How to submit to CoPA + Ronald McDonald House Exhibition:

1. Can't see the form or the "Submit" button? You must be logged in. (contact Webster@copamilwaukee.com if you can't log-in).
   a. If you find yourself in the perpetual loop of being logged out when you attempt to submit, please clear the copamilwaukee.com cookies from your browser history.

2. Contact info - where we can reach you if we have issues?
   a. ergo if the image file is corrupt
   b. or to congratulate you on your acceptance to the show.

3. Image title & upload - Name/"Save As" your Image **before** you upload the file to the form - this is **critical**. Image files that do not identify YOU and the image Title will not be considered for exhibition. (See links below for videos and helpful instructions.)

4. When you Rename/"Save As"/Export the image file you must follow this naming convention:
   a. First initial & last name_showtag_imagetitle_Framed Size W x H.jpg
      Example: EMaddox_RMHFall24_Neighbors_20x16.jpg
   Images are separated from forms when uploaded; this is the **only** way CoPA will know the image is yours.
      Show Tag = RMHFall24

5. File Size Limit: 1200px on the longest side, JPEG only.

Not sure how to rename the file? Click any of the links below for your answer:
How to Rename Files & Folders on a Mac

How to Rename Files & Folders on a Windows 10

How to Export & Rename Files in Photoshop

Having Technical Difficulty? Email: Webster@CoPAMilwaukee.com

If you cannot submit via the website form:
1. **Take a screen shot of your error message**
2. **Email the screen shot AND your *properly named jpg images* to Webster@copamilwaukee.com**