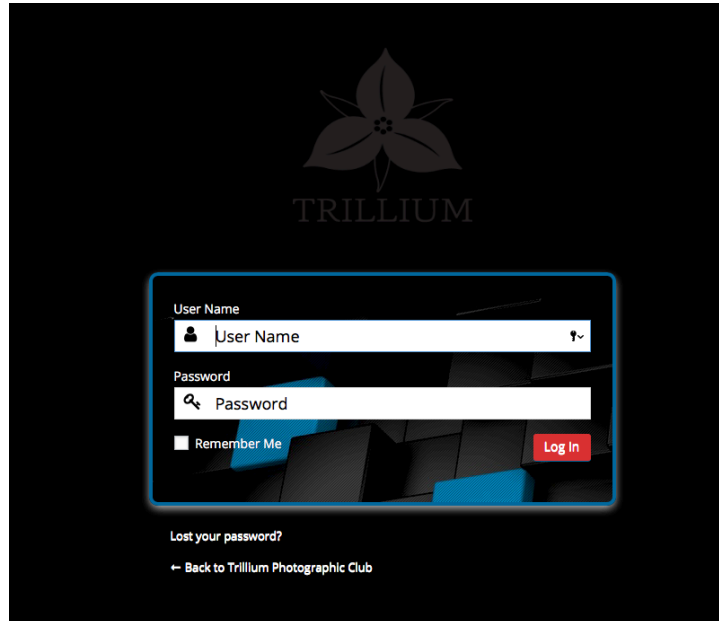


Instructions for uploading Clinic Images Online

1. Go to **trilliumphotoclub.org**
2. Click on "**Member Login**" on the menu
3. You will be redirected to this **login screen**



4. enter your **email address** (the one you used when you registered as a member)
5. enter your **password**
6. click "**Login**"

Once logged in successfully

Click "**Clinics**" menu, then "**Clinics Upload**" menu item

You must login before you can upload your images.

Please use your email address as stated on your application form.

Use **trillium2018** as your password.

You may change your login password if you do not want to use the generic password.

Once your images are uploaded click **Submit** to finalize your upload.

Clinic 1 2018-19 Due Oct 2nd

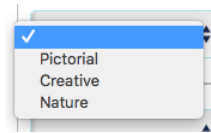
This Clinic closed at 12:00 am October 1, 2018

*Club Level:	<input type="text"/>
*Member Number:	<input type="text"/>
Category / Title / Comment Request (only 1 allowed per clinic)	*Image File
*Category: <input type="text"/> *Title: <input type="text"/> Comment Request (only 1 allowed per clinic): <input type="text"/>	<input type="text"/> no file selected
*Category: <input type="text"/> *Title: <input type="text"/> Comment Request (only 1 allowed per clinic): <input type="text"/>	<input type="text"/> no file selected
*Category: <input type="text"/> *Title: <input type="text"/> Comment Request (only 1 allowed per clinic): <input type="text"/>	<input type="text"/> no file selected
*Category: <input type="text"/> *Title: <input type="text"/> Comment Request (only 1 allowed per clinic): <input type="text"/>	<input type="text"/> no file selected
*Category: <input type="text"/> *Title: <input type="text"/> Comment Request (only 1 allowed per clinic): <input type="text"/>	<input type="text"/> no file selected
Submit	

9. Click the dropdown beside "**Club Level**" and chose the **level you are currently at**.

10. Enter the **Trillium member number** you have been assigned by membership.

11. Click the dropdown beside "**Category**" and chose



12. Enter a "**Title**" for your image.

13. Click "**Choose File**" – navigate to the location on your computer and click the file you are submitted to the clinic. (**you are no longer required to follow the naming convention for your filenames that we used previously**)

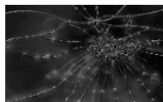
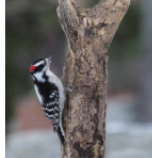
14. Repeat these steps for the next 4 images – Total of 5 images per clinic can be uploaded.

15. Once you have your 5 images chosen click "**Submit**" button.
(You can choose to add 2 images click submit, and then come back later to add the 3 remaining images and click submit, as long as you complete your entries prior to the deadline date & time.)

Your screen should look similar to the following example.

