

Appendix IV: NAVIGATING THE COMPETITION WEBSITE

PART I: How to LOG IN to the Club's secure, 'Members Only' website

PART II: How to change your PASSWORD and verify your profile

PART III: How to submit images for competitions

PART I: HOW TO LOG IN

❖ Step 1:

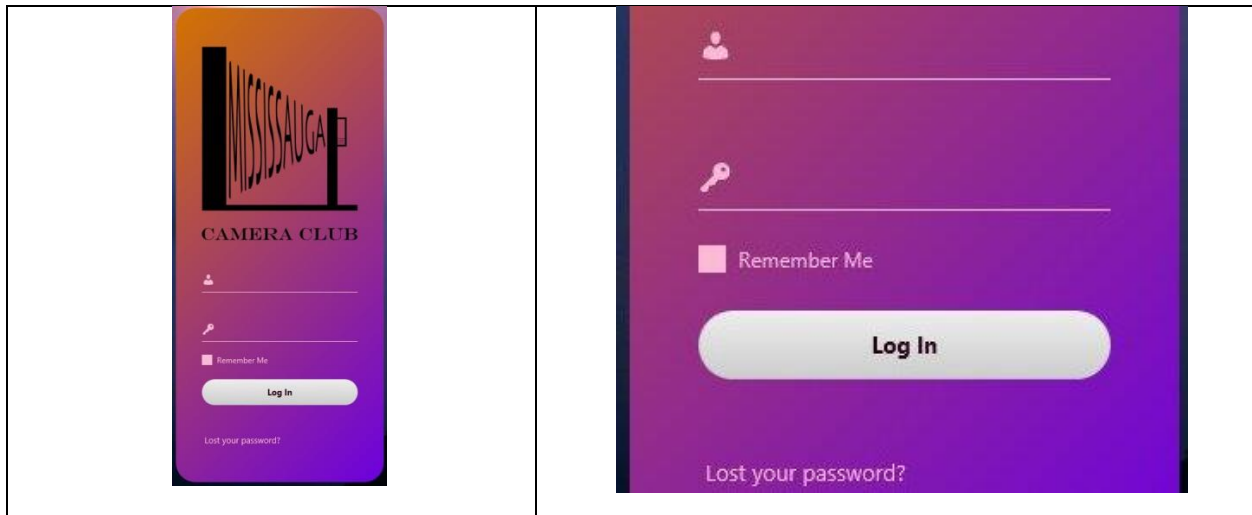
- Open the club website: <http://mississaugacameraclub.ca/>

Note the NEW tab called **Members Only** on the extreme right of the status bar



❖ Step 2:

- Select the **Members Only** tab. A **LOG IN** page will open in a new tab.



OPTIONS:



User Name:

Enter, in UPPER CASE, your unique three digit Club ID



Password:

Enter, in UPPER CASE, your three digit Club ID for first time access.

This will need to be changed as described in the next section.

Remember Me:

This enables easy access. We suggest you select this option after you have changed your password.

Lost your password? This provides a system generated, one-time use password that will be sent to your email address registered with the Club.

