

Toronto Digital Photography Club

MEMBERSHIP

IMAGE UPLOAD

GALLERIES

CALENDAR

NEWS

FAO

CONTACT



GETTING STARTED GUIDE

OCTOBER 2013 (VERSION 5.0)



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Welcome to our newly launched web site!

We hope you will find the new site easy to use and navigate and that it will help you get the most out the club. It is meant to be your hub for keeping current on club activities, learning new techniques and generally keeping abreast of items of interest in the world of photography.

This is your club and we hope that you take the time to familiarize yourself with the site and if there are things that you would like to see added in the future drop us a line. Our aim is to keep improving the site so that it meets our members' needs.

This document is meant to provide a quick overview of the key areas of the site so that you can get started using it quickly and easily.

If you still have some questions, or have suggestions for future enhancements, feel free to approach any of the members of the board or the Web Site Re-design Committee, listed at the back.

Web Site re-design Committee





Launching The Site

Our new URL for the club is: **tdpc.ca**

All members of the public will be able to access the general areas of the site.

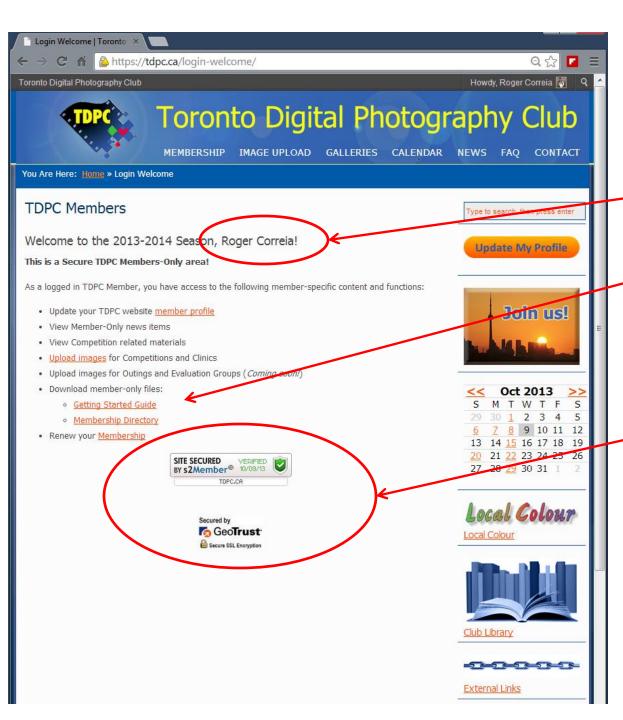
To access Member-only content, you will need to login **here**.

Any guest, if they wish to join the club, can simply click this <u>big</u>

button, or navigate to the

Membership tab on the Menu Bar and complete the online

Membership Application and submit their PayPal payment.



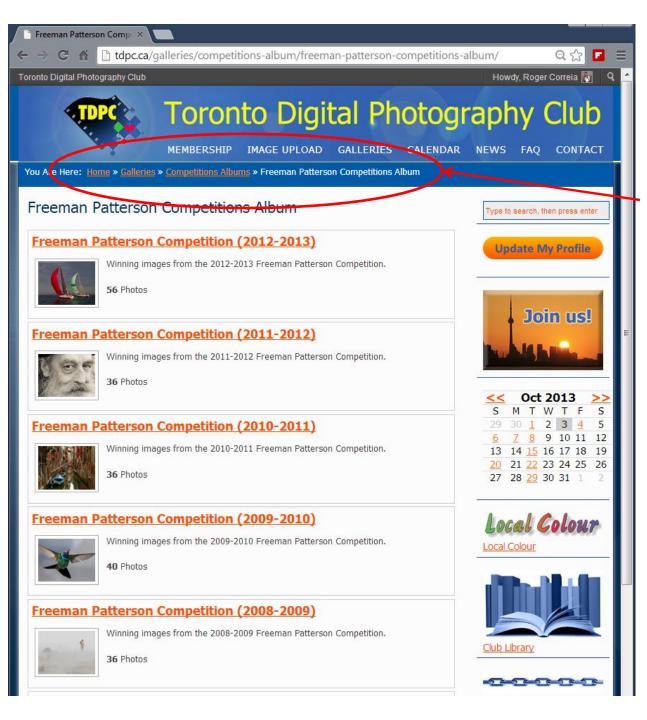


Navigating The Site

Once logged in, the system will know who you are.

