SVPS: Visual Pursuits - Photo Management

Log on to: (note: no www.)
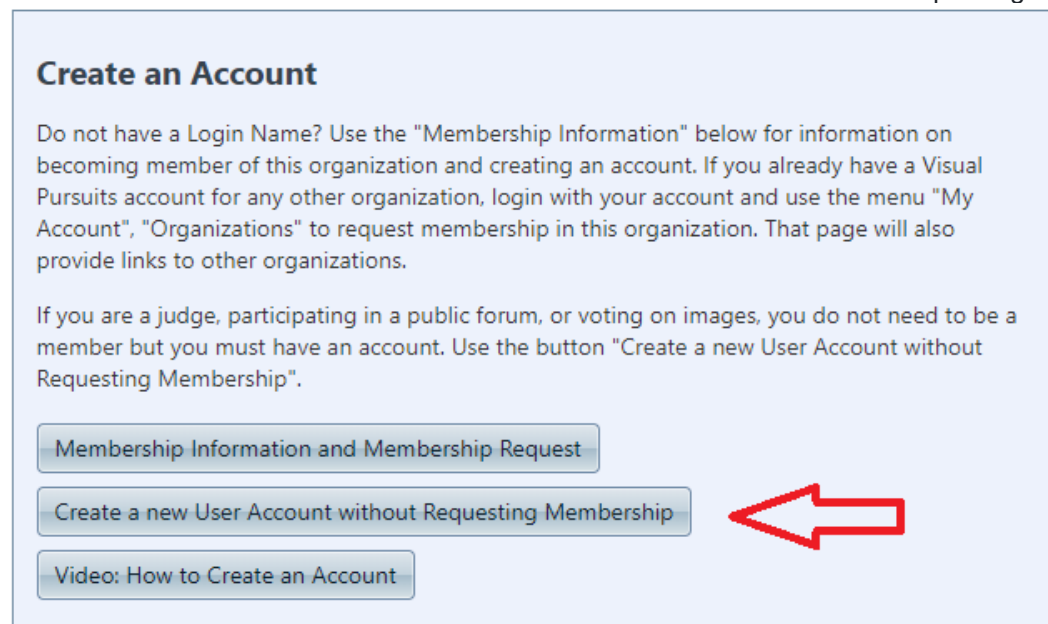
http://svps.visualpursuits.com

Step 1: Set up a personal account – you can view a video on how to create your account from any of these steps.

- Create an account using your email address on file with SVPS and set a personal password.
- Click on the Login In button in the upper right

- Scroll down and click on the button to "Create a new User Account without Requesting Membership"

- If you're not a current member of the club, please use this link to join first: https://go-svps.com/membership-join-us
- A page asking for your Login Name is displayed. You'll need to read the requirements regarding Login names. You'll also have the ability to link to the Privacy Policy and User agreements. Scroll to the bottom and enter a login name, then click Next.
- The next page is to set your password. Please fill out all the requirement information and click Next.

Create a Password

Your Login Name and Password will be used when you login to this web site. You should never share any password with anyone, not even a web site administrator. Web site administrators have the ability to reset your account to a random password if necessary.

Your password must be at least 7 characters long. It should contain a mixture of alphabetic and numeric characters and should not contain any real words. Punctuation characters are allowed and encouraged. The most secure and easily remembered passwords will use the first letters of each word in a phrase, while inserting numeric or punctuation characters in meaningful locations.

Login Name	Test_Elaine
Password (Required)	
Confirm Password	
Password Reset Question (Required)	This is used if you forget your password and you request to have your password reset. When you reset you password, a new randomly generated password is e-mailed to you. Examples: Mother's maiden name; pet's name; birthplace.
Password Reset Answer (Required)	Your Password Reset Answer is not case sensitive.

Cancel   Next

- The next page for Personal Information. While only your first and last name are required, please also enter the email address the club has on file for you and leave the box selected at the bottom to allow the Admins to update your profile. Then select "Create Account" at the bottom.
- The system will also ask if you want to include an address – it's optional.
- If everything's okay, you'll get a confirmation that your account has been created:

Registration is complete for Elaine Hoffman - this is a test.