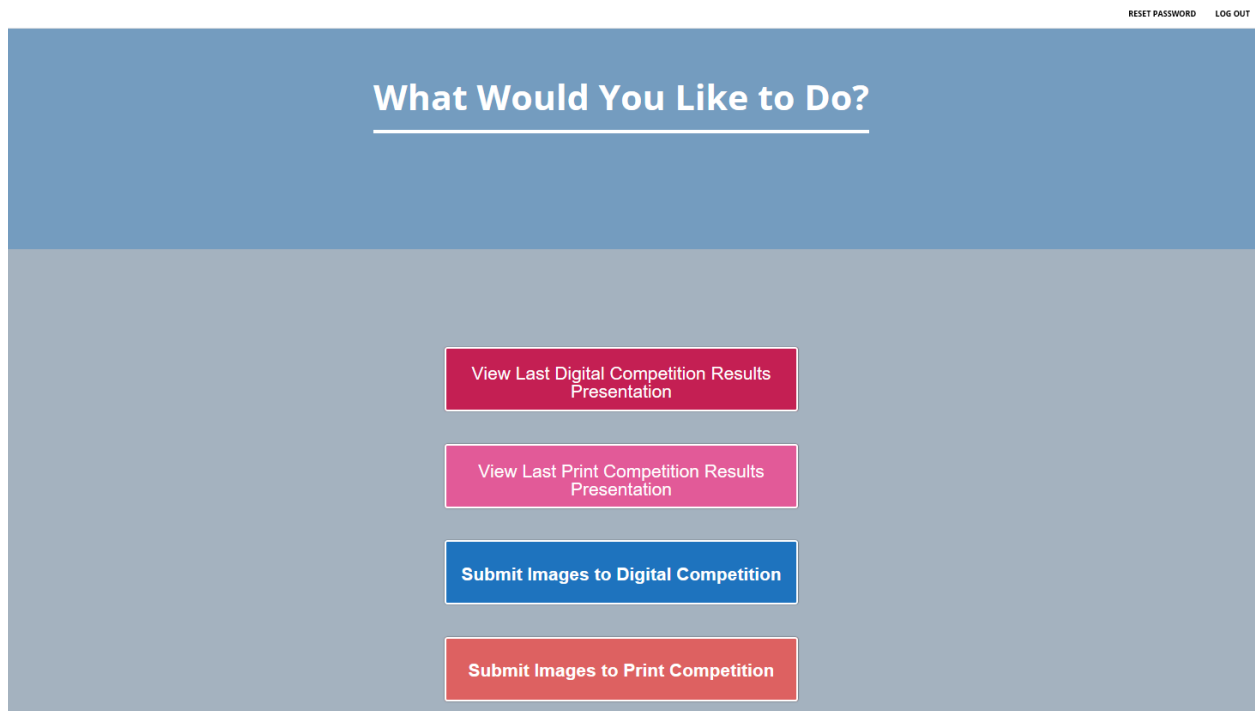
If you experience any difficulty in your first login, send an email to: comphep@mississaugacameraclub.ca with your member information.

❖ Step 3:

- LOG IN: Enter your 3 digit Club ID in both 'User Name' and 'Password' fields.

When you have successfully logged in, the following page will appear:

SUBMISSIONS LANDING PAGE



OPTIONS:

1. **RESET PASSWORD:** This takes you to the PROFILE page
 2. **LOG OUT:** We recommend you LOG out of the system when you have completed your visit. System auto logs out if there is no use for 30 minutes.
 3. **Submit Images to Digital / Print Competition** To be used to submit images
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PART II: HOW TO RESET YOUR PASSWORD

❖ Step 1:

- Select RESET PASSWORD: This takes you to your PROFILE PAGE:

MCC Competitions ZYX | Log Out

Profile

❖ Step 2:

- REVIEW YOUR PROFILE: Verify the information. Notify us by email to comphelp@mississaugacameraclub.ca if there are any discrepancies. We will make the necessary changes for you.

INFORMATION ONLY NEEDS TO BE VERIFIED AND NOTIFIED FOR DISCREPANCIES
DO NOT MAKE ANY CHANGES

Profile

Personal Options

Name

Username

First Name

Last Name

Nickname

Display name publicly as ▼


Contact Info

Email

About Yourself

Share a little biographical information to fill out your profile. This may be shown publicly.

Profile Picture



You can change your profile picture on [Gravatar](#).

❖ Step 3:

- CHANGE PASSWORD: Select [Generate Password](#); the system will auto generate a 24 character password. You may overwrite this and choose a new Password that you find easier to remember.

The screenshot shows the 'Account Management' interface. It includes a 'New Password' section with a 'Generate Password' button. Below that is a 'Sessions' section with a 'Log Out Everywhere Else' button and a message: 'You are only logged in at this location.' The 'Extra Fields' section contains input fields for 'Level' (containing 'I') and 'ID' (containing 'ZYX'). At the bottom, there is a 'Group Membership' table with columns for 'id', 'Name', and 'Description'. The table lists one group with id '9' and name 'I1'. A blue 'Update Profile' button is located at the bottom left of the form.

id	Name	Description
9	I1	Intermediate/Level1

- CONFIRM PASSWORD: If the system considers your new password weak, you need to check the box directly under the password box that says "confirm weak password".

This close-up shows the 'New Password' and 'Confirm Password' fields. The 'New Password' field has a red warning box that says 'Very weak'. Below the 'Confirm Password' field, there is a checkbox labeled 'Confirm use of weak password' which is checked and circled in red.

- Verify the other information on the page and **NOTIFY** us of any discrepancies
- Select [Update Profile](#) after you have changed your Password.
- LOG OUT by selecting [ZYX | Log Out](#) at the top, right of the page after you have finished.

