Introduction to the Website

From the Home Page you can access all areas of the website. You have a personal Gallery where you can display up to 20 photographs. You can contribute to Club Galleries, and you can post photographs and invite comments in the Showcase gallery.

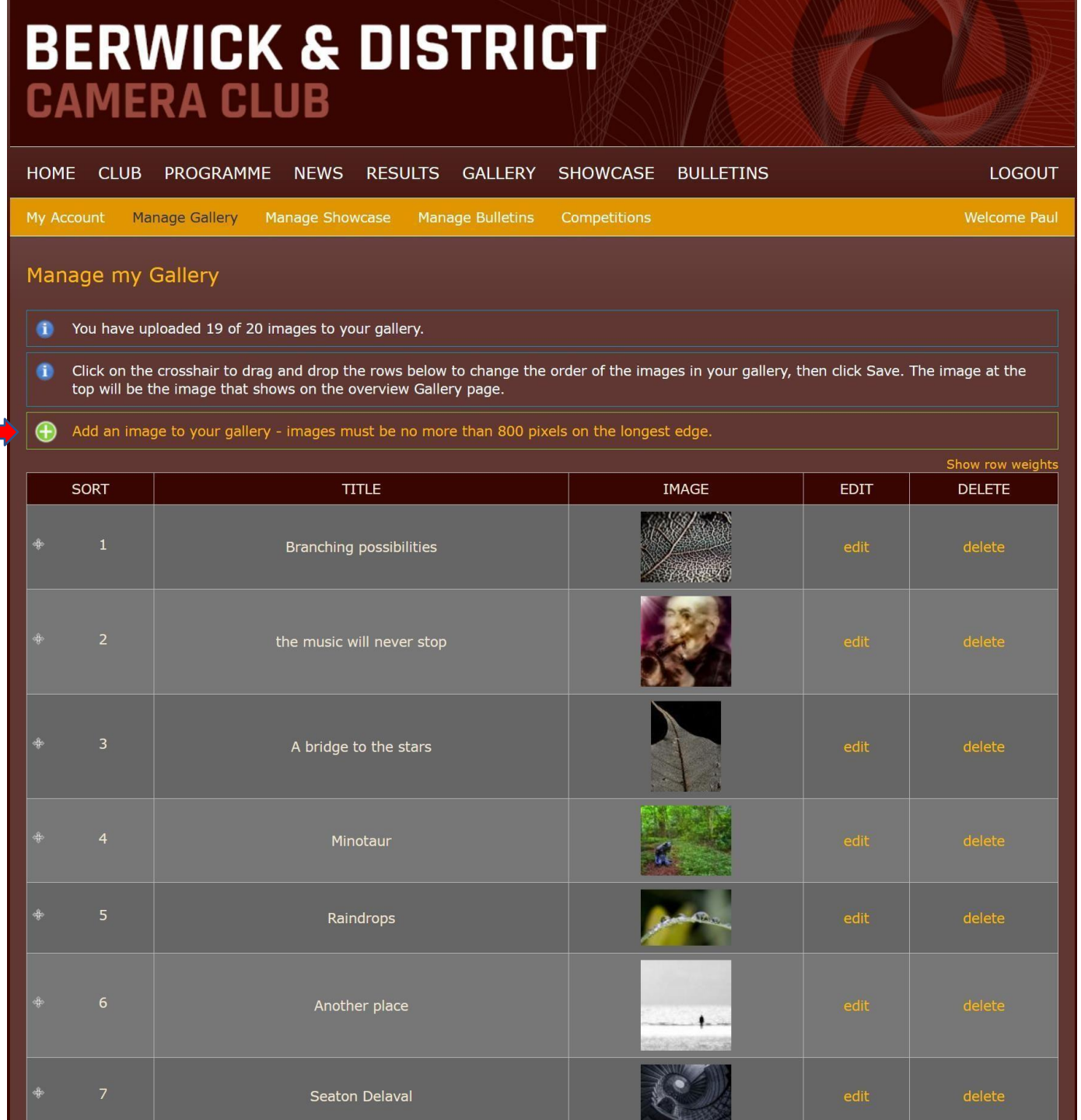
You can post a bulletin message to all members which will not be seen by non-members visiting the site. You can check the programme of events and see the competition results.

The home page also alerts you to recently uploaded photographs and comments.

If you click on ‘Manage Gallery’ you will get a screen like this. It tells you how many of your permitted 20 pictures you have already uploaded.

It allows you to edit or delete them so you can change the content, and you can choose the order in which they are displayed. Click on the Green Plus symbol to add a picture.

But first make sure that you image is currently sized or it will not upload. In your gallery photographs cannot exceed 800px along their longest side.

