

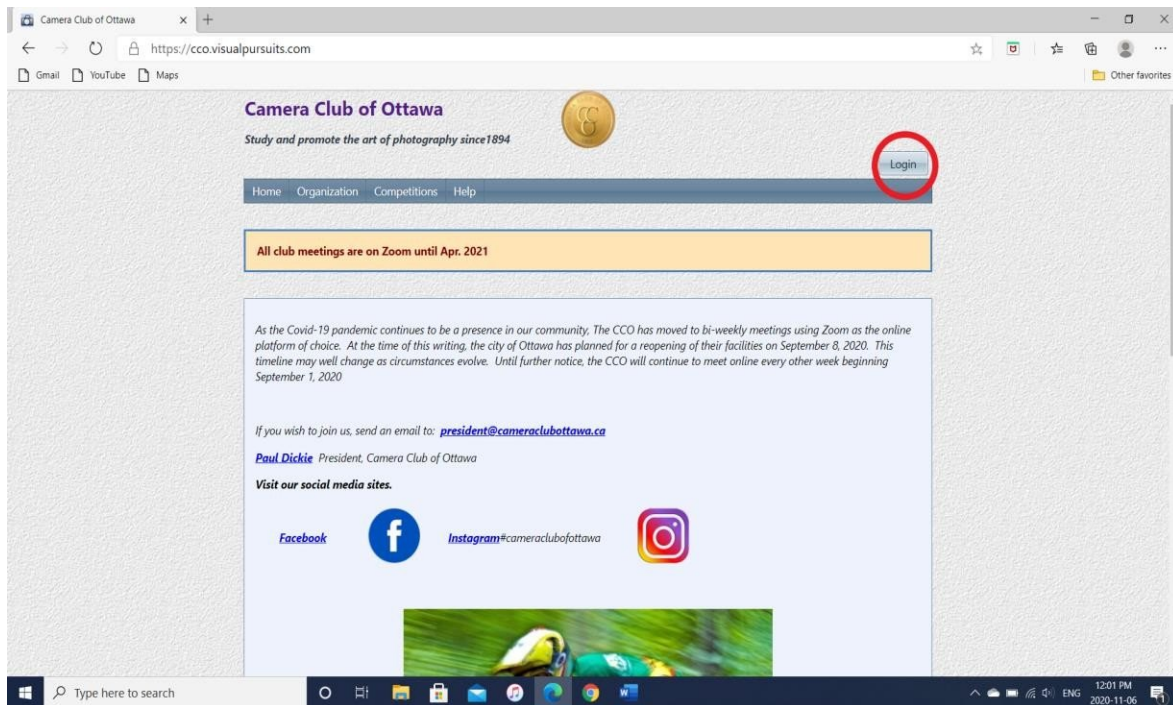
# How-To Instructions for Our New Website for CCO Members