As a logged-in Member, you will have access to **Member-only content**.

The site is extremely secure. Once a member logs in, the membership database is secured by **s2Member** and your internet connection to the entire site is encrypted with an SSL Certificate provided by **GeoTrust**.





Navigating The Site (cont'd)

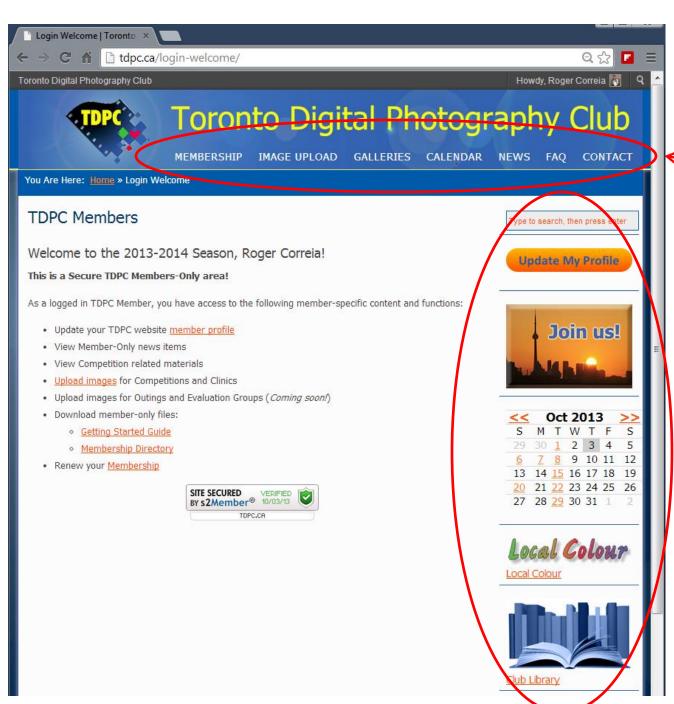
An important navigation tool to keep in mind as you move around the site, is this area just below the Top-menu Bar.

It is referred to as "bread crumbs" because it provides an audit trail of where you are, Freeman Patterson Competitions Album, and it also tells you how you got here:

Home → Galleries → Competitions Albums → Freeman Patterson Competitions Album

You can click on any of the pages highlighted in red (Home, Galleries or Competitions Albums) in the bread crumbs, to get back to that specific page directly.

You will never get lost, if you follow the bread crumbs.





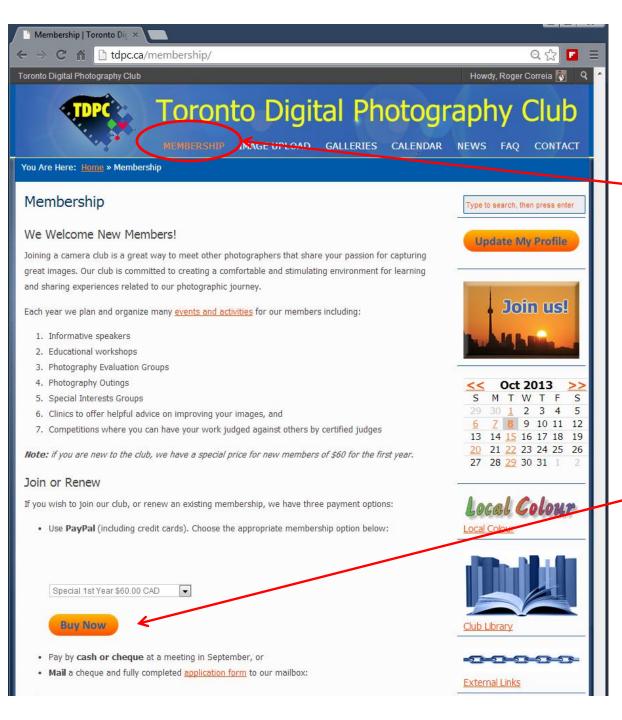
Main Functions & Features

As a logged-in Member, you will have access to all the functions shown on the **Top-menu Bar**.

