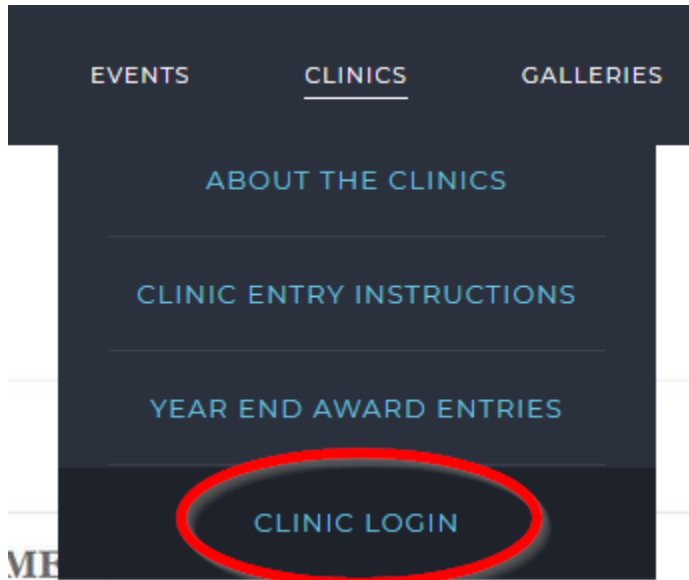
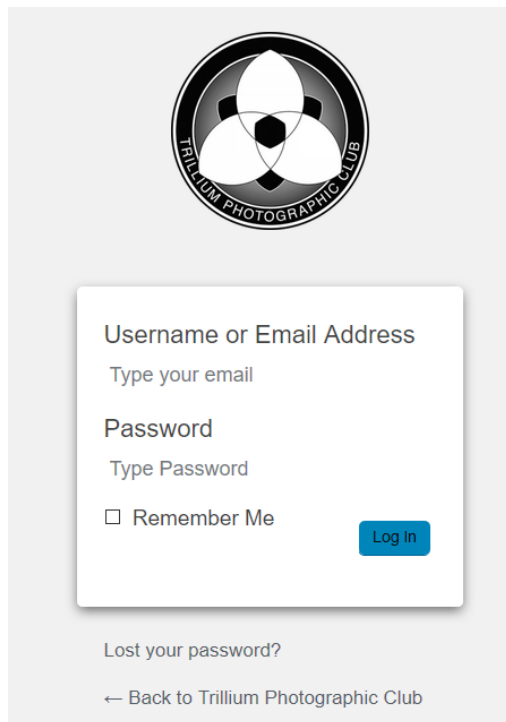


## Instructions for uploading Clinic Images Online

1. Go to <https://trilliumphotoclub.org>
2. Click on “**CLINICS**” on the menu. Then click on “**CLINIC LOGIN**”.



3. You will be redirected to this *login screen*

A screenshot of a login screen for the Trillium Photographic Club. At the top center is the club's logo, which is a circular emblem with a stylized flower or leaf design and the text 'TRILLIUM PHOTOGRAPHIC CLUB'. Below the logo is a white login form with a light gray border. The form contains the following elements: a label 'Username or Email Address' above a text input field with the placeholder 'Type your email'; a label 'Password' above a text input field with the placeholder 'Type Password'; a checkbox labeled 'Remember Me'; and a blue 'Log In' button. Below the form, there is a link 'Lost your password?' and a link '← Back to Trillium Photographic Club'.

4. Type in your **email address** (the one you used when you registered as a member)
5. Enter your **password**. If you forget your password scroll to the section – “**Resetting your password**”

6. click **“Login”**

Once logged in successfully

7. Click **“Clinics”** menu, then **“Clinics Upload”** menu item

### Clinic 1 2018-19 Due Oct 2nd

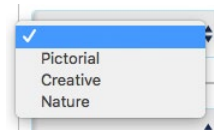
This Clinic closed at 12:00 am October 3, 2018

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

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

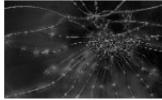
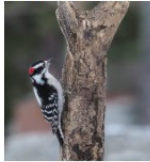
entries prior to the deadline date & time.)  
Your screen should look similar to the following example.