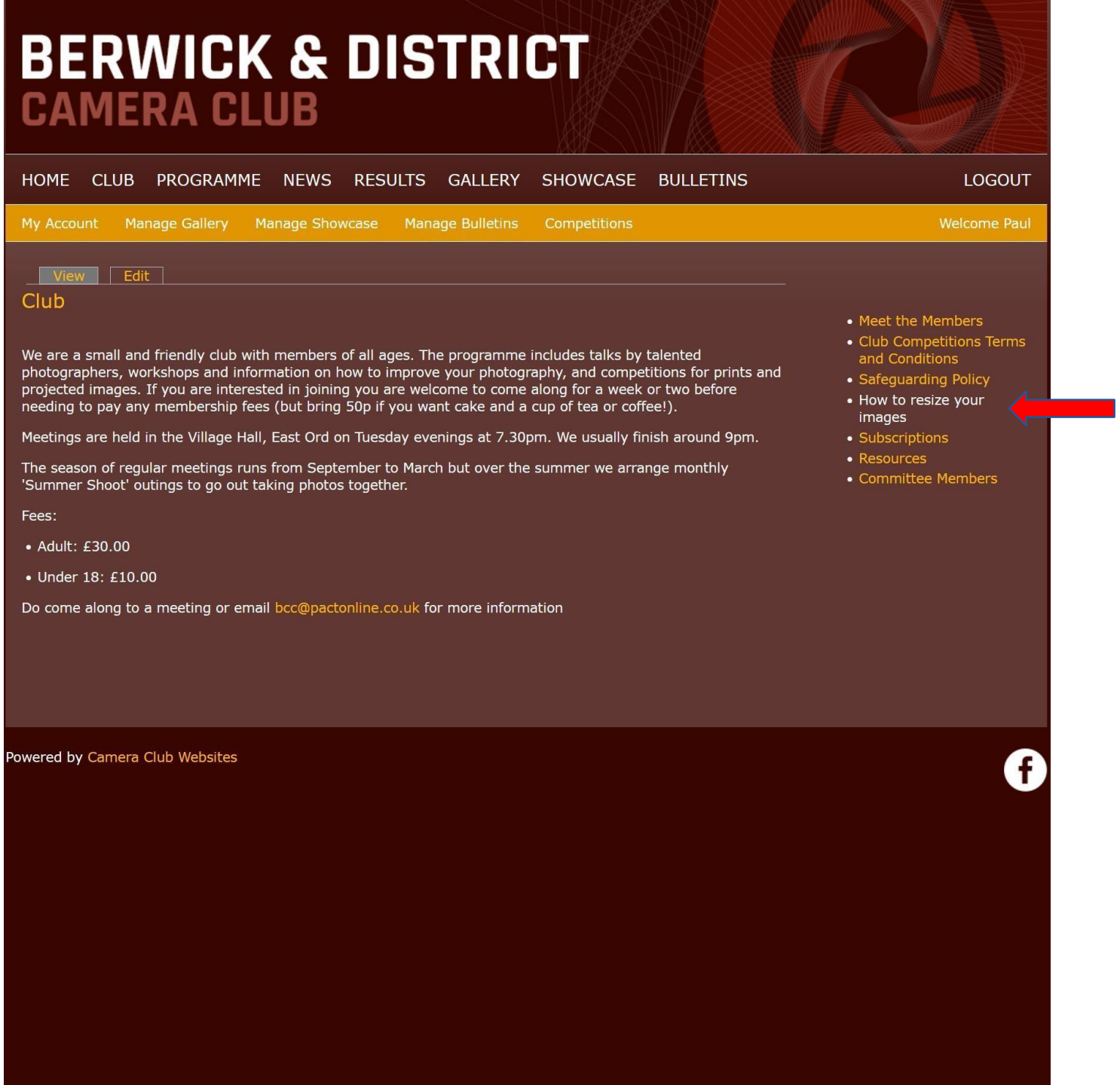


If you need a way to resize your images we have included a link to a site that can quickly do this for you.

Choose ‘Club’ from the options at the top of the home page and you get this screen.

Meet the members displays a list of members and has a link to allow you to message someone. The competition rules can be accessed from here and you can read the club’s safeguarding policy. We have links to some helpful resources for Lightroom, Photoshop and Affinity and you can find out how to pay your subscription.

Also, ***How to Resize your images***.



Going back to Manage Gallery, you are able to upload your photos once they are the correct size.

Click on the Green Plus symbol.

BERWICK & DISTRICT
CAMERA CLUB

HOME CLUB PROGRAMME NEWS RESULTS GALLERY SHOWCASE BULLETINS LOGOUT

My Account Manage Gallery Manage Showcase Manage Bulletins Competitions Welcome Paul

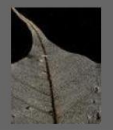
Manage my Gallery

You have uploaded 19 of 20 images to your gallery.

Click on the crosshair to drag and drop the rows below to change the order of the images in your gallery, then click Save. The image at the top will be the image that shows on the overview Gallery page.

Add an image to your gallery - images must be no more than 800 pixels on the longest edge.