In addition, on the **Side-menu Bar** there are some <u>Quick Hit</u> areas for frequently accessed content:

- Textual Search
- Profile Update
- Calendar
- Local Colour
 - Club Library
 - External Links
 - Top 5 News Items

<u>Note</u>: You may need to scroll down to see the External Links and Top-5 News items.



Membership Function

The **Membership** tab provides an overview of the many benefits of joining the club.

External visitors will be able to apply to join the club, by filling out an on-line application form and processing their PayPal payment for the membership option chosen.

Existing members, will need to be logged in, to be able to renew their membership for the upcoming year, simply by selecting their membership option and processing the PayPal payment by clicking the Buy Now button.

The membership year begins September 1st in the current year and runs to August 30th of the following year.

Once the PayPal payment is processed successfully, the membership database is automatically updated to reflect the new **End Of Term**.





The Image Upload tab provides members with access to the forms needed to upload images for Clinics and Club Competitions. If you are not logged in, the Image Upload function will not be visible and enabled.

In addition, there are links for easy access to reference material that members may want to refer to, related to image submissions.

For a more detailed explanation of uploading images for Competitions, please check out the document, "TDPC Competition Overview".

If you still have questions about Clinics or Competitions, please contact one of the members of the Competitions Committee at competitions@tdpc.ca.

Note: In the future, forms will be added to allow members to upload images from Club Outings for posting in the web site galleries.

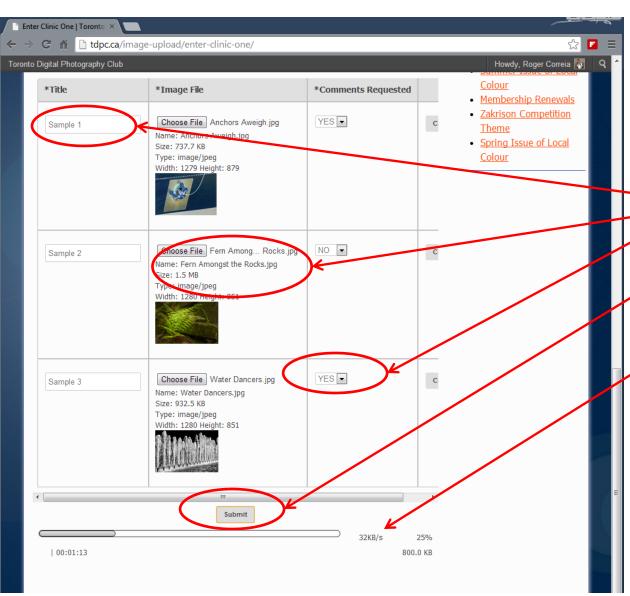


Image Upload Function (cont'd)

Once you select a Clinic or Competition to upload images for, you are presented with an input form as shown.

For example, for Clinic #1, simply:

- Enter the Image Title
- Choose the Image File
- Select Comments Requested [Y/N]

and click Submit.

You should see a **progress bar** indicating that the files are loading.

Note: you may need to scroll down a bit to see it if it does not fit on the screen.

It should only take a couple of minutes to load the images.