## Table of Contents

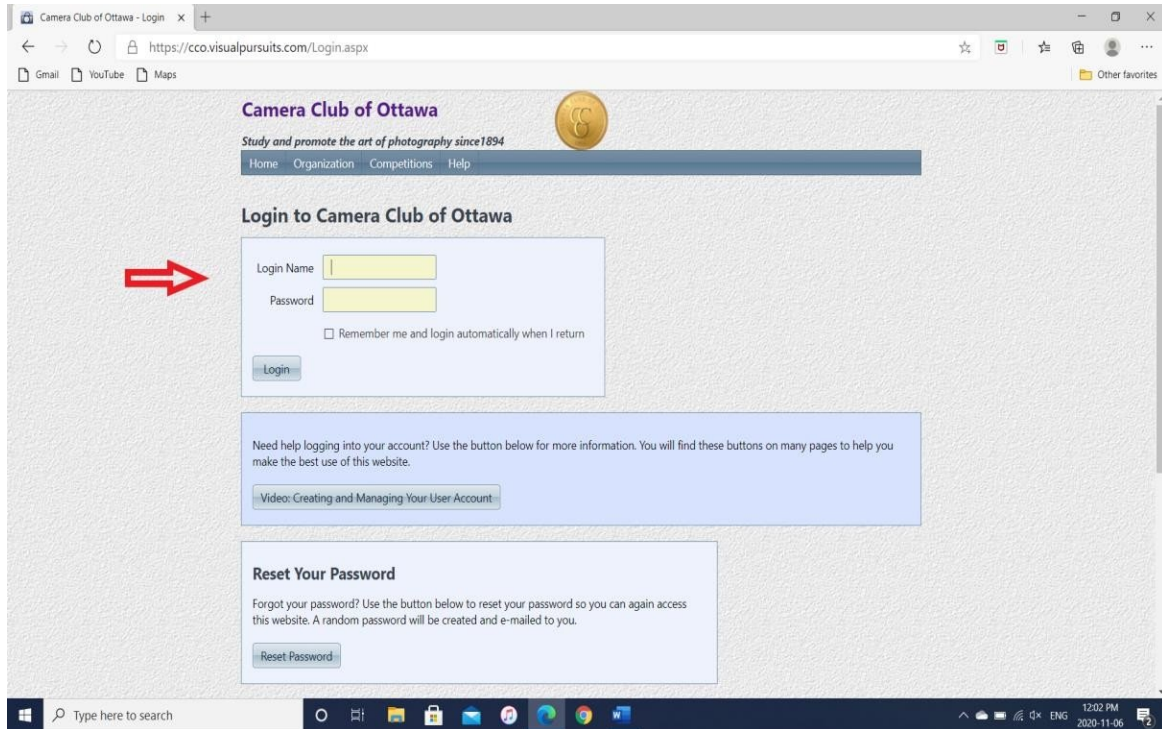
How to Log in.....	1
How to Change your Password.....	2
How to Reset Your Password.....	3
How to Review and Set Your Privacy Preferences.....	4
How to View Your Competition Level.....	4
How to Submit Images to a Competition.....	5
Entering Print Competitions.....	10
Competitions and the Calendar.....	12
How to View Competition Results.....	13
How to Vote for Images.....	14
How to Use the Calendar.....	17
Calendar event colours.....	18
How to Register for an Event Using the Calendar.....	19
Did you Know That.....	20

### How to Log in

- Go to: <https://www.cameraclubottawa.ca> to get started!
- If you are a first time user, the Web Administrator will send you a login name and password. Your login name is your email address ex. [dinhhris@hotmail.com](mailto:dinhhris@hotmail.com).
- You will find the Login link near the top right corner of each website page. Clicking on the link will bring you to the login page.

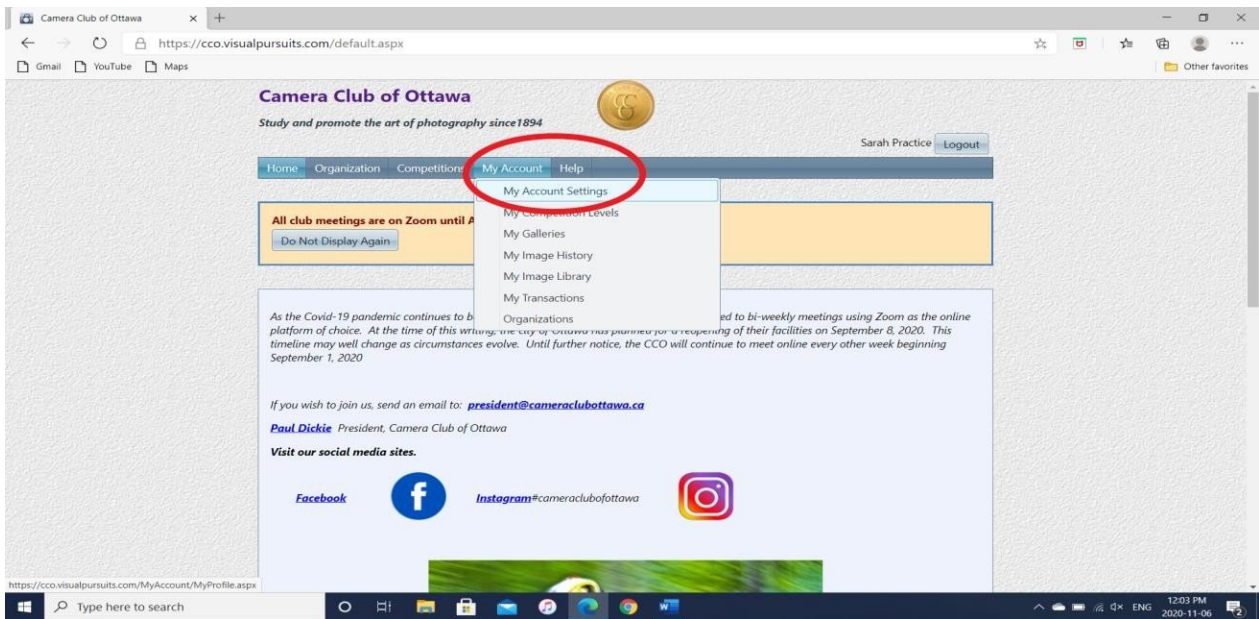


- Enter the log in name and password you received from the Web Administrator here. Enter them exactly as given. Do not add spaces. Remember, passwords are case sensitive.