Continue

Step 2: Account authorization
- Once you've set up your account, an email will be sent to the club's administrators to approve it. You must be paid up for the current year. You'll receive an email stating that your account is approved (or not).

Step 3: Upload photos for competitions and monthly showcases
- There are a couple of ways of getting your photos into the monthly showcase and, eventually, into the online club competitions. One is by uploading photos into your Image Library at any time. The second is to upload them directly into the competition. If you upload directly to any competition, the images are saved in your Image Library and you can enter them in other competitions or showcases.
- Once your account has been approved, log in using your credentials.
- Navigate to the My Account – My Image Library section

- The next page shows you search capabilities to find images in your library, but just navigate to the bottom and click on "Upload Images". A new page displays with instructions on how to upload the images.
- If you click on "Select", then your computer opens your explorer window and you navigate to the location of the photo files. Multiple photos (on a PC) can be added by holding down the Ctrl key and selecting multiples.
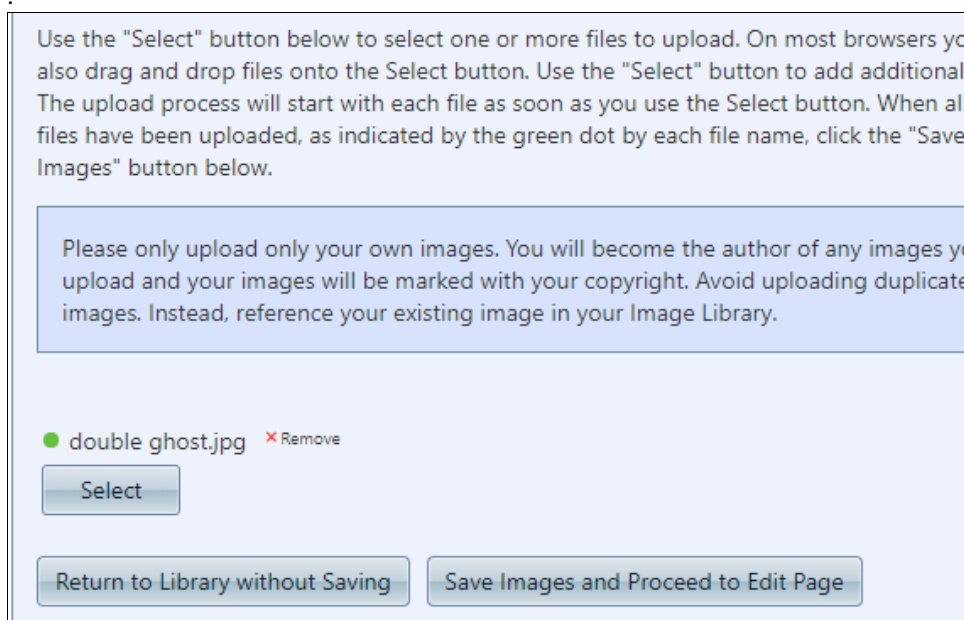
.

- Please read the information on sizing and restrictions. The system maximum image size is 4096x2160 pixels and 20MBs. If the image is too large, you'll get a new page with an error. Click on the "Select" button and a new window displays to allow you to select the photo you want upload. Select it and click on open.
- Once the photo is uploaded, a green dot shows up and then click on "Save Images and Proceed to Edit Page"
- The following edit page is shown. You can change the title, click on Public Display and wildlife, if applicable. This is also the same as the regular edit window so you can delete a photo from your library.