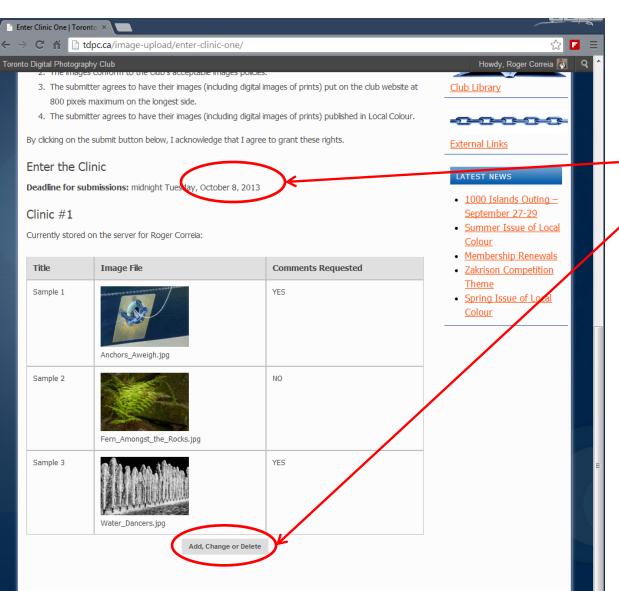


Image Upload Function (cont'd)

Once the images upload successfully, you will see the image thumbnails for the images you specified.

You will have until the Clinic or Competition deadline to make any changes to your submission.

For a more detailed explanation of uploading images for Competitions, please check out the document, "TDPC Competition Overview".

If you still have questions about Clinics or Competitions, please contact one of the members of the Competitions Committee at competitions@tdpc.ca.

Note: In the future, forms will be added to allow members to upload images from Club Outings for posting in the web site galleries.





Albums and Galleries Function

The **Galleries** tab provides members with access to the winning images from the various Club Competitions held during the **past 6 seasons.**

There are 11 different Competitions held each season. The collection of images for one season's competition, such as Freeman Patterson (2012-2013) is called a **Gallery**.

A collection of galleries for a particular series of competitions, over a period of time, such as the Freeman Patterson Competitions, is called an **Album**.

Feel free to browse the many great images that our winning members have contributed over the years. We are sure that you will **be Inspired!**

Note: to avoid consuming large volumes of disk storage, only the last 6 years of galleries will be kept online for each of the competitions.





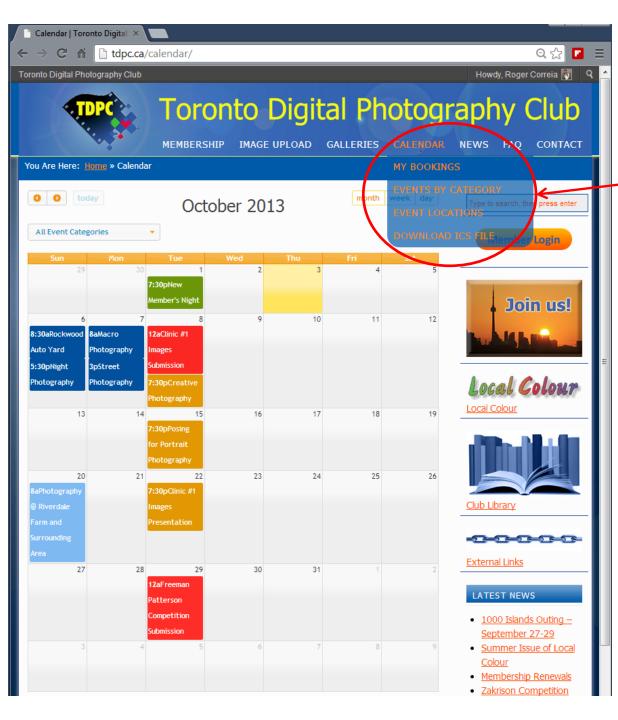
The **Calendar** tab provides members with access to all the events that have been organized by the Programming Committee for the club.

The **Category** pull-down list allows a member to filter for only certain types of events, such as Outings. If a filter is set, only those events will be shown.

In addition, **Events** are colour coded to facilitate searching for a particular event or type of event.

A **mini-calendar** will also appear on most pages, giving you quick access to club events. Dates highlighted in **red** indicate a club event is planned on that day.