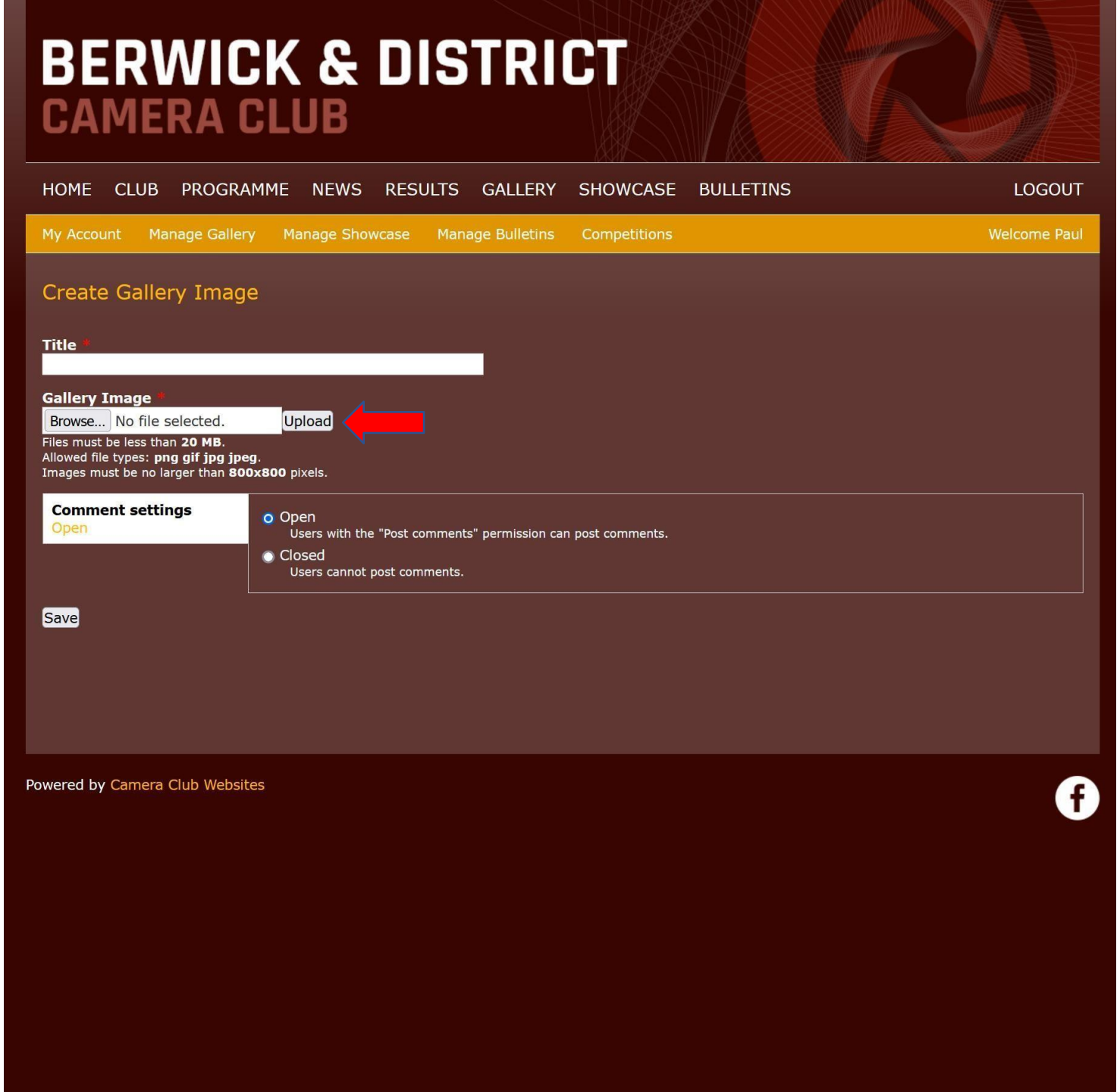
Show row weights

SORT	TITLE	IMAGE	EDIT	DELETE
1	Branching possibilities		edit	delete
2	the music will never stop		edit	delete
3	A bridge to the stars		edit	delete
4	Minotaur		edit	delete
5	Raindrops		edit	delete
6	Another place		edit	delete
7	Seaton Delaval		edit	delete

You need to give your photo a title and choose the picture you want to upload.

You can choose whether or not you want people to be able to comment on it.

Once you have selected your picture, click Upload.



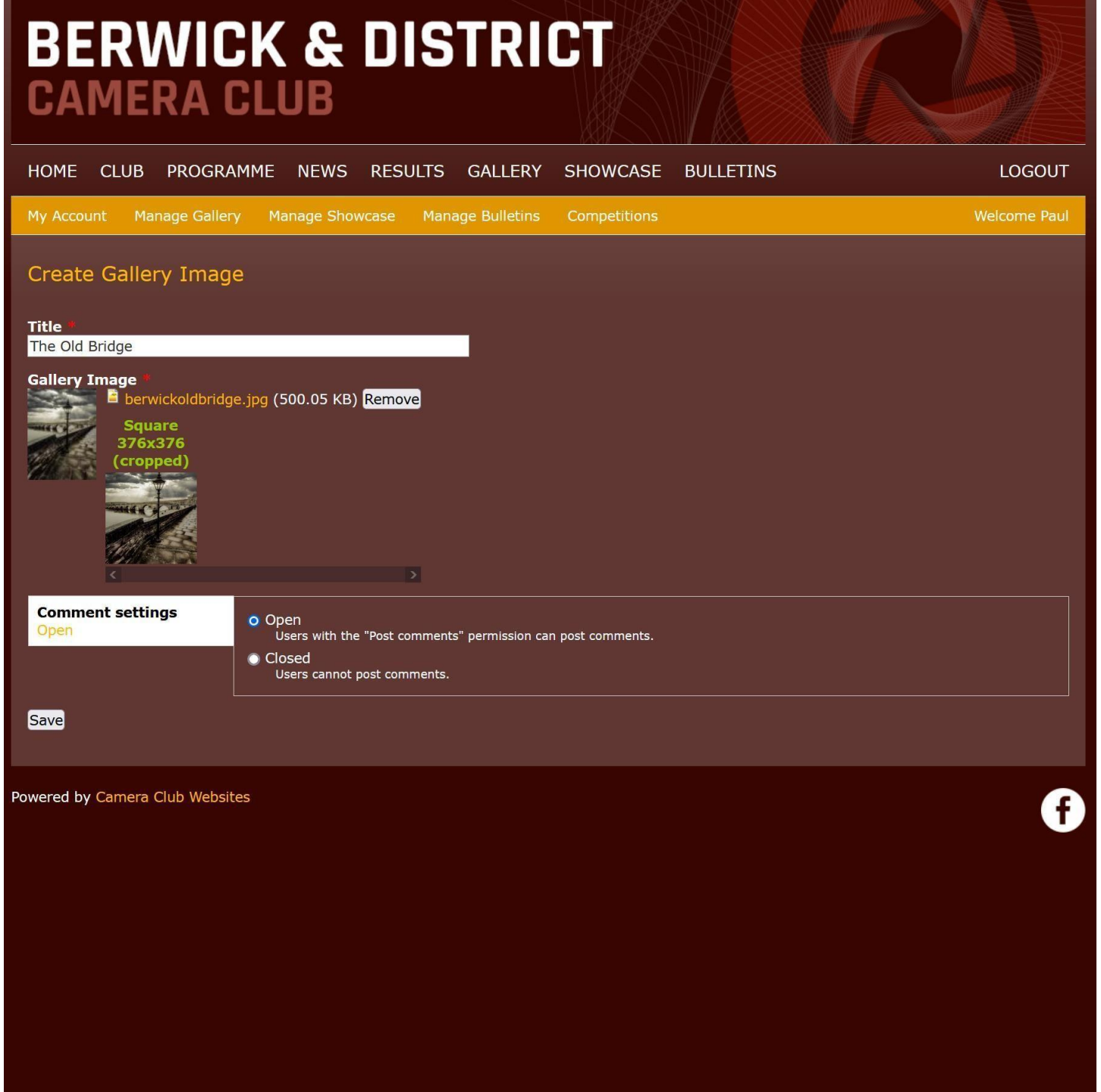
This stage has caused some confusion. Once you have uploaded your picture you are asked to choose a square crop for it.