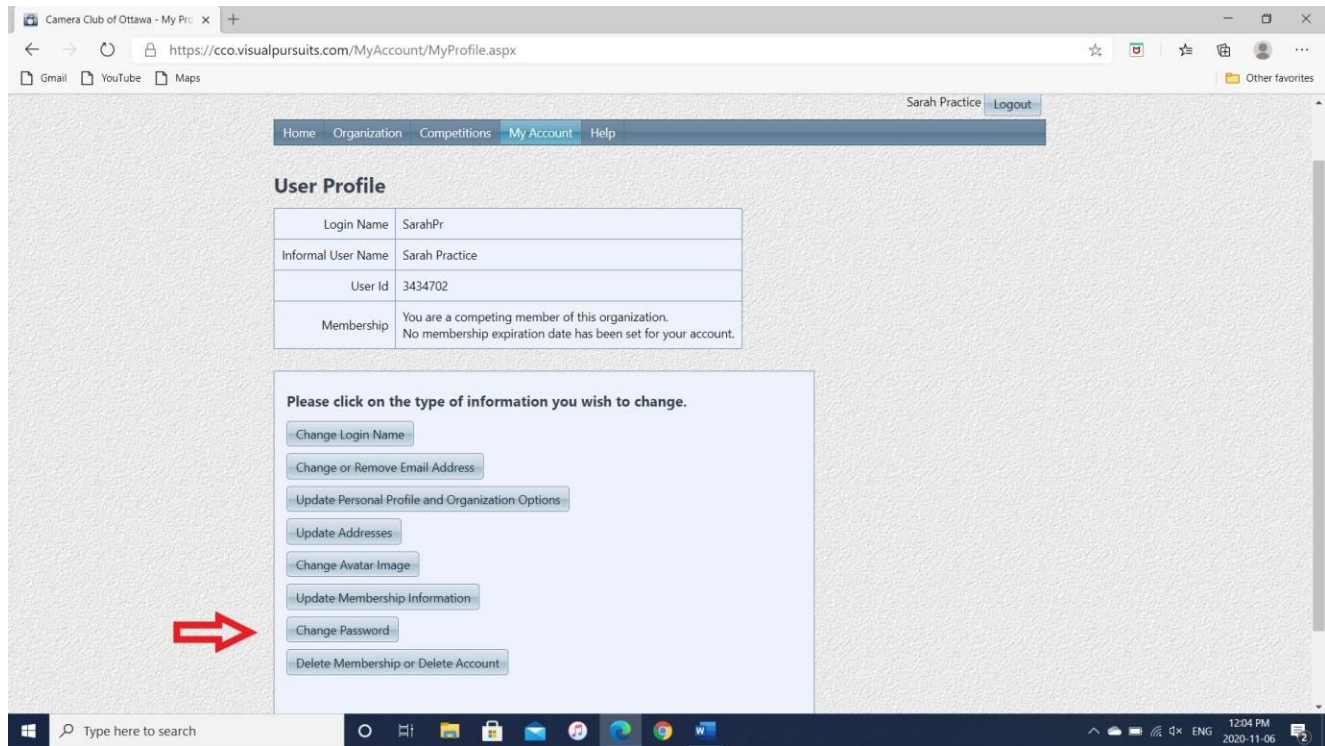


## How to Change your Password

- After you log in for the first time, we recommend that you change your password.
- Click on “My Account” in the main menu. In the drop down list select “My Account Settings”.