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	9	8	7	6	5	4	3
5	16	15	14	13	12	11	10
3	23	22	21	20	<u>19</u>	18	17 24
0	30	29	28	27	26	25	24

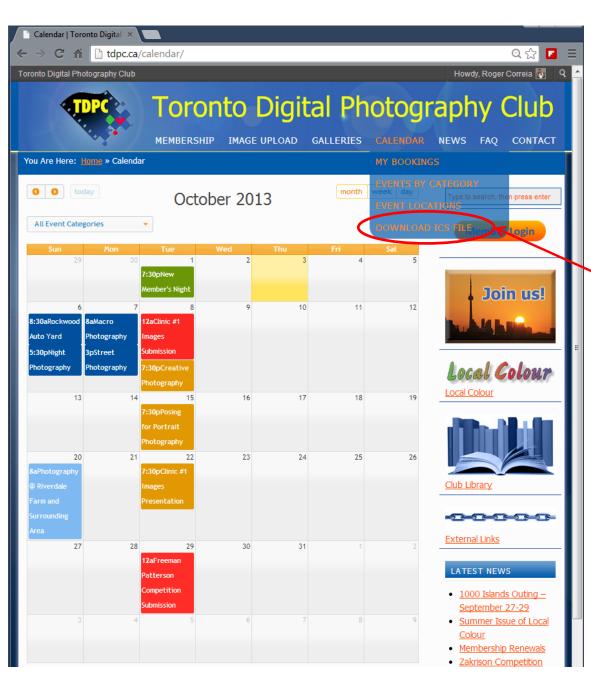




If you hover your cursor over the **Calendar** tab, additional calendar filtering options are available.

You can display only those calendar entries:

- That you **registered** for (My Bookings)
- For a certain category (i.e. Outings)
- In a certain **location** (i.e. Edithvale)





Importing Calendars

As well, you can elect to add the Club Calendar entries directly into your own personal calendar, such as MS Outlook or Google Calendar. You have 2 options to do this:

- 1. Import the ICS File
- 2. Link to the Calendar URL

To import the ICS file, click the **Download ICS File** option in the menu, to download it to your PC. Then **Import** the file into your calendar. This is a static download, so subsequent changes made to the club calendar will not be reflected in your personal calendar.

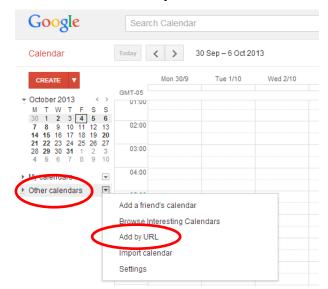
Once imported, the entries are now part of your calendar and the entries are visible on all devices that are tied to your account (e.g. Google Account).





Linking and Sync'ing Calendars

An alternate option, is to link your personal calendar to the Club Calendar by linking to the Club Calendar URL (http://tdpc.ca/events.ics), in your personal calendar. In Google Calendar this is set by selecting Other Calendars → Add by URL as shown below:



Once you set up the link, you will need to tell Google calendar to keep the 2 calendars in sync. You will need to do that on each device that you have a calendar that you wish to keep in sync: desktop, tablet or smartphone.





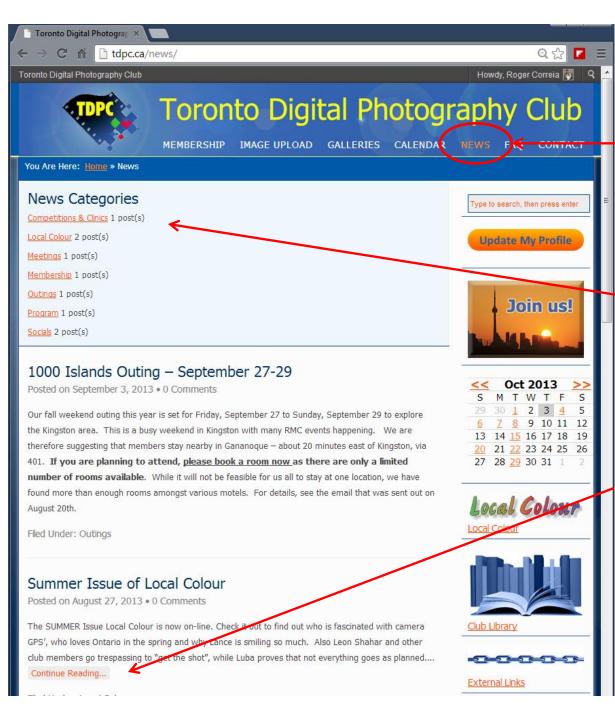
Once you select a **particular event** in the calendar, the following details are provided:

- Date & Time of the event
- Location (with Google Map link)
- **Detailed description** of the event
- Registration booking(s)

Sometimes, certain events will be open to additional guests, so you can advise us accordingly by selecting the number of spaces requested for the booking.

The **Comment** field can be used to let us know if you plan to be a little late, staying for lunch or anything else of relevance to the booking.

In addition, if the event is charging a registration fee, you will also see the PayPal logo which will allow you to submit your payment via PayPal when you click the **Book Now** button.





The **News** tab, will display in chronological order (newest item first), news items associated with both internal club happenings as well as relevant external events that may be of interest to the members.

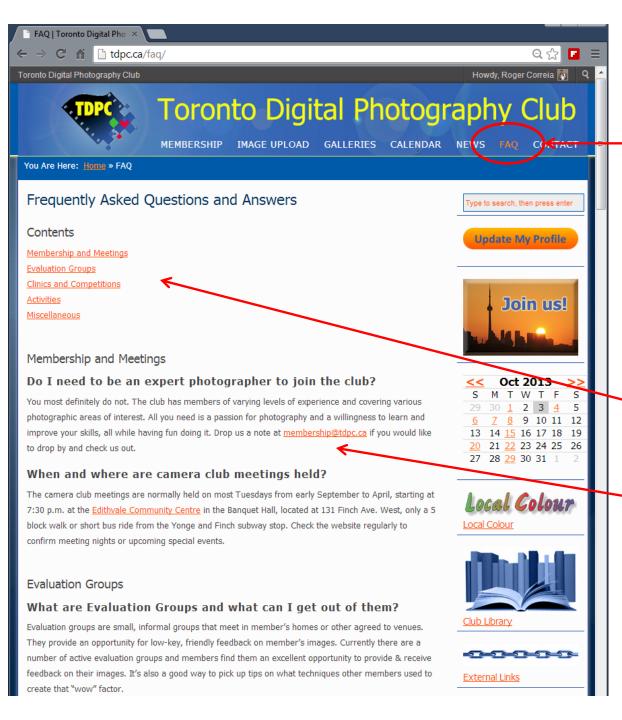
At the top of the page will be a listing of the various **categories** that the items are filed under as well as an indication of how many **posts** exist under that category.

Most news items will be one or two paragraphs in length. However, periodically longer items may be posted and you will need to click on **Continue Reading** to get the complete article.

If you use a News Reader, you can link to the Club News by specifying the following URL in your reader, to have news items sent to you automatically:

http://tdpc.ca/feed/rss2/

<u>Note</u>: The 5 most recent news items will automatically be listed on every page for easy reference.