This does not change how the picture will be seen in your gallery, it just creates a smaller square icon to be displayed to allowed people to choose it. You can accept the suggest crop or alter it if you like and then click Save in the bottom right.

You are not cropping your actual photo, just creating a smaller icon for the website to use.

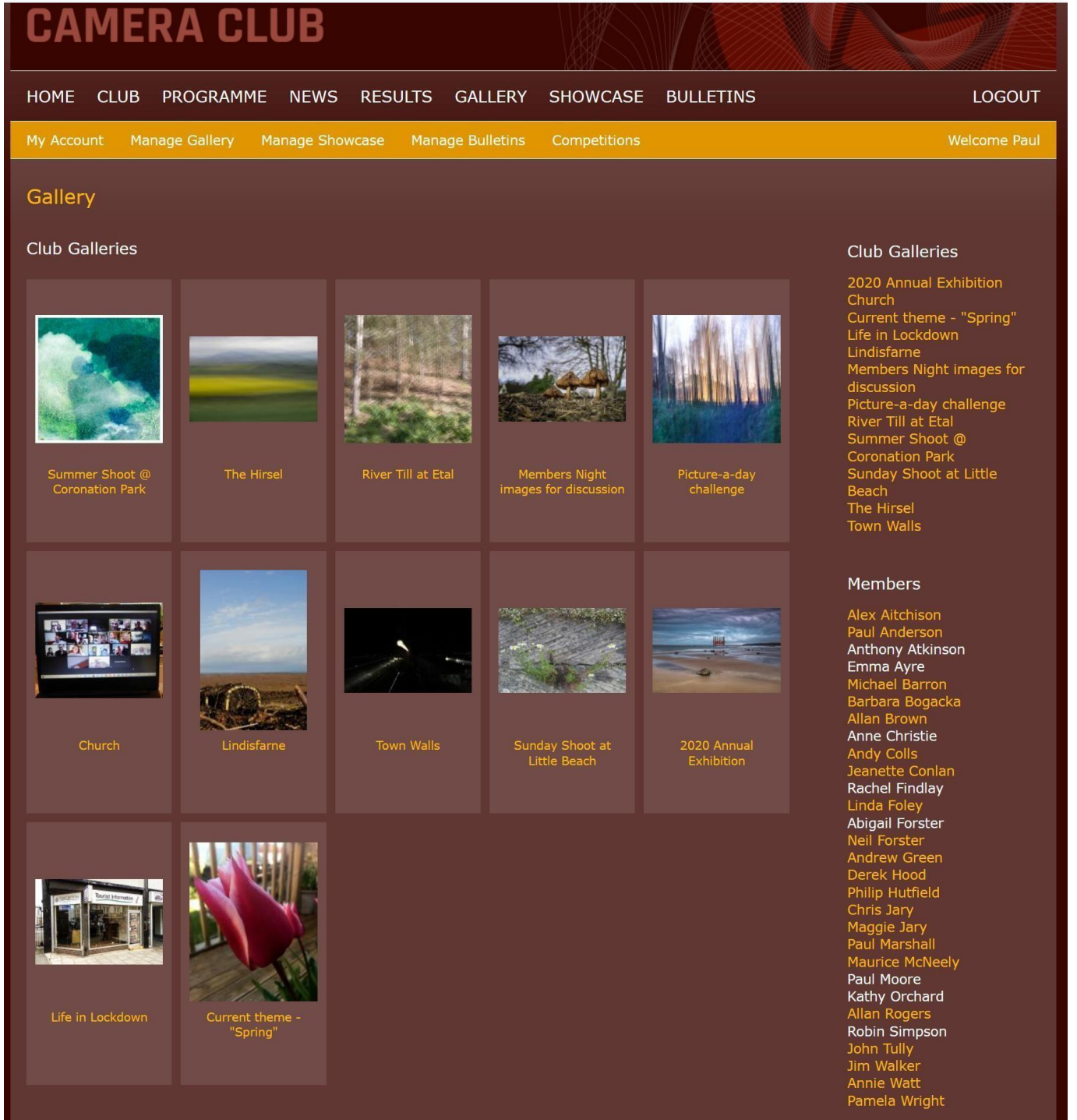
Once you have clicked save you will see your photo on the left along with the smaller crop you chose at the previous stage.

