

## Directions for Submitting Exhibit Form

- 1) Complete ALL of the information requested in the PDF'd "CNPA-Asheville Region Image Submission Form." All fields must be filled in, and the "Origin" and "Processing" selections checked off.
- 2) When the form is completely filled out, CLICK on the "Submit Form" button in the upper right corner of the page.
- 3) A "Send Form" dialog box should open.
- 4) Insert YOUR name and email address.
- 5) Click the box next to "remember me" (for future use)
- 6) Hit the "Send" button on the lower right of the dialog box
- 7) A "Select Email Client" dialog box will open.
- 8) Select either "Desktop Email Application" or "Internet Email," depending upon your method of sending email.
- 9) Click the "OK" button in the lower right
- 10) For "Desktop Email Applications" your standard email composition form will open.
- 11) Address the email to BOTH:
  - 1) [MKraus3145@gmail.com](mailto:MKraus3145@gmail.com). AND to
  - 2) [naturephoto@bellsouth.net](mailto:naturephoto@bellsouth.net)
- 12) For "Internet Mail," you must SAVE the form to your desktop folder, go to your email client (such as Gmail, Yahoo, or whatever) address the email, as above, and ATTACH your saved form to your email

**BE SURE TO ALSO ATTACH THE IMAGE THAT ACCOMPANIES THE PARTICULAR FORM YOU ARE SENDING!**

If you have any questions about this process, email Susanna Euston at [naturephoto@bellsouth.net](mailto:naturephoto@bellsouth.net).