Notice once an image has been uploaded a small "**Clear**" button displays to the right of the image.

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*Club Level:	Gold		
*Member Number:	112		
*Category	*Title	*Image File	
Pictorial	Jewelled Fracturew	<input type="button" value="Choose File"/> G-P-112-Jewelled Fractures.jpg Name: G-P-112-Jewelled Fractures.jpg Size: 589.6 KB Type: image/jpeg Width: 1400 Height: 855 	<input type="button" value="Clear"/>
Nature	Male Downy WoodPecker	<input type="button" value="Choose File"/> G-N-112-Downy...cker Male.jpg Name: G-N-112-Downy Woodpecker Male.jpg Size: 733.8 KB Type: image/jpeg Width: 971 Height: 1050 	<input type="button" value="Clear"/>
		<input type="button" value="Choose File"/> no file selected	<input type="button" value="Clear"/>
		<input type="button" value="Choose File"/> no file selected	<input type="button" value="Clear"/>

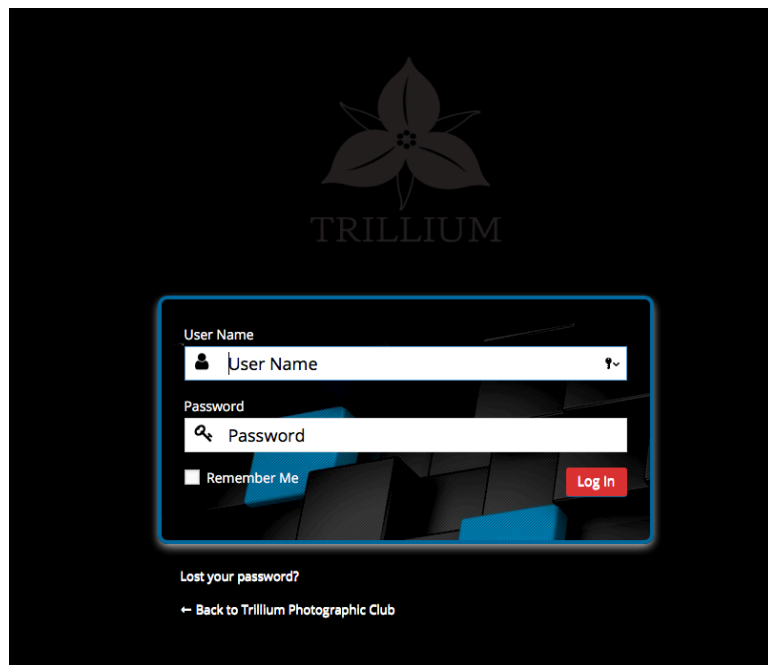
Should you decide that you wish to change an image previously submitted you logon repeating **Steps 1 thru 4**.

Once you are at the Clinic Upload Screen,

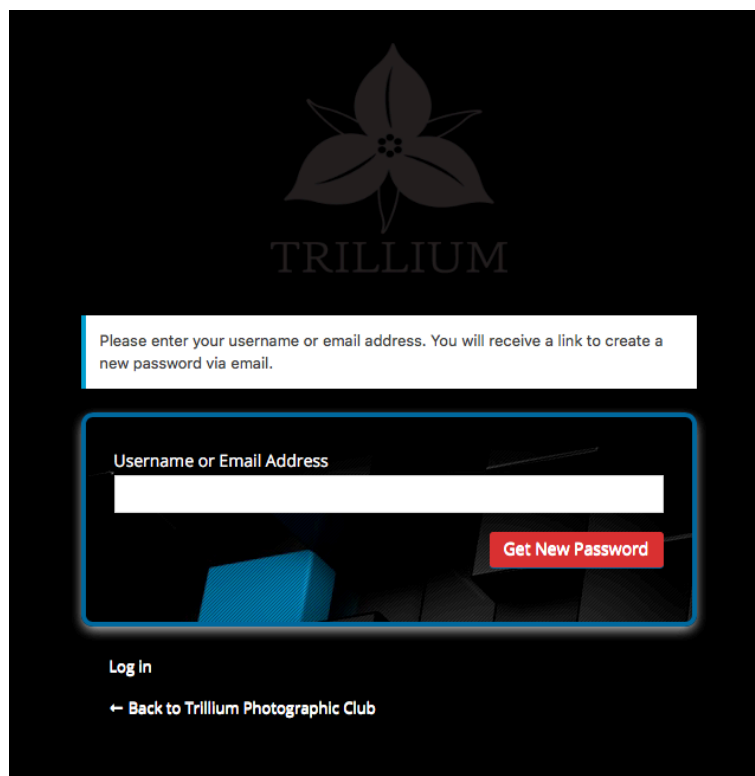
Click "**Clear**" beside the image you wish to remove.