Don’t forget to click Save once more to complete the process



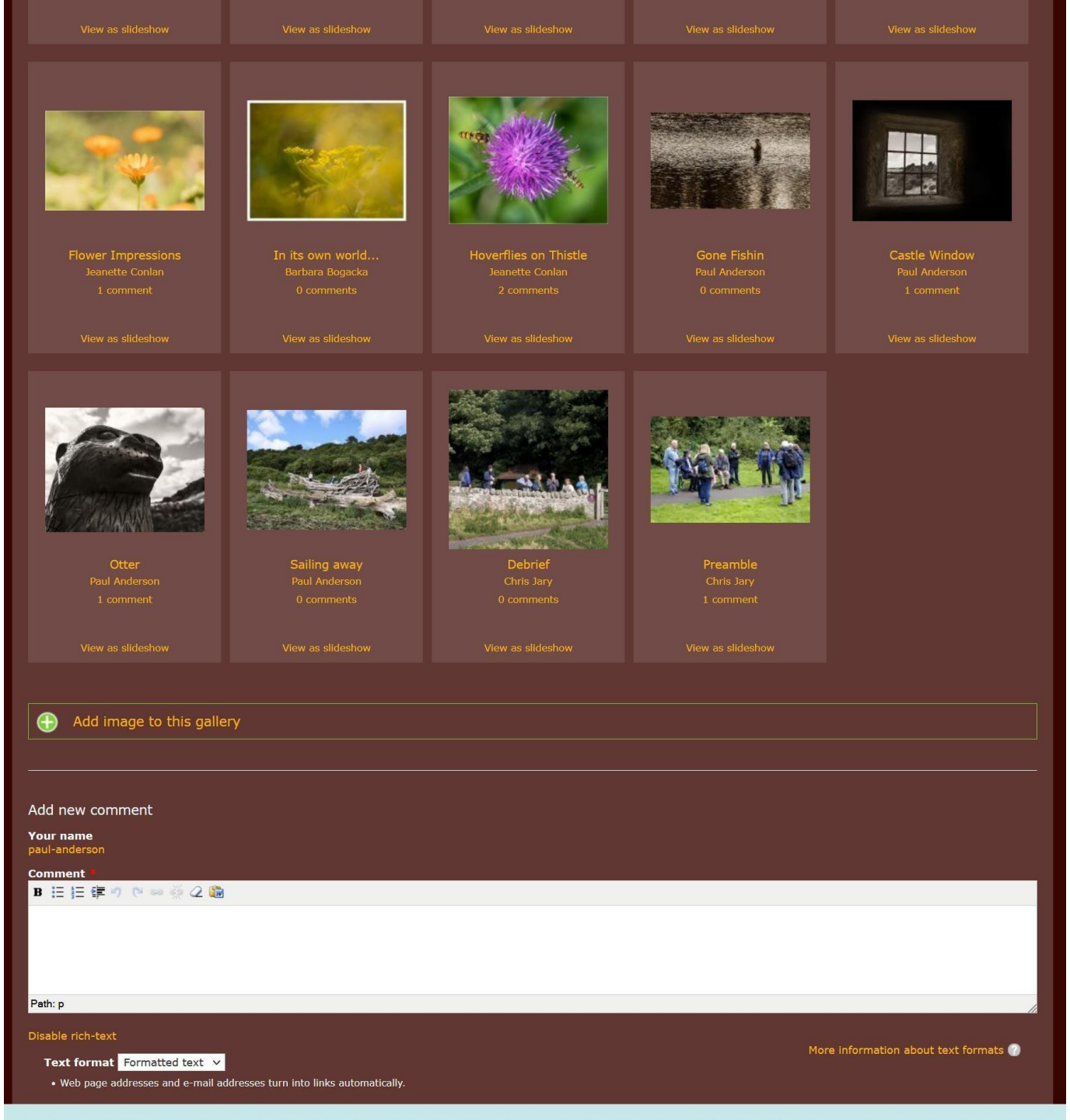
Club Galleries work in the same way except that anyone can contribute to them and there is no limit to the number of pictures they may contain.

These are usually created to allow members to share pictures taken during the club's activities.



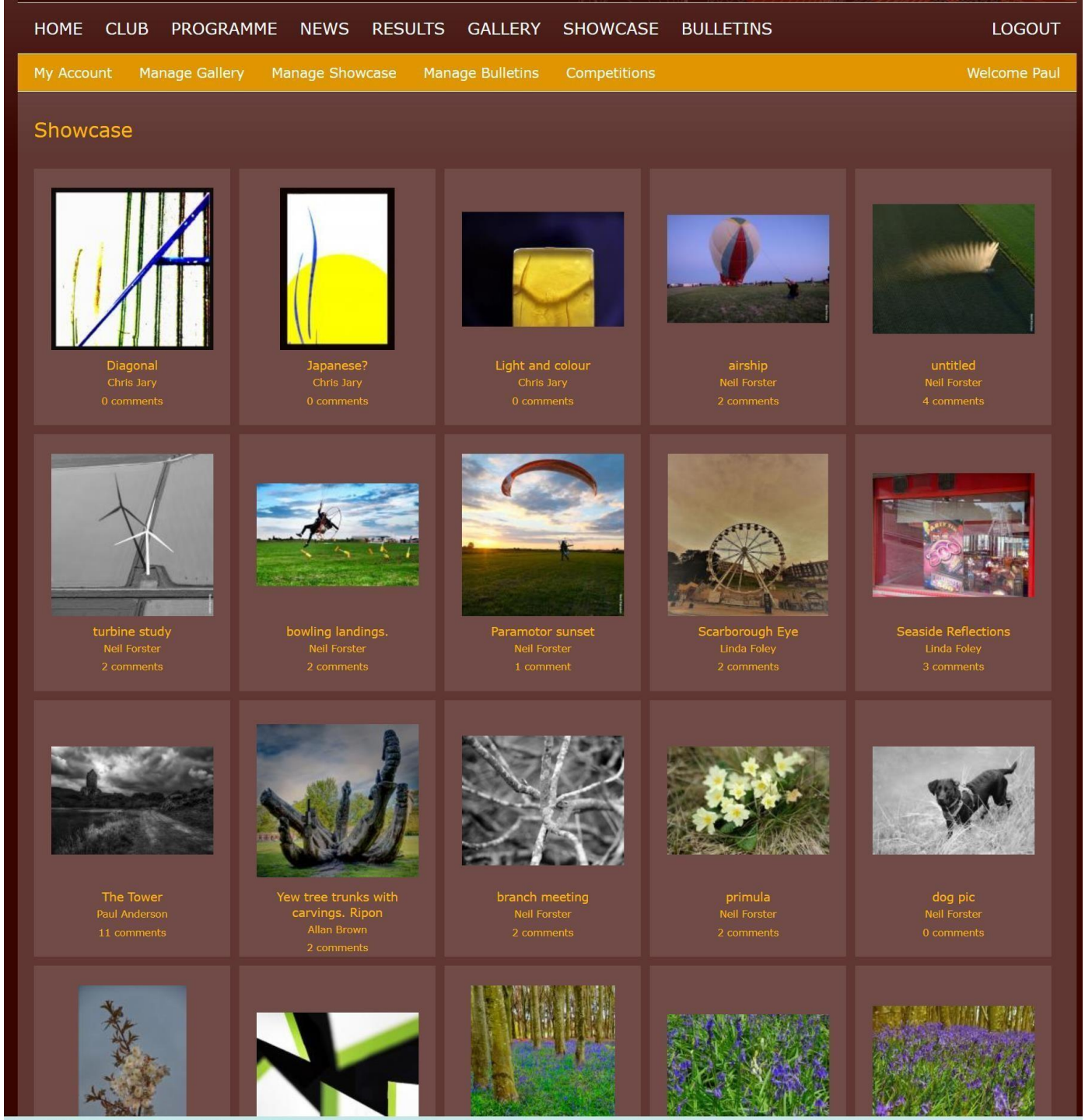
You will need to scroll down to the bottom of the gallery to find the link that lets you add your own pictures.