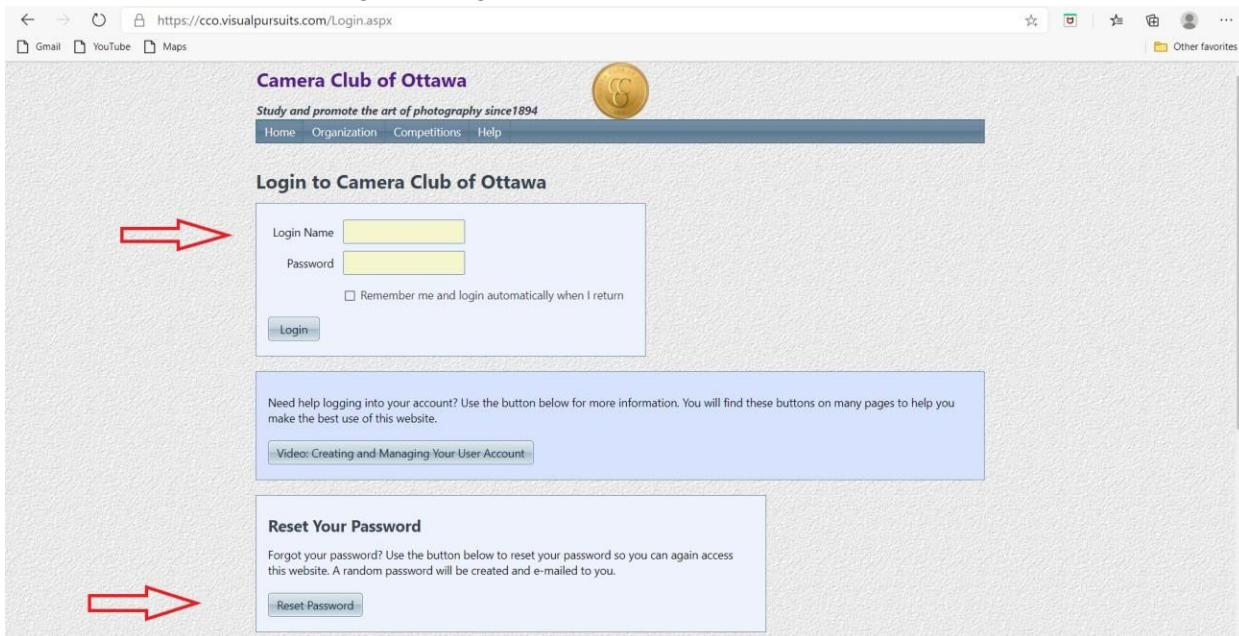


- The User Profile page will appear. From the list, click on “Change Password”.
- Clicking on “Change Password” will take you to a new page with specific instructions and recommendations for changing your password.



## How to Reset Your Password

- Forgot your password?
- Click on “login” from any of the website pages.
- Enter your Login Name in the yellow box
- Click on “Reset Password”. A random password will be created and sent to your email. Log in with that password, then change it using the instructions described in the previous section above.