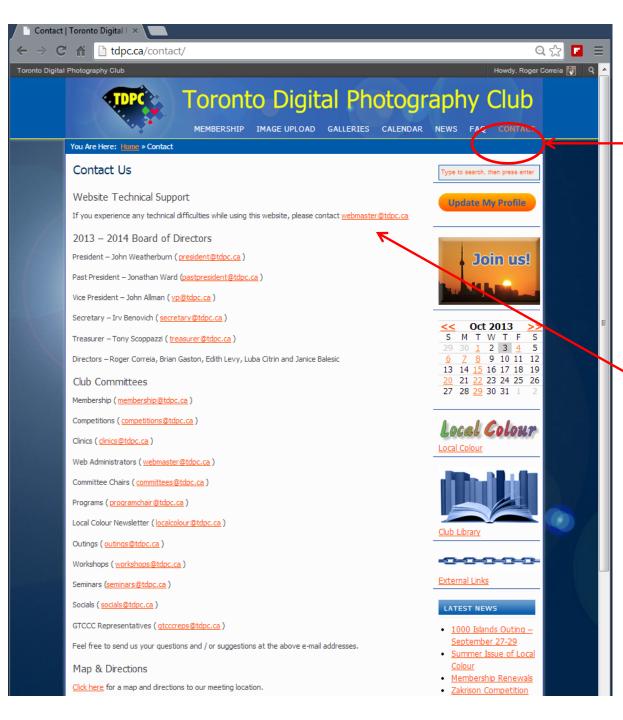
FAQ Function

The **Frequently Asked Questions** tab, will display answers to the most frequently asked questions by members.

This is especially a good resource for new members and helps get you acquainted with club activities, club workings and related practices.

Questions and answers are categorized to facilitate searching for information related to specific topics, such as **Clinics** and **Competitions**.

Many of the entries will have a hot link for you to pose further questions to the appropriate committee chair.





Contact Function

The **Contact** tab, will list key club contacts. This is another good resource for new members if they wish to learn more about certain club activities.

It also provides a glimpse into the various committees that exist and if you are interested in getting involved, this is a great place to start.

The first contact on this page is the webmaster should you encounter technical issues with the site.

As always we welcome your comments, suggestions and feedback on any club-related topic that you would like to bring to our attention.

Let us know what's on your mind and how we can make "our club" a better club.





Update My Profile

Once you are logged in, you can review and update your profile at any time by clicking on the **Update My Profile** button.

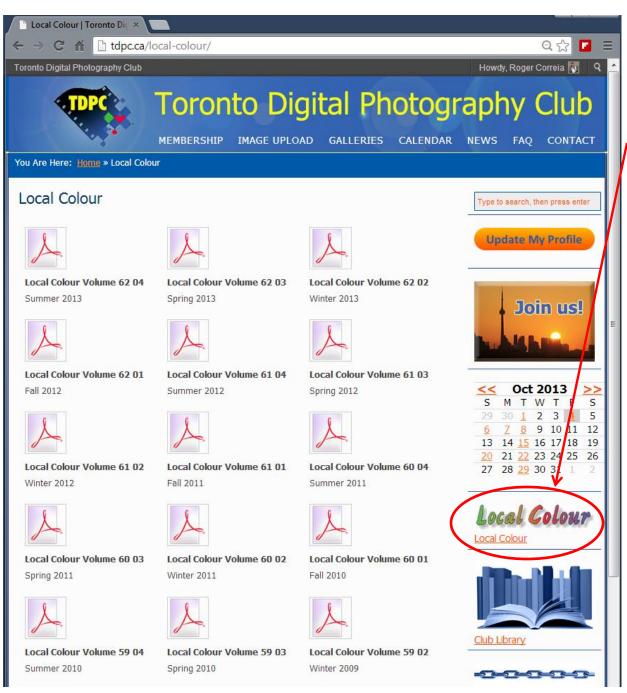
Please keep the information in the membership database current, as your address, phone numbers and e-mail addresses change.

Also, please update your photographic interests as the board uses this information for program planning purposes.

If there are areas you would be willing to help out in, let us know. We can always use your help.

Also, use this form to **change your password**. The password change field is listed near the bottom of the page. The system will indicate the strength of the password you select. You should select passwords with al least 8 characters and use a mix of upper and lower case characters as well as special characters.

Remember: Strong passwords are more secure!