You can also comment on a picture here.



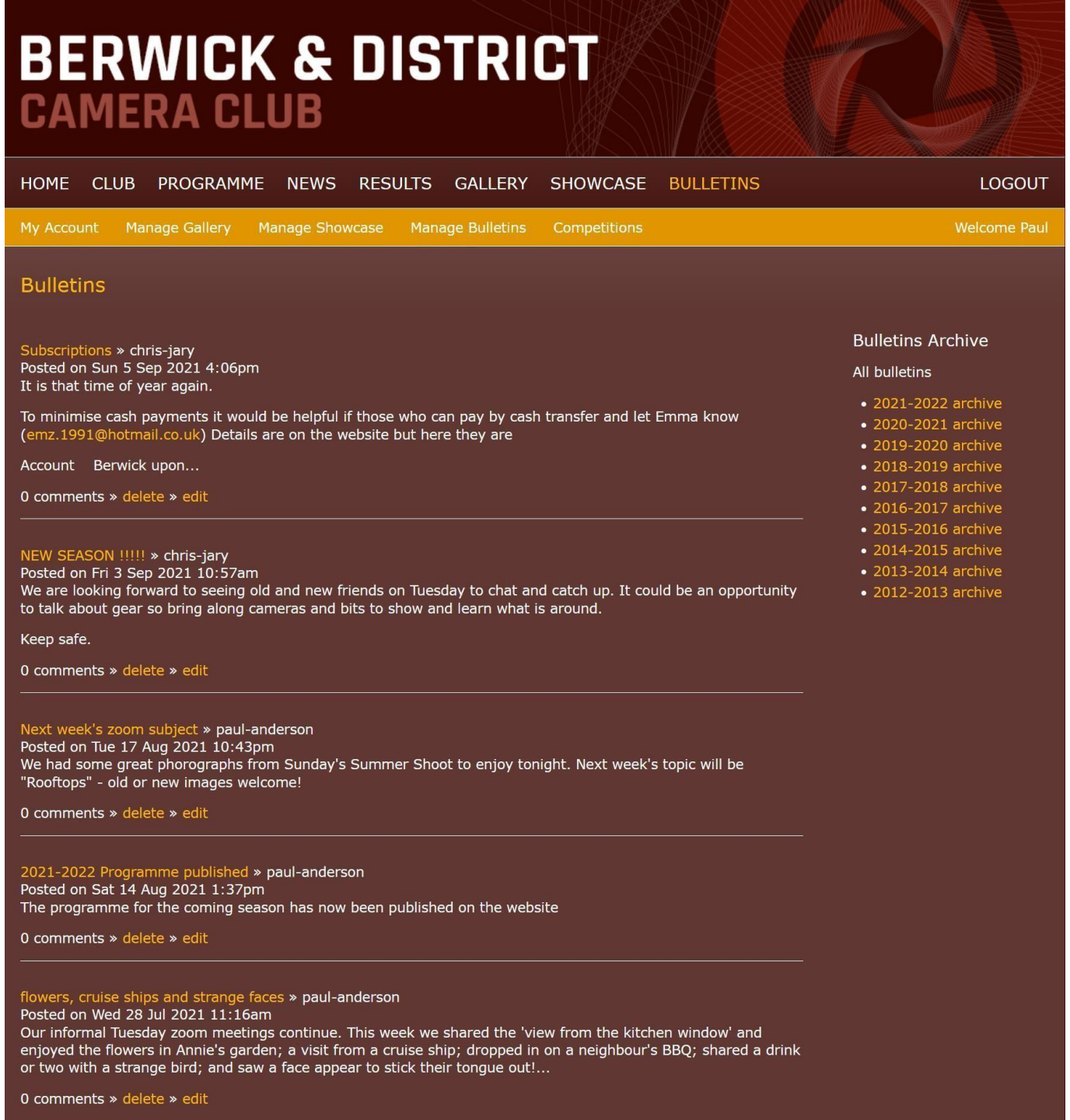
The Showcase Gallery is used to get more detailed feedback and critique.

Pictures in the Showcase can also be larger in size – up to 1400px by 1050px.



Anybody can create and send a Bulletin that all members will receive notification of.

