Instructions for uploading Clinic Images Online

Go to https://trilliumphotoclub.org/ and click on Login on the far-left side of the screen.
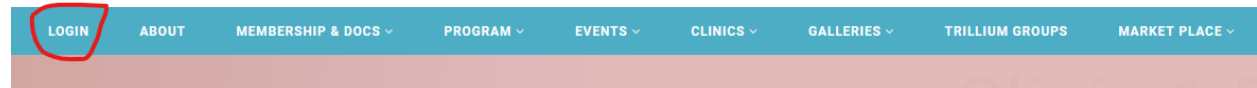
You will be redirected to the login screen. Type in the email address with which you registered as a member. You should have been provided with your password when you were greeted into the club; if you have forgotten it, click on *Lost your password?* [See below for more information.] Click Log in.

Back at the main screen, click Clinic Uploads under Clinics:
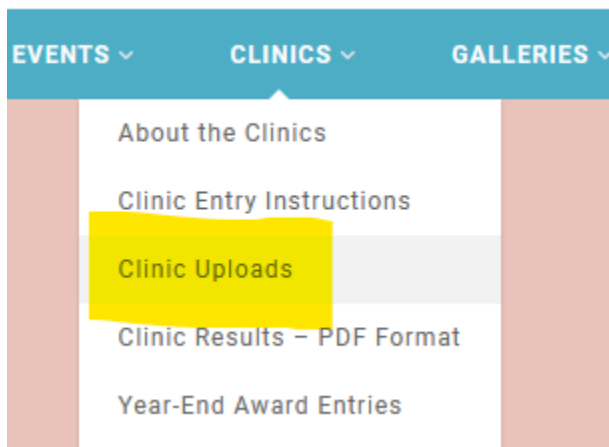
You will then see the uploads page. Use the dropdown menu beside Club Level to choose your level and enter your member number. New members should contact entries@trilliumphotoclub.org to determine

your member level and obtain your member number.

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*Club Level:	⌄
*Member Number:	

Category / Title / Cmt Req Max 3	*Image File
*Category: ⌄ *Title: Cmt Req Max 3: ☐	Browse... No file selected.

To upload a picture, first choose the category and enter the title. The image title should be simple and introduce or set the mood or perspective for your image. It should have NO punctuation like commas, ampersands, question marks, or periods, and please avoid ALL CAPS. Use only letters, numbers, spaces, hyphens, or apostrophes. Nature has specific rules: the title should only be of the species (for a living creature or plant etc.) and possibly a description.

Click the Browse... button to navigate to the image's location and select it. Note: Image files should be saved in the sRGB colour space. You can also check the box under Cmt Req Max 3: to request a comment for the image. A maximum of 3 comments can be requested. Repeat these steps for the next 4 images, as a maximum of 5 images can be submitted.

Once you have your 5 images chosen, click the "Submit" button.   Submit

(You can choose to add 2 images, click submit, and then come back later to add the 3 remaining images and click submit if you complete your entries prior to the deadline.)

If you change your mind about an image before submitting the images, you can press the Clear button to clear it.

If the image's dimensions or size is too large, you will get an error message. You can then try a different image or submit what you have done and come back later.

Click the Submit button, and there will be a brief pause while the image is processed.

You should then see a page that would look something like this:

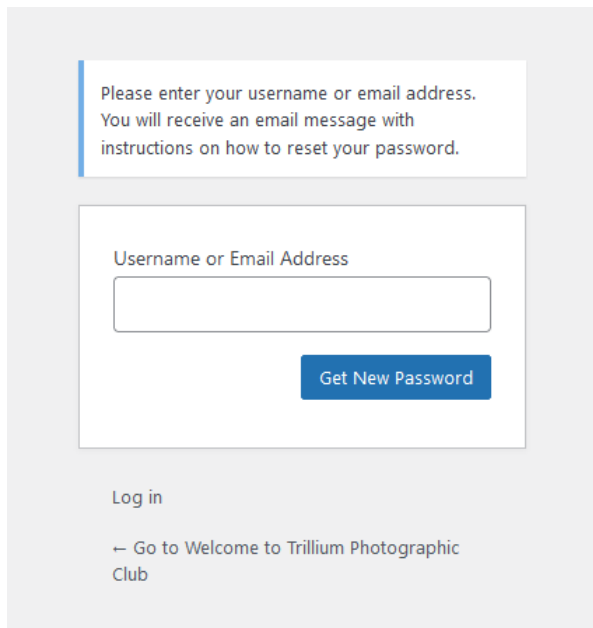| *Club Level | Bronze | *Member Number | 999 |

Category / Title / Cmt Req Max 3	Image File
Category: Pictorial Title: Bee on Cosmos Cmt Req Max 3: Comment Requested	 Bee-on-Cosmos.jpg
Category: Pictorial Title: Lantana closeup Cmt Req Max 3: Comment Requested	 Lantana-closeup.jpg
Category: Nature Title: Red-necked grebe Cmt Req Max 3: Comment Requested	 grebe-2-.jpg
Category: Nature Title: Solitary Sandpiper Cmt Req Max 3: -	 Solitary-Sandpiper.jpg
Category: Nature Title: Meadow Crane's-bill Cmt Req Max 3: -	 Meadow-crane-s-bill-3-.jpg

Add, Change or Delete

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Use the Add, Change or Delete button to go back in and add images, if you did not have the 5 when you first submitted, change things like the category or title or whether a comment was requested, or clear an image and select a new one. **Remember to click the Submit button again after making any changes.**

Resetting your password

You can change your password by clicking the "Lost your password?" link on the lower part of the login screen. A new prompt will ask you to enter your email address, and then click Get New Password.

The system will send an email to you, **but it will likely go to your junk mail folder**, so check that folder if you do not see the email within a few seconds. There is a link in the email to direct you to the password reset page.

> Note: if you are a returning member but have not paid your dues for the year, you may simply be locked out of the system.

After a few seconds, the login page will say the following:

Check your Junk Email folder. The email will read something like this:

Someone has requested a password reset for the following account:
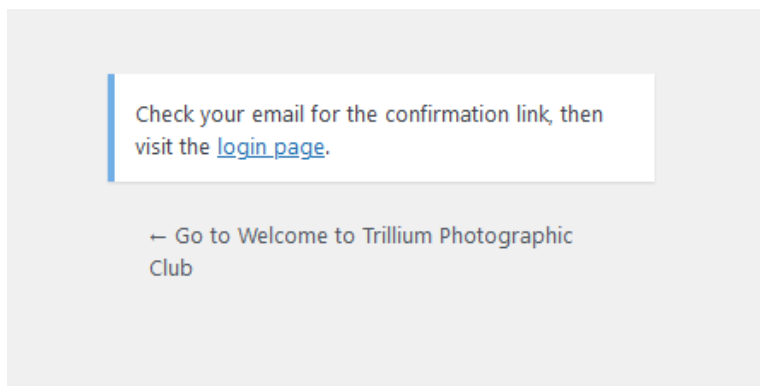
Site Name: Welcome to Trillium Photographic Club

Username: xxxxx

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

To reset your password, visit the following address: [there will be a long link to click on]

The new password prompt will appear after you click the link. It will offer you a password, but you can type in whatever you wish, although preferably the password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! " ? $ % ^ &)

Once you have your new password, click Reset Password. Go back to the login screen and enter your email address and password.

However, as noted at the bottom of our opening page on our website:

For Website or help logging in:

Email **webeditor@trilliumphotoclub.org**