN MINIATURE
CAMERA CLUB**
Founded 1933

MEMBERS' INFORMATION KIT

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Meeting Nights: 1st and 3rd Mondays
September through May
Community Church of New York
28 East 35th Street (Madison-Park Aves.)

Welcome!

As with any organization, our Club does not run itself. Rather, we depend on everyone to pitch in, both on an ad hoc basis when something needs doing, or for a longer term, serving on one of our various committees. ***Your participation will make a difference.*** Read about the various committees described later in this package, then let one of the officers know which committee you would like to join.

We encourage you to ask questions. Our names, phone numbers and e-mail addresses are in the roster. Please feel free to contact any of us. Also, if you're going on a photo shoot, invite other members to join you.

Membership in this Club provides many benefits. These include, but are not limited to forming friendships with people who share the same interests, improving your photographic know-how, teaching others by sharing your knowledge and understanding, showing your work, learning more about photography, seeing the work of others, and sharing our love of photography—and having a good time, too.

The Officers and Board of Directors

PURPOSE

Why "miniature"? When our Club was founded, back in 1933, "miniature," or 35mm, photography was new and exciting. In fact, the Leica, the first successful 35mm camera, had been introduced only eight years earlier. The term "miniature," meaning the smallest standard format, was much used until the 1950s, and though it is no longer used, we proudly keep it in the official name of our Club, both because it indicates that it is one of the oldest clubs in the metropolitan area and because it is the name by which the Club is widely known. Often, however, we refer to our club as Manhattan Camera Club in informal contexts.

ABOUT THE MANHATTAN MINIATURE CAMERA CLUB (MMCC)

The purpose of our Club, founded in 1933, is to share our love of photography and to improve our skills and artistry.

DUES

Dues are \$100. Dues will be pro-rated to \$65 for new members joining between December and February, and pro-rated to \$35 for new members joining after February.

MEETINGS

Our meetings are held in Community Church of New York located at 28 East 35th St. We meet twice a month from September through May, typically the first and third Monday (except when a holiday causes a temporary change). Meetings begin promptly at 6:30 PM, but on competition nights entries must be submitted by 6:15 PM.

- The first meeting of the month is Competition Night, when we invite experienced and respected photographers to judge, critique, and score our work. Entries are judged on impact, composition, and technique.

Judges' comments are intended to encourage and improve the skills of our members. Records of scores are kept during each season, and those with the highest accumulated scores are recognized at the Annual Awards Dinner in June.

Club members will be divided into 2 groups: Basic (A) and Salon (AA). Each month a member may submit up to two photos in each of the following categories during the nine regular competitions (see Competition Rules) .

- **Slides**
- **Prints**
- **Digitally Projected Images**

Members may also submit up to two for Special Theme for each media above. The themes are announced in advance, e.g., headgear, the color blue, car parts and listed on the MMCC website. There are no group divisions.

- The second meeting of the month is **Program Night**. A program might consist of a travelogue, a how-to on an artistic or technical subject, a workshop with demonstrations of techniques like basics of Photoshop, digital scanning of slides, or matting and framing of prints. On some program nights we also offer an informal critique, when members are invited to assess each other's images, helping them improve their work.

BEST OF YEAR COMPETITION

For the program night in mid-May, each member may submit three images in each media that he/she entered during the regular competitions of the year. The winners, the Best of the Best, receive awards during the Annual Awards Dinner in June.

OFFICERS AND BOARD

The Club is governed by a President, Vice President, Secretary, and Treasurer, as well as a Board of Directors. Elections are held annually; each serves a two-year term. The full Board (Officers and Directors) meets four times a year (October, January, March, June) to conduct Club business and make policy decisions. The functions of the Officers are:

President. Oversees all Club committees. Presides at meetings.

Vice-President. Helps the President and substitutes for him/her when necessary.

Secretary. Maintains roster of members and distributes copies. Updates it periodically. Handles correspondence. Mails newsletter to all members with no e-mail who miss meetings and to honorary members. Records and distributes minutes of Board meetings.

Treasurer. Pays for Club expenses. Reimburses members for Club expenditures. Accepts and deposits to Club account dues checks and other income checks. Prepares financial statement for each Board meeting and distributes it to the other Officers and the Directors (and to any other member on request).

NEWSLETTER

Our Club publishes on its website a newsletter, *Manhattan Focus*, each month from September through June. It keeps members informed of current Club activities, provides news about members and competition scores, and includes a calendar of Club and other photographic activities.