If you wish to place a different image in its place, repeat **Steps 9 thru 15**.

All members start with the password "**trillium2018**". You can change your password by clicking on the "**Lost Password**" on the lower part of the login screen.



Click "Lost your Password?"



The system will send an email to your email address.

****** Be sure to check your Junk Mail Folder for the message if you do not see in your Inbox ******

There is a **link** in the email that you can click on to direct you to the password reset page..

Example of Email

Subject: [Trillium Photographic Club] Password Reset

Someone has requested a password reset for the following account:

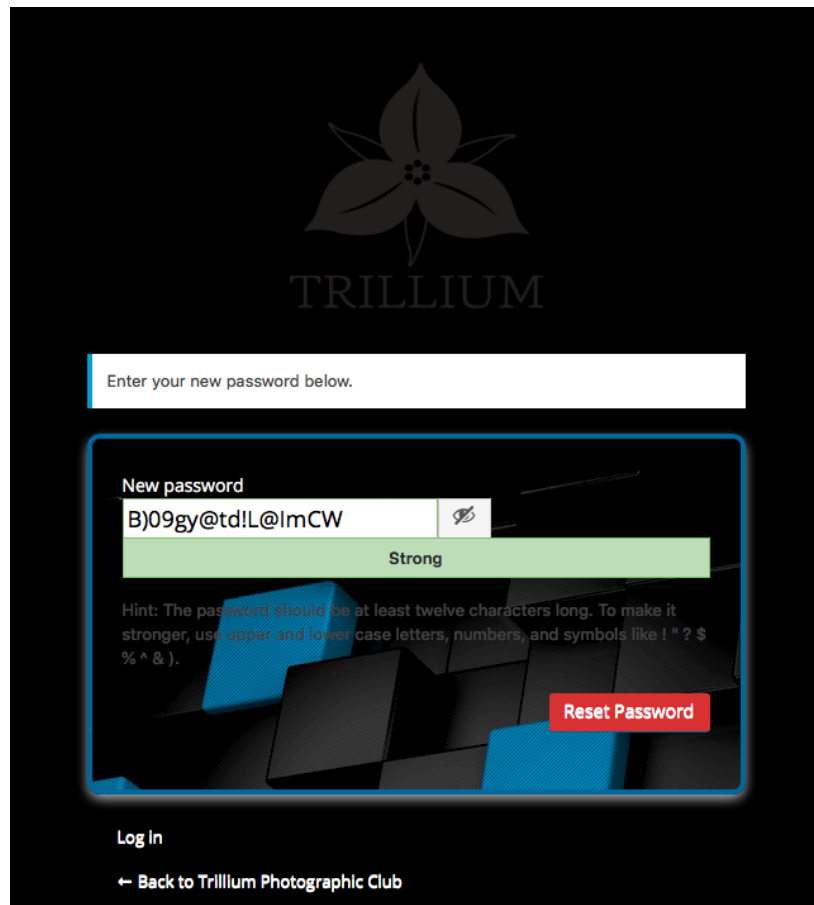
Site Name: Trillium Photographic Club

Username: YourName

If this was a mistake, just ignore this email and nothing will happen.

To reset your password, visit the following address:

<<http://trilliumphotoclub.org/wp-login.php?action=rp&key=LOfzgHmCp7ne2eid8zWt&login=YourName>>



Enter your new password below.

New password
B)09gy@td!L@lmCW

Strong

Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ &).

Reset Password

Log In

← Back to Trillium Photographic Club

The system will offer you a password. You can delete these characters and **type in** the password you wish to use.

Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? \$ % ^ &).

(The screen will indicate if you have a weak, medium or strong password as you enter it).

Once you have typed in your new password, click "**Reset Password**".

Go to the Login screen and enter your email address and new password.