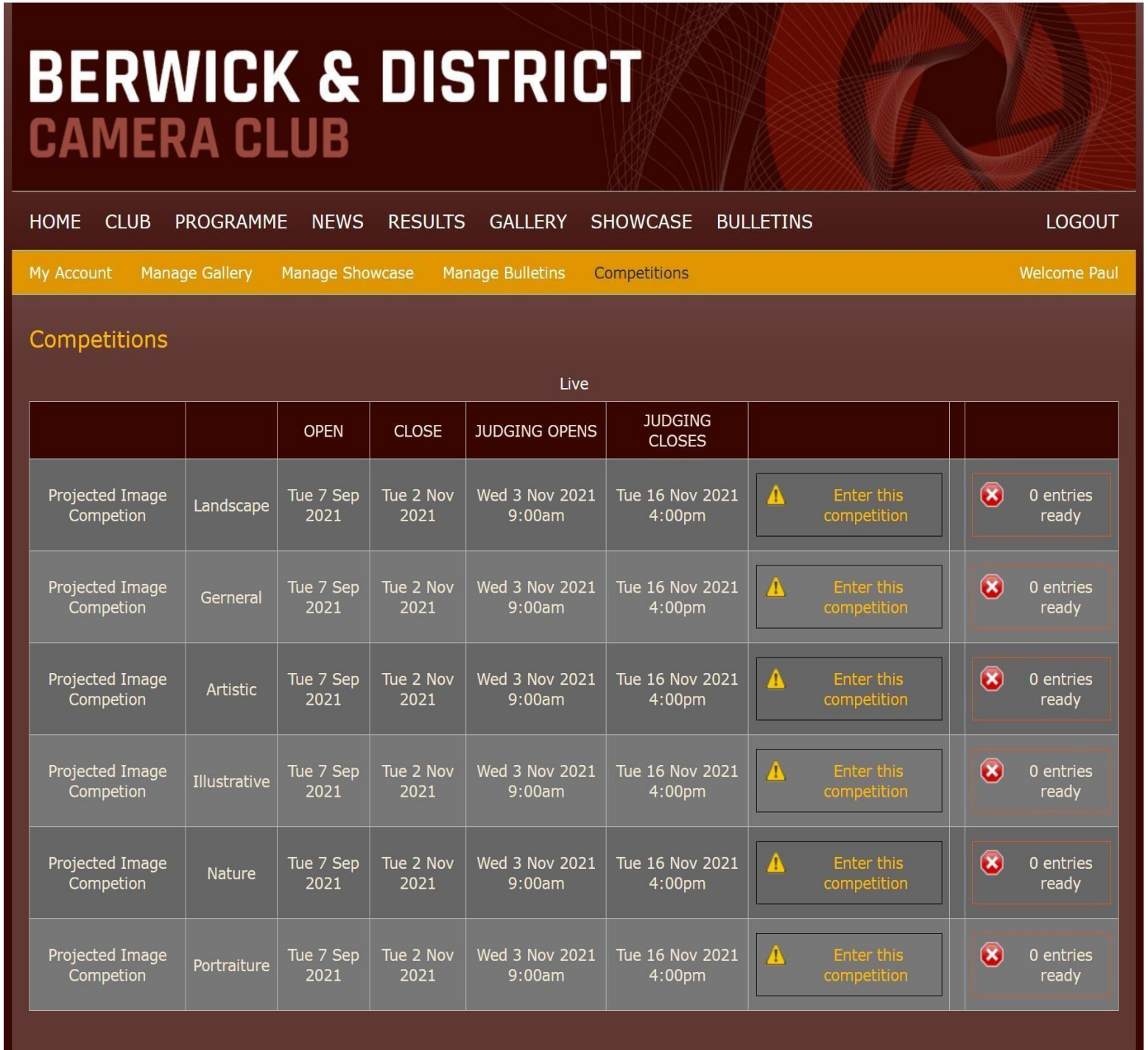
They cannot be seen by people who are not logged in as members.



The website is also used for competitions. If you click on Competitions you will see a list of all competitions that are open for entries. It tells you when entries will close and when they will be judged.

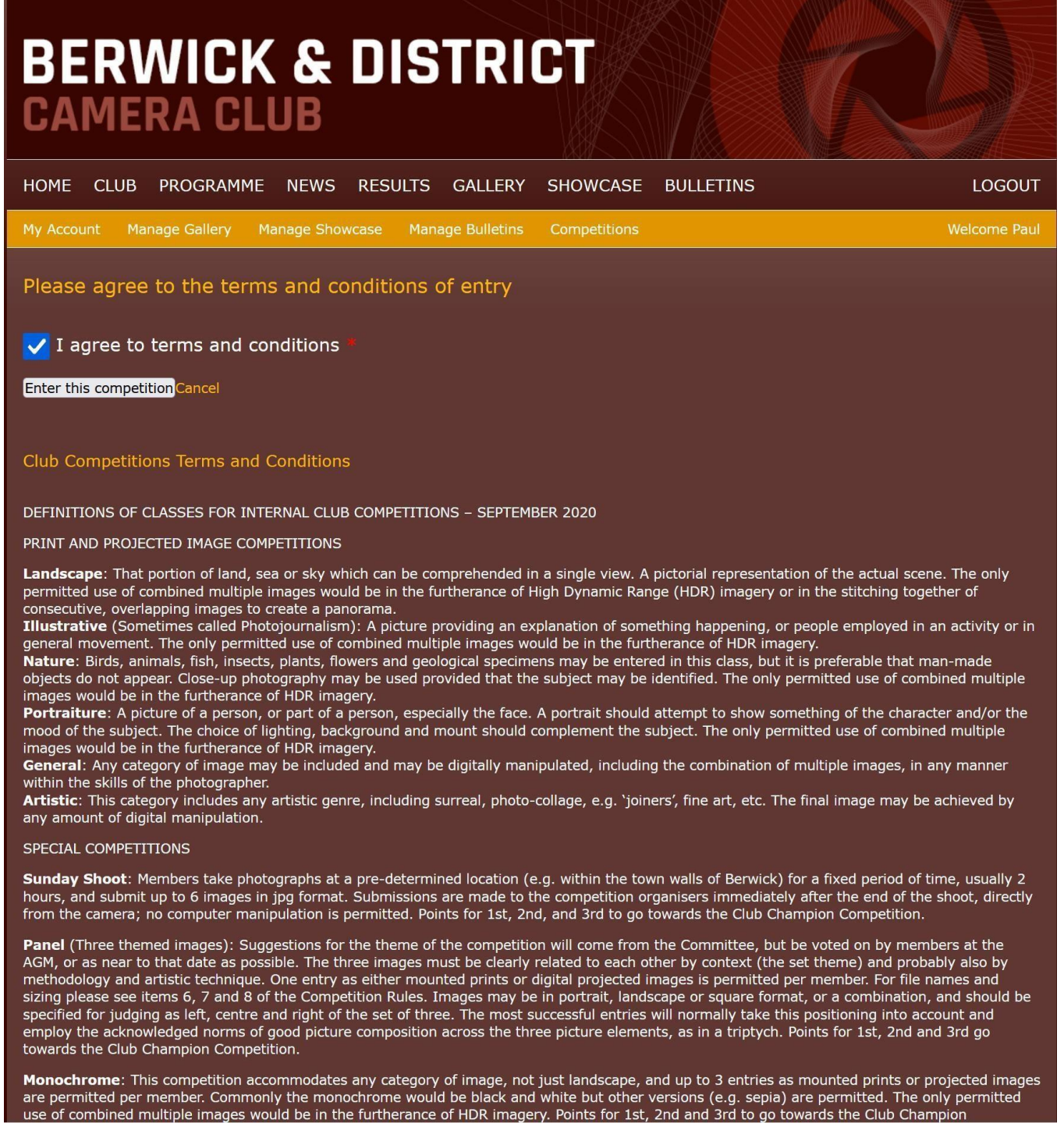
If the competition is for projected images then this will be the means by which the judge will have access to them. Obviously print competitions require a physical print to be passed to the judge but it would be greatly appreciated if you could also upload a digital copy to the website. This allows us to display the results on the website.