WEBSITE

Our Club has a website, www.mmcc-nyc.org. It includes the newsletter, information about the Club, and program schedules. It also features Member Galleries of photographs and a page of links to photographic publications, vendors, exhibitions, etc.

FIELD TRIPS

We offer field trips, most for one day to areas accessible by public transportation, though some may involve car travel. Also, other organizations, listed in our newsletter.

DINNERS

We hold two dinners each year. Members may bring family and friends to both.

- Holiday Dinner, in mid-December. Members' slide shows are provided for entertainment.
- Annual Awards Dinner is usually held on the first Monday in June. It is our most important social event as it closes the club season. The Best of the Best and the End of Year Ranking Winners are presented with certificates. Small prizes are awards to those who come to the dinner. For entertainment, members can present images on a theme of their choice.

COMMITTEES

A list of committees, with brief descriptions of their functions, follows the Competition Rules. Without the work of the committees, there would be no Club. Your participation is needed, so please volunteer to join one or more.

EXHIBITS

We arrange for members to exhibit selected prints in outstanding venues. Past and future sites include the lobby of the Empire State building, the Medical Library of Cornell University and the Borough

In Conclusion

We have presented a brief outline of you will participate fully, attending both competition and program night meetings each month and becoming active on a committee or two. As with any organization, you will reap the greatest most by greater participation.

Rev.10/11

MANHATTAN MINIATURE CAMERA CLUB

COMPETITION RULES

MONTHLY COMPETITIONS

There are nine monthly competitions from September through May of each Club season in three categories below:

1) Slides

2) Prints (film or digital)

3) Digitally-projected images

There are two groups: Basic (A) and Salon (AA).

Competitions start promptly at 6:30 PM. Print and slide entries for competitions must be submitted no later than 6:15 PM the night of the competition. Unless otherwise directed,

Digital images should be uploaded to www.photocontestpro.com by the Friday before competition night.

ELIGIBILITY

All members are eligible to compete if their dues are paid. Dues must be paid by in September).

New members are eligible to compete in the month in which they join the Club and pay their pro-rated dues.

ENTRIES

In each competition a member may enter up to **two images for the Open Competition** and **two for Special Theme** in each media (Slide, Prints and/or Digital).

An image that scored **7 or lower** may be re-entered in competition the same season or in the following season. After the second entry, it is ineligible for further Club competition.

An image that is essentially the same as any previous entry by the maker shall not be eligible; each contestant is expected to make a responsible determination as to the eligibility of his/her entries; i.e., a slide may not be re-submitted in another format. If the original image received a score of 7 or lower, it can be resubmitted, either in the same format or as another format.

SCORING

Scoring is from **5** to **9** points. A score of **9** represents an **Award**, a score of **8** represents an **Honorable Mention**, a score of 7 indicates average work, a score of **6** indicates below average work, a score of **5** indicates serious faults. Judges have the option of using half-point scores.

(revised 10/11 –please read carefully)

FINAL RANKINGS

Each member's end-of-year ranking in each category is determined by totalling all submissions and dividing it by the number of entries. There is also a minimum of six competitions, not including assigned theme competitions, in each category to be eligible for 1st, 2nd, and 3rd place.

MISSING COMPETITIONS

Members who know ahead of time that they will miss a competition are encouraged to give their entries to another member who will report the judge's feedback.

PREPARATION OF SLIDES

All slides must be submitted in 2x2 mounts but may be masked to any size within the mount. Each slide must have pasted on the lower left corner (**positioned as you want the image to appear on the projection screen**) a light-colored dot **no smaller than 1/4-inch diameter**.

The maker's assigned Club number must be clearly written on the dot. See diagrams in the upper right. Next to the dot, letters "A"



HORIZONTAL SUBJECT



VERTICAL SUBJECT

and "B" must distinguish the two slides. The maker's name and contact information must appear on the bottom of a horizontal slide or the right side of a vertical slide. A printed adhesive label or **clear** hand lettering in black ink may be used. The title of the slide must appear on the top of a horizontal slide or the left side (next to the spot) of a vertical slide, clearly printed in black ink on a cardboard mount or on an adhesive label.

Slides mounted in glass may not be mounted over cardboard readymounts, as they will not fit in the projector.