- When finished, click on the "Save Changes and Return…" button. You can then upload more photos, exit or add the images to a competition/showcase

Step 4: Enter Competitions

- Every month, a new competition/showcase will be created with four categories based on that month's topics. To enter photos, you can do this by uploading directly to the competition or from your image library.
- First, navigate to the current month's competition by selecting "Submit Images to a Competition" from the Competition menu.
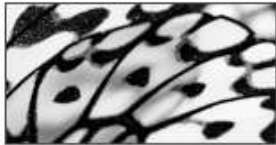

- A new page opens with a listing of the competitions that are open. Select the competition you want to enter.
- The competition page opens and at the bottom of the new screen are two buttons for adding/uploading images. (this is also the page that shows what photos you've already entered into the competition and you can edit them or delete them from this page)

- Select the one you want based on the method if you've already loaded them in your image library or are directly uploading from your computer If you select Upload, your computer's explorer window opens, and you'll navigate to the photos. You can multiple select here just like the regular upload process.

- If you select Add Images, you'll be able to search your Image library for the images. Then select the ones by clicking in the checkbox and then select the "finish marking desired images".
- This window will display after you've selected your photos. Then select the category/level to put the photo in using the dropdown at the bottom.

Title:

SPEC-Elaine J Hoffma-Three Faces PSA

Title contains 36 characters.

English ▼ Spell Check

Image Id=11040769, 1024x526 , 1/60 f2.8, ISO: 400, Created: 2019-03-10 Canon EOS REBEL T5, 60mm

☑ Allow Public Display

Author's Image Id: [   ]   This is a field for the author's use only to help identify the image within the author's

collection.

Select a Competition Level: 01 - SPEC - Special Topic ▼

- You'll then see a new page with your photos listed. Note the title and category is preset. You'll need to edit your photo to change the Category to OPEN, SPEC or CREA, depending on the photo if you didn't on the previous screen. Click on the "Edit".

Images you entered into this Competition

You have entered 1 of the 4 images you are allowed to enter into this compe
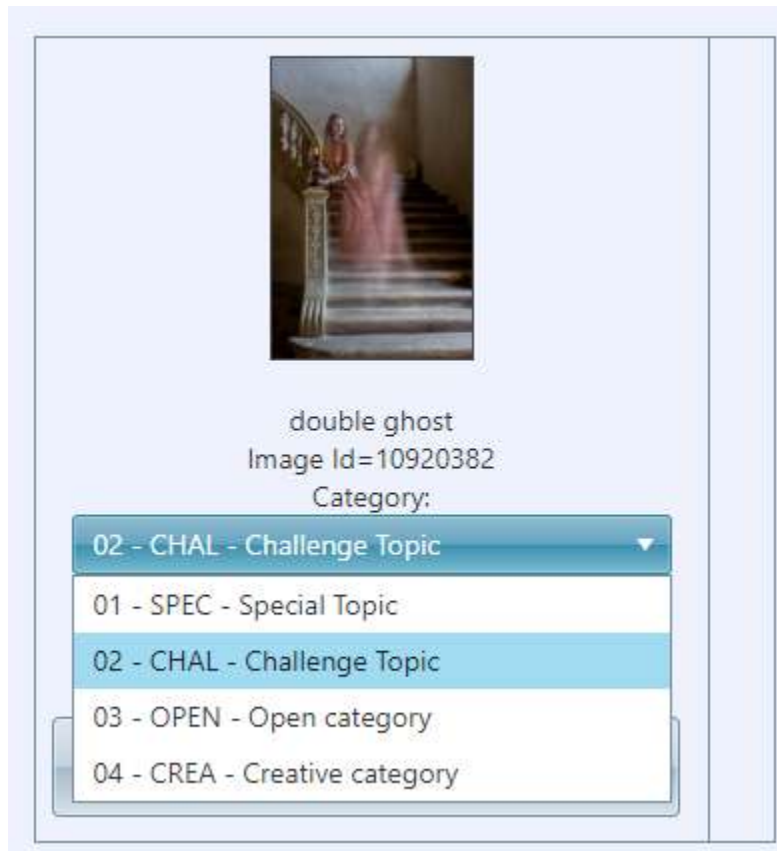This competition is closed to new entries.

double ghost
Image Id=10920382
Category: 02 - CHAL - Challenge Topic (Edit)

Edit Image Data or Replace Image

Remove from Competition, Keep in Image Library

- The page refreshes and shows a drop down for the photo.
- Once you select the correct category, the page returns and you can then edit your other photos.

