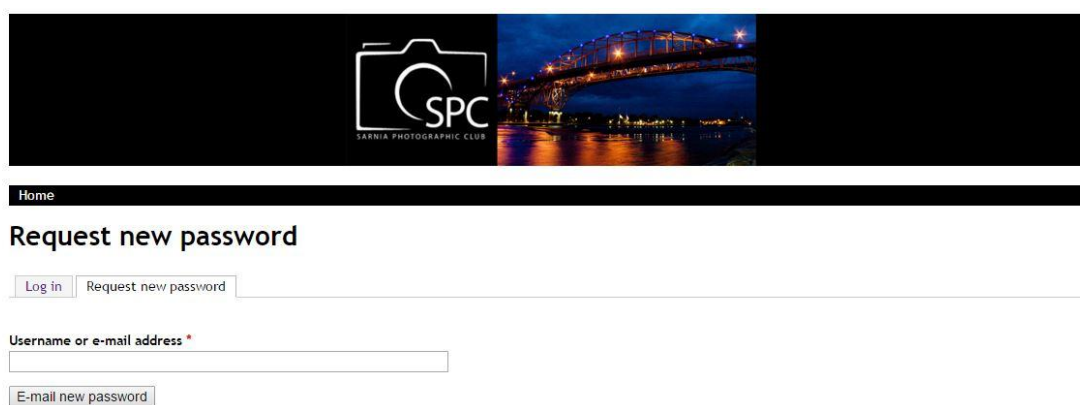# SPC Competitions Website Users Manual

Step 1. Recover your password

Your account on the competitions.sarniaphotoclub.com website is tied to the email address you have on file with the Club. The email address is only used to communicate the status of the website activities and password recovery.

Click on the "Request new password" link on the left hand side of the competitions.sarniaphotoclub.com website home page as shown below.

The website will respond with the "Request New Password" page as shown below.

Enter the email address that you have provided to the Club. This is the email address that your competition reminder is sent to. Once your email address has been entered in the box provided press the "E-mail new Password" button.

The website will send you an email message with instructions on setting your password as shown below.

As the email message states clicking on the link will take you back to the website where you can login in once during the next 24 hours by clicking on the "Log in" button as shown below.

Reset password

This is a one-time login for *DidiWin* and will expire on *Sun, 2015-10-25 23:26.*

Click on this button to log in to the site and change your password.

This login can be used only once.

Log in

When you use the one-time login, you will be automatically redirected to your "My Account" page where you will be able to enter a new password as shown below.

Home   **Monthly Competitions**   **Annual Competitions**   **Winners**   **Winners Archive**   **My account**   **Log out**

✓ You have just used your one-time login link. It is no longer necessary to use this link to log in. Please change your pa

DidiWin

View | Edit

Username *

DidiWin

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

E-mail address *

me@server.com

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receiv notifications by e-mail.

Password

Password strength:

Confirm password

To change the current user password, enter the new password in both fields.

Text formats enabled for rich-text editing

☑ Filtered HTML

▾ Locale settings

Time zone

America/New York: Saturday, October 24, 2015 - 23:38 -0400   ▾

Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.

First Name *

Didi

Last Name *

Win

Save

Enter your new password in the "Password" field. You will be required to confirm your password by re-entering the same password in the "Confirm Password" field. Once you have entered the password in both fields, click on the "Save" button at the bottom of the screen. You may have to scroll down to see this button.   Your Userid is clearly marked on this page (the userid in the above example is DidiWin). You will need this userid and your password to login to the website in the future.

Once you complete the password recovery you will not have to perform these steps again unless you forget your password.

Step 2. Upload an image for the competition

There are two menu items that are used to enter images for the competitions, **Monthly Competitions** and **Annual Competitions**. Both menu items work essentially the same, so I will cover the process of uploading an image for the monthly competition.

Click on the Monthly Competitions menu item to go to the image entry page as shown below.

On this page you will see a list of competitions with the associated deadline date for entering an image, the date results are presented and a link to enter your photo. You may have to scroll down to see all the competitions available to enter. If you want to see instructions for the competitions you can click on the name of the competition to read a brief description of the competition category. Please note that you can see all the competitions that are available to enter. You may upload images at any time prior to the submission deadline date displayed.

Once the deadline date for a competition passes the competition will no longer be shown on this page.

Locate a competition that you want to enter and click on the "Enter photos for this competition" link. This will take you to the entry screen shown below.

Welcome DidiWin

Home   Monthly Competitions   Annual Competitions   Winners   Winners Archive   My account   Log out

Create Monthly Competition Photo

Competition *
2015-November-Altered Reality ▼

Photo Title *

Please use only a space to separate words in the Photo Title. Please do not use a hyphen in the Photo Title.

Photo *

[Choose file] No file chosen   [Upload]

Please size your file to the Competition standards **prior to uploading**. The file must be a maximum of 1400 px wide and a maximum of 1050 px high.
Files must be less than 8 MB.
Allowed file types: **jpg jpeg**.

[Save]

The "Competition" field is not able to be changed. It is there for you to check to ensure that you are uploading to the correct competition.

Enter a title for your photo in the "Photo Title" field. Please use only a space to separate words in the Photo Title. Please do not use a hyphen in the Photo Title.

Then click on the "Chose file" button to select the photo to be uploaded. Please ensure that your image has been re-sized to met the Competition standards of a maximum of 1400 px wide and 1050 px high. Re-sizing the image prior to uploading will speed up the upload process and ensure that your photo has the optimal image quality.

Once you have selected a suitable photo file in .jpg format, click on the "Upload" button. A thumbnail sized version of your photo will be displayed once the upload process has completed as shown below.

Create Monthly Competition Photo

Competition *
[2015-November-Altered Reality ▾]

Photo Title *
[My Photo]
Please use **only** a space to separate words in the Photo Title. Please **do not** use a hyphen in the Photo Title.

Photo *

 📄 Allan-raptors-2049.jpg (149.34 KB) [Remove]

Please size your file to the Competition standards **prior to uploading.** The file must be a maximum of 1400 px wide and a maximum of 1050 px high.

[Save]

Once you have verified that the correct photo has been uploaded, click on the "Save" button to save your competition entry. The system will respond with a confirmation page indicating that the upload was successful as shown below.

Welcome DidiWin

| Home | Monthly Competitions | Annual Competitions | Winners | Winners Archive | My account | Log out |

✅ • Your entry for the 2015-November-Altered Reality category has been saved, click here to return to the Monthly Competition page,
• Monthly Competition Photo *2015-November-Altered Reality -DidiWin* has been created.

2015-November-Altered Reality -DidiWin

[View | Edit]

Submitted by DidiWin on Sun, 2015-10-25 00:47

Competition: 2015-November-Altered Reality
Photo Title: My Photo

Photo:

As you can see in the green area that the system has confirmed that the photo has been saved and your entry in the competition was successful. The system will also send a confirmation email.

Congratulations! You have entered your first competition using the new Competitions website.

As instructed you can click on the word "here" in the green box to return to the "Monthly Competitions" page to enter additional competitions. You may also use the "Monthly

Competitions" menu item to return.

The Monthly Competitions page will now show that you have entered a photo for that competition as shown below.

In the Photo column of the Monthly Competitions page you will see a thumbnail version of your photo along with the Photo Title you entered. Notice that the Photo Title is a link. This link will take you back to the entry screen if you need to make changes.

--- END ---