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

# Clinic 1 2018-19 Due Oct 2nd

|                 |      |
|-----------------|------|
| *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<br>Name: G-P-112-Jewelled Fractures.jpg<br>Size: 589.6 KB<br>Type: image/jpeg<br>Width: 1400 Height: 855<br>   | <input type="button" value="Clear"/> |
| Nature    | Male Downy WoodPecker | <input type="button" value="Choose File"/> G-N-112-Downy...cker Male.jpg<br>Name: G-N-112-Downy Woodpecker Male.jpg<br>Size: 733.8 KB<br>Type: image/jpeg<br>Width: 971 Height: 1050<br> | <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,

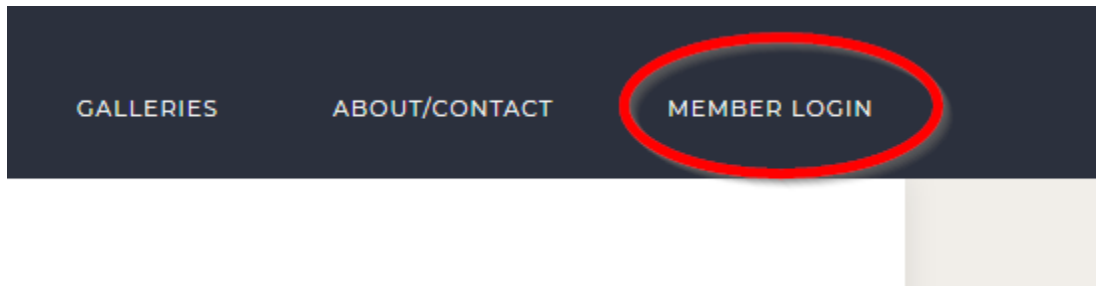
Click "**Clear**" beside the image you wish to remove.

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

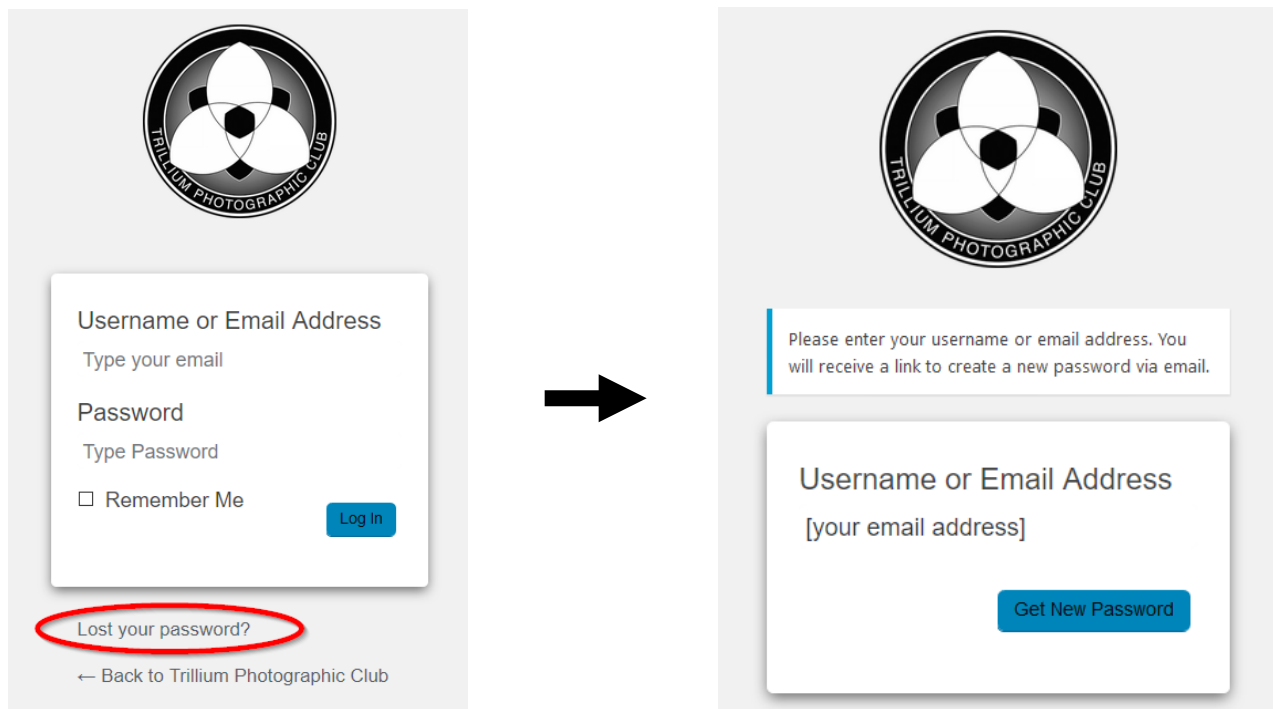
## Resetting your Password

All members start with the password "**trillium2018**".

