

Protocol for Submission of Photos to VASSA Website Gallery

The following criteria need to be followed when preparing and submitting photos for the online gallery at vassa.org.za

Sizing your images

1. Size of photographs (in pixels)
 - a. Landscape/Portrait (dimensions are the same but reversed depending on orientation)
 - i. 1080px by 608px (aspect ratio 16:9)
 - ii. 1080px by 810px (aspect ratio 4:3)
 - b. NB: Please pick one aspect ratio to use for all the images you'll be submitting
2. Size of photographs (in kB)
 - a. For optimal website performance we need your images to be between 100kB and 300kB. If your image is slightly less than 100kB that's still good. However it should not be larger than 300kB.

Categorising your images

1. Allocate your images into a main folder with your name (first and surname) as title. Create folders within this main folder that pertain to the subject matter of the images. This may be an event, a particular excursion, etc.
2. Name your image according to the following protocol. (This is important for the search functionality within the website, as well as telling search engines what the image is about).
 - a. Location: e.g. Groot Zeekoegat
 - b. Image title: (describe what the image is of) – and use hyphens (per example in d.)
 - c. Date of event / when image was taken: (Y,M,D)
 - d. So the end name of the image is: Groot Zeekoegat-cottage window-2020-01-15

Sending your images to VASSA

1. Once you have your folder (containing sub-folders is ready) use WeTransfer to send this to marionellis@capeinsights.com
 - a. <https://wetransfer.com>
 - b. Use the box on the left hand side to add your main folder
 - c. Add the above email address and a message if needed.
 - d. There is a max upload of 2GB for the free version.