PREPARATION OF PRINTS

All prints must be securely mounted and matted. Club labels with the member's club number should be affixed to the **upper left corner** on the back of the mount. The label should contain the following information: Title, Member Name, **Member ID number**, Group, address, the date, the word "Score" (allowing for the score to be added). (See sample on following page.)

(Pre-printed labels are available from the Print Committee.

MANHATTAN MINIATURE CAMERA CLUB	
www.mmcc-nyc.org	
✓GROUP: □AA / □A	SCORE: _____
■ TITLE OF PRINT: _____	
■ MAKER: _____	■ ID #: _____
Contact Info: _____	
■ DATE: _____	

PHOTOSHOP ELEMENTS AND PHOTOSHOP CS

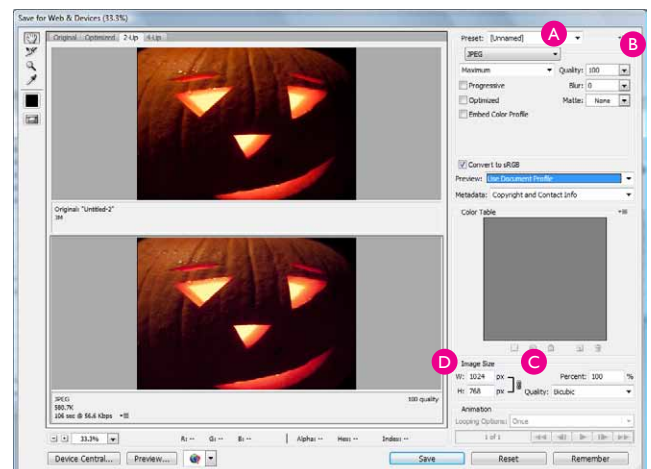
Below are instructions for saving jpegs from both Photoshop or Photoshop Elements (some menus are slightly different because of the various versions we may have but you should still be able to follow along):

1. Open your file in Photoshop or Photoshop Elements.
2. From the menu select *File, Save for Web*. The window below will open.
3. From the palette (see below):
 - a. Select *jpeg* for the format.
 - b. Set the quality to *100*:
 - c. If not checked, *check* Constrain Proportions (in CS4 it looks like a *chain link*):
 - d. If your image is horizontal, then type *1024* for the width let the height change proportionately.
OR
If your image is vertical, then type *768* for the height and let the width change proportionately:
 - e. Click *Apply* (in CS4 once you click on any other box besides the one you are in it applies the current change).
4. Click *Ok* or *Save*. Save the file in the appropriate directory.

Save for Web from Elements



Save for Web from Photoshop CS4



Be sure to rename your files as below:

The name of a file in the open competition should be the member ID number, month & year, and entry number, jpg extension. For example, file names for member #19 might be 19-1110-1.jpg and 19-1110-2.jpg for two entries in the November, 2010 open competition.

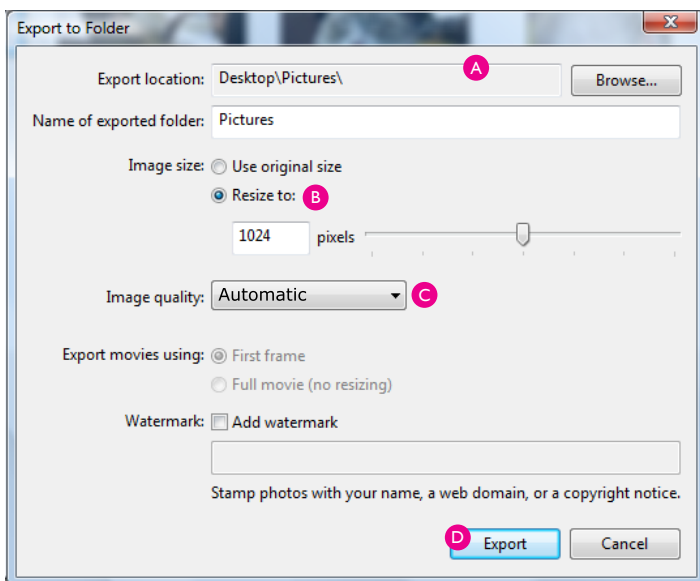
File names for Special Theme competitions are the same except the subject replaces the month & year, such as 19-nycicons-1.jpg and 19-nycicons-2.jpg.