On the right side of the website click on **Member Login**



You can change your password by clicking on the "**Lost Your Password**" on the lower part of the login screen. You will be prompted to enter your email address and then click "**Get New Password**"

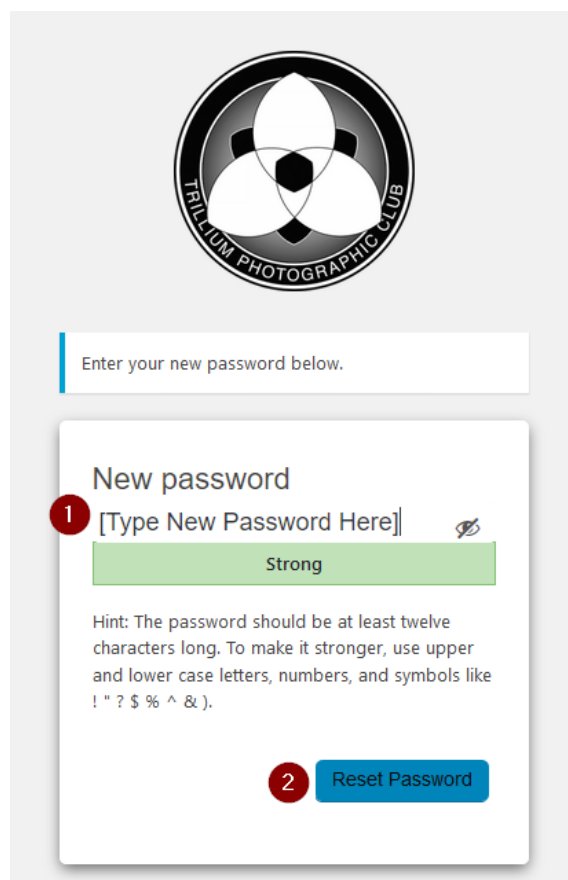
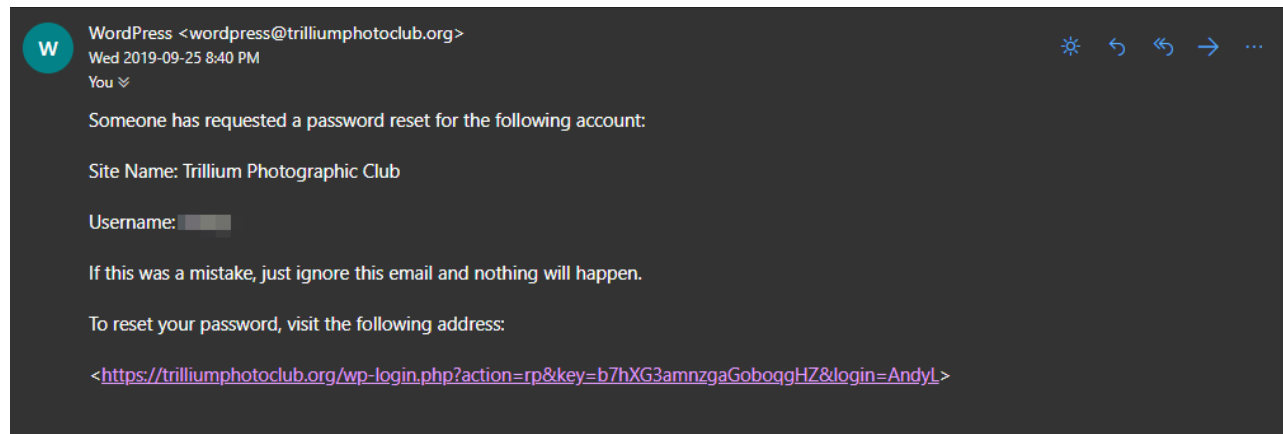


The system will send an email to your email address.

**\*\*\*\* 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



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.