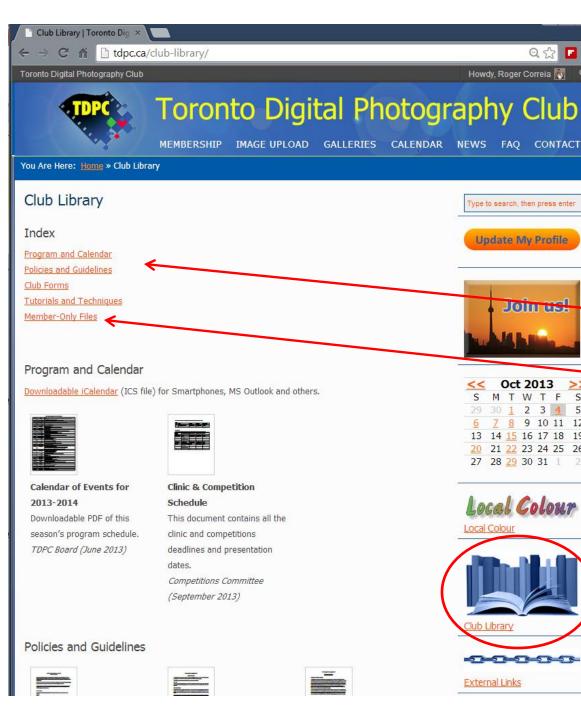
Local Colour

Local Colour is the Club Newsletter, and is issued quarterly. It provides a glimpse into all the happenings, activities and frivolities that the club partakes in each season.

There is a lot of club history documented in the pages of Local Colour. It is a great resource for new members to gain an insight into club events.

Come join the fun!

Note: The club is in the process of scanning in back issues from previous seasons. These will be loaded in the near future, so check back often.





Club Library

Howdy, Roger Correia

pe to search, then press enter

Update My Profile

14 15 16 17 18 19 21 22 23 24 25 26

27 28 29 30 31

The **Club Library** contains reference documents that all members should be familiar with. It contains everything from Club Policies and Guidelines to various Tutorials for anyone interested in entering Club Competitions and Clinics.

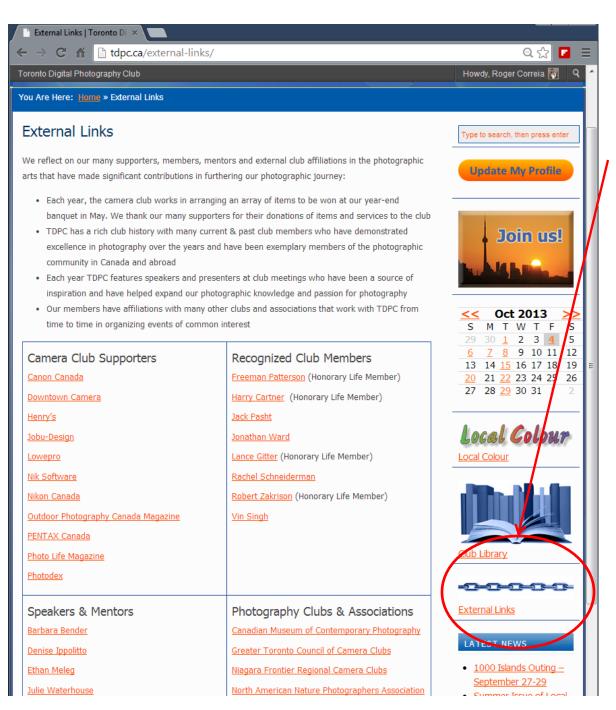
All documents are Categorized to facilitate searching.

Member-Only Documents are only visible and accessible to logged in Members and includes:

Getting Started Guide (this document) Membership Directory (PDF Listing)

You will be notified via e-mail and the posting of a news item when new documents are added periodically.

If there are specific documents that you feel we should add to the **Club Library**, drop us a note.





External Links

The **External Links** contains reference to external sites that members may be interested in.

It recognizes our many supporters, members, mentors and external club affiliations in the photographic arts that have made significant contributions in furthering of our photographic journey.



Website Re-design Committee

Roger Correia (Chair)

John Allman Jonathan Ward Lance Gitter

Julie Waterhouse (Contract)

Notes