PLEASE NOTE: PHOTOSHOP MAY ASK YOU IF YOU WANT TO SAVE THE FILE WHEN EXITING. IF YOU HAVE MADE CHANGES IN PHOTOSHOP THAT YOU WANT TO KEEP BE SURE TO SAVE IT AS A PHOTOSHOP FILE NOT JPG. IF NOT, SAY NO.

PICASA 3

Below are instructions for saving jpegs from Picasa 3:

1. Select the file in Picasa.
2. From the menu select *File, Export Picture to Folder*. The window below will open.
3. From the palette (see below):
 - a. Take note of the Export Location. This is where your jpeg will be saved.
 - b. Click on *Resize to* and fill in the box next to pixels with either of these two numbers:
If your image is horizontal, then type *1024*.
OR
If your image is vertical, then type *768*.
 - c. Image quality should be set at *Automatic*.
 - d. Click *Export*.



Be sure to rename your files as below:

The name of a file in the open competition should be the member ID number, month & year, and entry number, jpg extension. For example, file names for member #19 might be 19-1110-1.jpg and 19-1110-2.jpg for two entries in the November, 2010 open competition.

File names for Special Theme competitions are the same except the subject replaces the month & year, such as 19-nycicons-1.jpg and 19-nycicons-2.jpg.

UPLOADING YOUR DIGITAL ENTRIES

We are using PhotoContestPro software to upload images for competition.

The cut off date is typically the Friday before competition night.

1. Go to the website (<http://www.photocontestpro.com>).

A Click on **Log In** in the upper right corner of the page. It will launch this page:



B If this is your first time, then click on “**Logging in for the first time? Click Here**”. An email will be generated with your password.

C Once you receive your email with the password, go back to your Login page and enter your **email address, password**, then select **Manhattan Miniature Camera Club** from the dropdown for Organization. If you are on your own personal computer, you’ll also want to **check Remember Me** so you don’t have to keep re-entering it every time return.

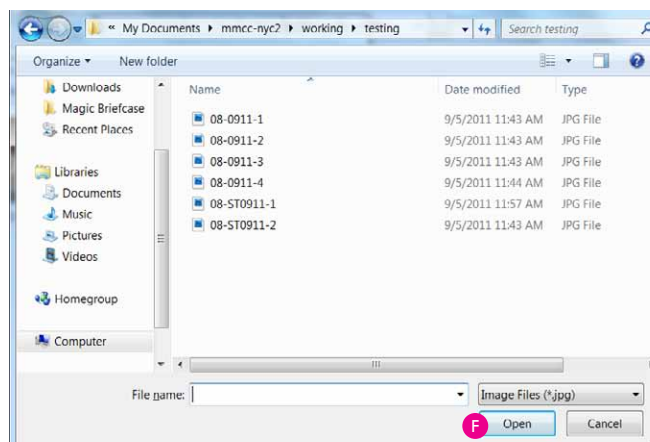
2. Next click **Upload Pictures** (mac users may have to use the button next to this Upload Pictures (Old) but first try Upload Pictures). This page will appear:



D **Select the Contest by clicking on it.**
Note that there are 3 contests running for each monthly competition. They are divided into Basic Open, Salon Open and Special Theme.

E Click on “**New Picture**”.

F A dialogue will appear. **Navigate to the location of your files, select it and click open:**



G A thumbnail of your picture will appear in the bottom right corner of the PhotoContest Pro Page. Click on the thumbnail to see a preview.

H Next **click in the box next to Picture Title** then enter the **Title** for the picture. FYI - the software does check that you are keeping within the file dimensions so be sure that its maximum height or width is 1024. If you do not adhere to the rules it will prompt you that you have exceeded allowed file dimensions and your file will be rejected.

I Next click “**Save Picture and Info**”.
You just added your entry.
Please note: there is a maximum of two entries per contest in this software but the club has set a maximum of 3 digital pictures per night. Therefore, if you have extra entries, I will email you to find out what should be removed.



FYI: If you are on your own personal computer, then **don't** click Log Out since it will erase your login information. If it's a public computer, then Log Out.

If you have any questions or experience any issues, please be sure to contact me at starzzmdh@yahoo.com a minimum of 3 days prior to any competitions.

COPYRIGHT

Copyright remains with the photographer. Images are initially used for projection during monthly competitions. The Club may use winning images for the club's website on the "winners corner" page and the monthly "Manhattan Focus" newsletter. If you do not wish to have your image posted or used you will need to contact starzzmdh@yahoo.com.

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