Choose the competition and category that you want to enter and click Enter this Competition



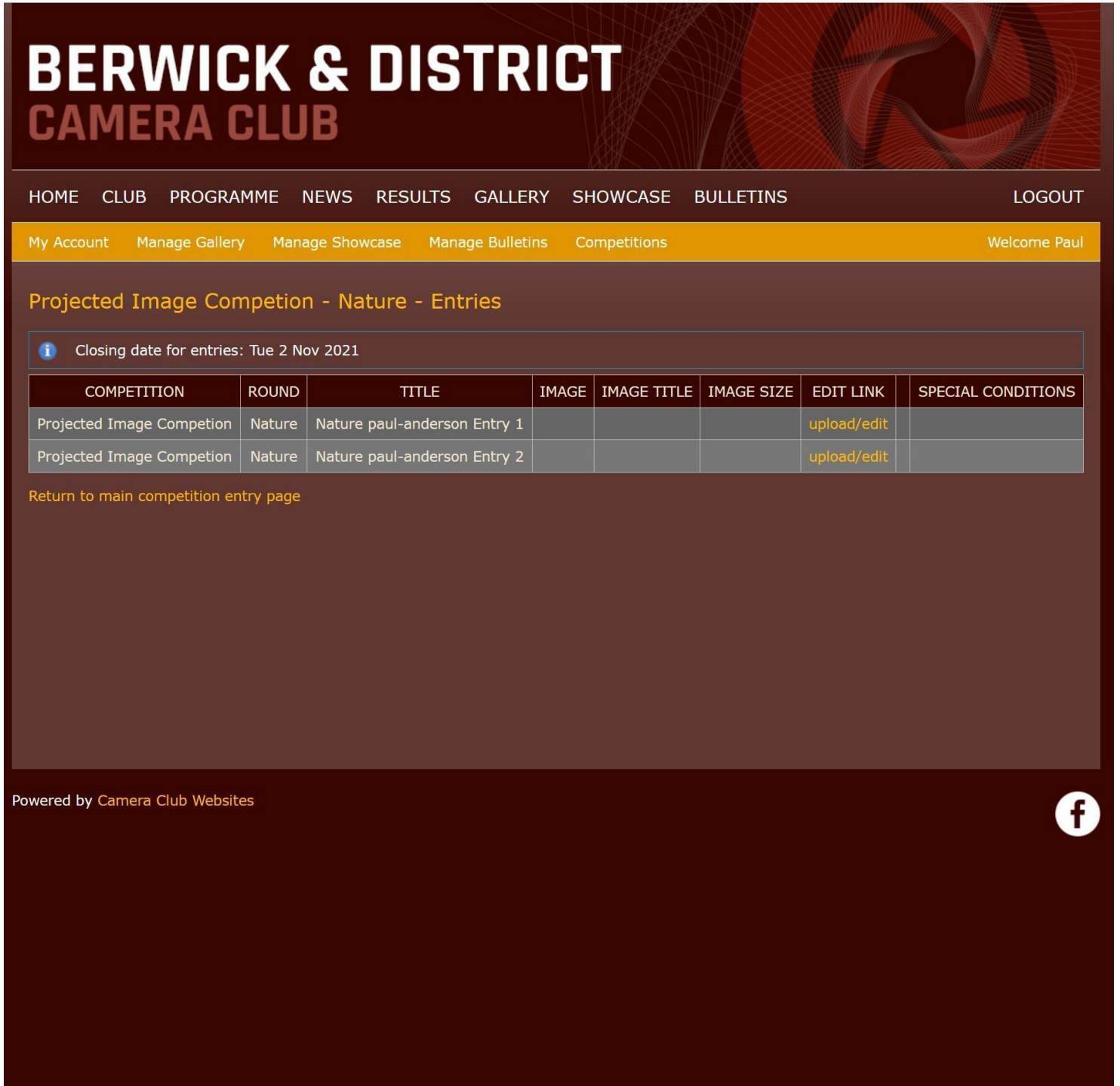
For each competition entry you need to tick the box agreeing to the competition terms and conditions.

This page also reminds you of the rules (which can also be found on the ‘Club’ pages)



The process for uploading your entries is the same as for the galleries.

Remember that competition entries should be resized to 1400x1050px (max)



If you have any problems in using the website, or spot something that is wrong then please let me know:

paul@pactonline.co.uk

Or ring me on 07866 545859