CONGRATULATIONS!
YOU ARE NOW READY TO SUBMIT IMAGES FOR COMPETITIONS

PART III: HOW TO SUBMIT IMAGES FOR DIGITAL COMPETITIONS

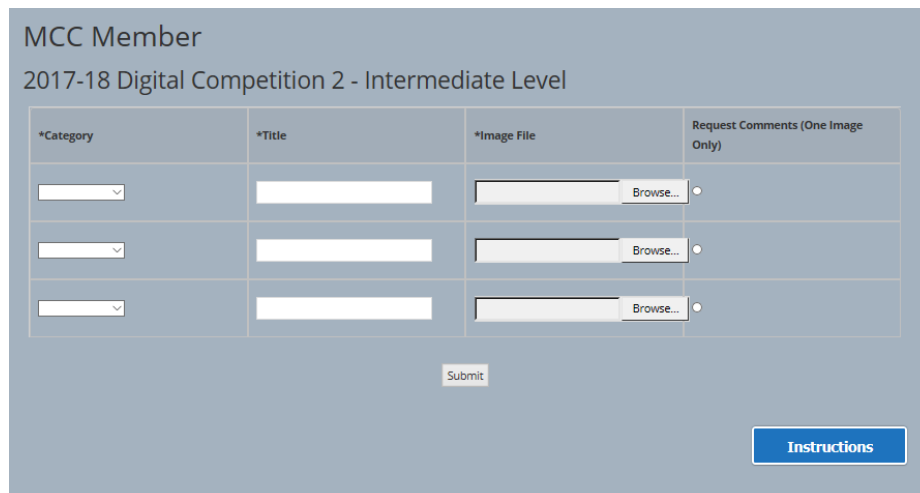
❖ Step 1:

- Choose: [Submit Images to Digital Competition](#)

The following page will appear:



Verify that your Name, Competition # and Level is correctly displayed.



REQUIRED STEPS:

- Category: Choose one of the categories from the drop down list
- Title: Provide the name of your image
- Image File: Browse your computer and upload the image. The image will be renamed by the EW software to the following format: **I-N-123-Image_Title.jpg**

Review section 7 of the Handbook for guidance

- Request Comments: Select the image you would like comments from the judges


- [Instructions](#): The guidelines for Navigating the Competition Website are available here.

❖ Step 2:

- Complete the information – Category, Title - in the table and upload your image.
- Verify that the image size conforms to the submission rules. (**Section 7.5**)

The button on the right will remove the image.


MCC Member
2017-18 Digital Competition 2 - Intermediate Level

*Category	*Title	*Image File	Request Comments (One Image Only)
<input type="text" value="Pictorial"/>	<input type="text" value="Sunrise at Sarawak"/>	<input type="text" value="F:\MCC Comp\Handbooks 2\Browse..."/> <input type="button" value="Browse..."/> Name: Sunrise at Sarawak.jpg Size: 480.8 KB Type: image/jpeg Width: 1400 Height: 777 	<input type="button" value="Clear"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>	
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="button" value="Browse..."/>	

- Images may be submitted at any time. When submitted, the screen changes:

MCC Member
2017-18 Digital Competition 2 - Intermediate Level

Currently stored on the server for Member MCC:

Category	Title	Image File	Request Comments (One Image Only)
Pictorial	Sunrise at Sarawak	 I-P-218-Sunrise_at_Sarawak.jpg	Comments Requested

- After a successful upload, you will be presented with your entries and thumbnails of each file.

The summary will also show Category entered, Image Title and if a Comment has been requested. Please review to make sure that all data corresponds to the category and you haven't submitted a file in the wrong category.


You will get errors if your file does not meet the size requirements or if it has an incorrect file format (file should be a jpeg saved with a .jpg extension). If you are still having problems, please contact the Competitions Director.

The images will be stored in the server till the image submission deadline.

❖ Step 3:

- EDIT IMAGES: Till the submission deadline, changes may be made by selecting the button. This takes you to the following screen:

Add, Change or Delete

*Category	*Title	*Image File	Request Comments (One Image Only)
Pictorial	Sunrise at Sarawak		<input type="checkbox"/>
		<input type="text"/> Browse...	
		<input type="text"/> Browse...	

Submit

You may make changes to Category, Title and Request Comments fields.

If you wish to change the image, choose DELETE and confirm your action in the pop up dialogue box.

Please Confirm

Really delete the item? This action cannot be undone.

Yes, Go Ahead No, Cancel

This takes you back to the Submission preparation page.