- Deadlines for entering the monthly competition will be posted on the website, in the VP competition and in the newsletter, however the next month's contest will open right after the monthly meeting so you can add photos anytime throughout the month but note that topics may change. The best practice is to add photos to your image library throughout the month and enter the showcase after the newsletter is published with the correct categories.
- Once the meeting is over, one of the administrators will release the photos and those will appear back in your Image Library.
- The club will also use this for the annual competition as well as any other competitions throughout the year. The same process should be followed for those competitions as well. Info will be published in the newsletter for categories and deadlines.

Account settings
- There are numerous account settings regarding privacy and contact information. Please review your options

Notes:
- If you forget your password, you can send an email to the admins or there's an option on the Login screent to reset your password. You'll get an email like this – use the temp password to login and then reset your password.
- The admins have the ability to make some changes in your account like editing your profile or changing the categories for competitions but cannot delete your photos from your image library.
- You must be current with your SVPS dues to access your VP account.
- In order to receive emails from the system ADMIN, please make sure in your Account Profile, the check box next to the "Organization E-mail" is checked

Images	☑ Allow images to be submitted to a parent organization
Privacy	☑ Allow organization administrators to update your personal information. ☑ Allow other active members to view all of my contact information ☐ Allow other active members to view my email address, even when they cannot view all of my contact information. ☐ Allow other active members to view my phone number, even when they cannot view all of my contact information. ☑ Allow Event Managers to view my contact information, even when it might otherwise be blocked. Note: Membership Managers and Administrators can always view your contact information.
Organization E-Mail	☑ Allow member or guest group e-mail to be sent to me
	Note: There is no way to prevent website users from copying what is displayed

Technical Info and some really great tutorials are located at: www.VisualPursuits.com

Site Admins: Elaine Hoffman elaine@GoKiriDesigns.com

Todd Towell, Martin Bauer and Lynda Clayton

Optional: Adding a Gallery

- Add a Gallery. (Optional… if you want to organize your photos or have others' comments.

		Title		
		Gallery Categories This includes galleries that did not specify a category.		⇨ Add New Gallery

⏮ ◀ 1 ▶ ⏭ Page size: 20 ▾

A new window pops up. Use any title you'd like. Please select the organizational access option. Then click the button to Update Gallery Options at the bottom.

Edit Gallery Options

Category	(uncategorized) ▾
Title	SVPS - uploads
Gallery Visibility	○ Private ⦿ Organization Access (must be approved by administrator before visible to others) ○ Public Access (must be approved by administrator before visible to others) ☐ Allow other members to submit images to this Gallery Note: Changes cannot be made to a Gallery once it has been approved for public or organization viewing by a website Content Manager unless the Content Manager marks the gallery to allow such updates.
Description	
Information Link	You can provide an optional link below to a document or webpage the can provide more information about this gallery. Use a "relative" link for pages or documents on this website. Start with "http://" or "https://" for external website links.
Transitions	Select the style of transition to be used from image to image. Cross Fade ▾
Duration	Specify the number of seconds for image being displayed. 4.0

- Once your gallery has been created, upload photos by clicking on the button to "Edit and Upload Images"

		Title		
▾		**Gallery Categories** This includes galleries that did not specify a category.		Add New Gallery
	Slide Show Thumbnails Edit Options	**SVPS - uploads** Sequence: 100 Member only viewing of the gallery was requested. 0 images in the gallery		Edit and Upload Images List Images in Gallery Delete this Gallery

⏮ ◀ 1 ▶ ⏭ Page size: 20 ▾

- Note: You also have the ability to upload images directly from your computer or add from your Image Library by selecting the correct button.

| Upload Images into this Gallery | Add Images from my Image Library |

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- You can upload multiple images by re-selecting the "Select" button or by selecting multiples from the new window. (based on how your computer works).
- Then select "Save Images and Proceed to Edit Page". Edit the details about your photos. You can also delete images by selecting the appropriate box. Then select "Save Images and Return to Original Page". You can then add more images.