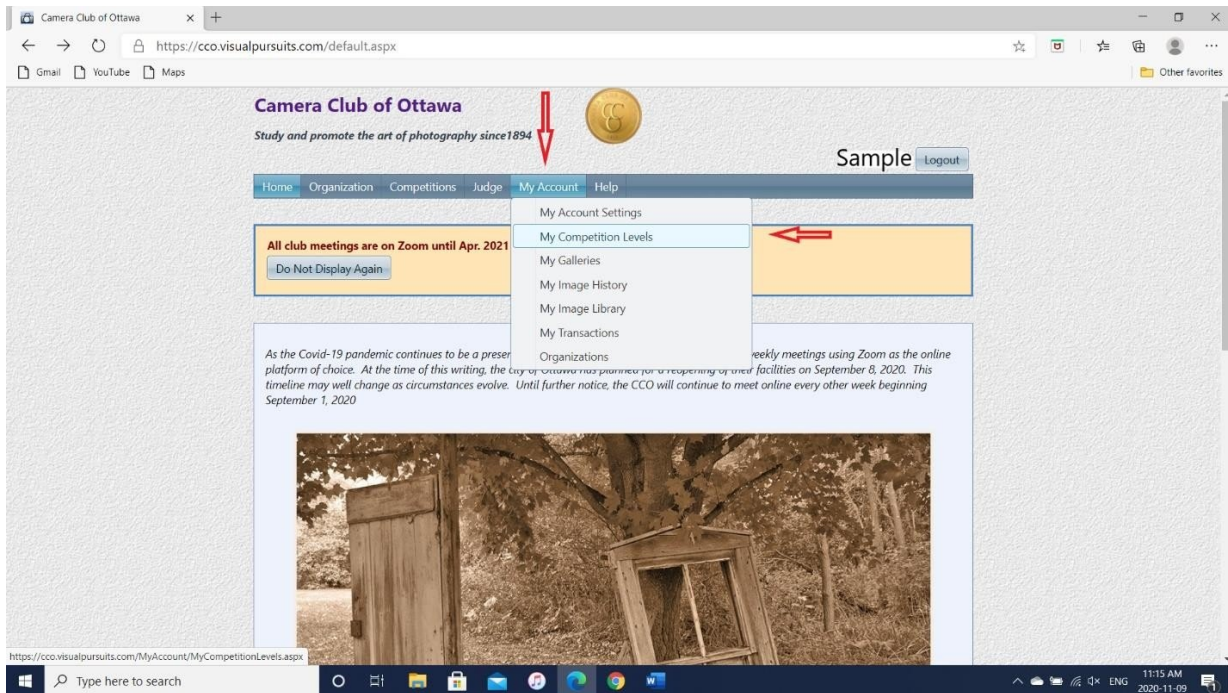


## How to Review and Set Your Privacy Preferences

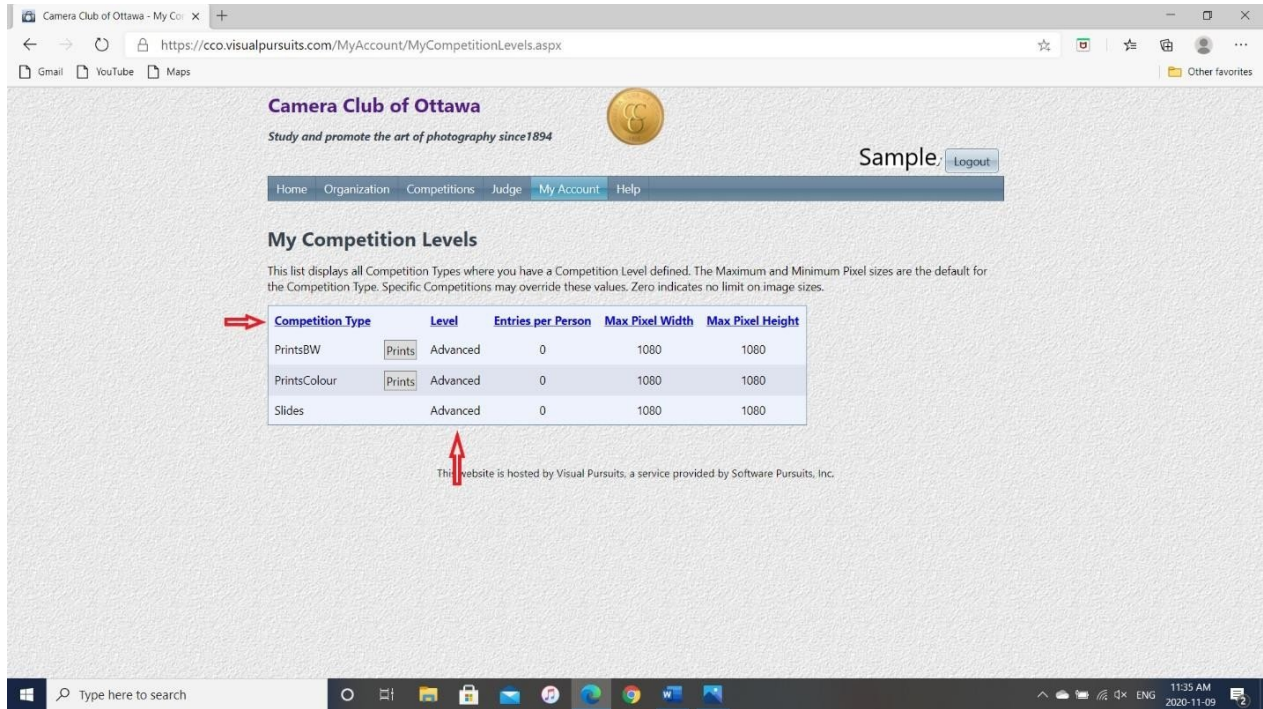
- We strongly advise members to review their privacy settings.
- In the main menu, click on “My Account”, then “My Account Settings”.
- Then in the box headed “Please click on the type of information you wish to change”, click on “Update Personal Profile and Organization Options”
- In the box headed “Modify Personal Information”, scroll down to “Privacy”. Choose the settings that best reflect your privacy preferences.
- Clicking on “Allow other active members to view all of my contact information” means that all your contact information will be exposed (address, email and phone number) and is usually not recommended.
- Scroll down to the bottom of the page and click on “update” to save your changes.

## How to View Your Competition Level

- In the main menu, click on “My Account”, then “My Competition Levels”

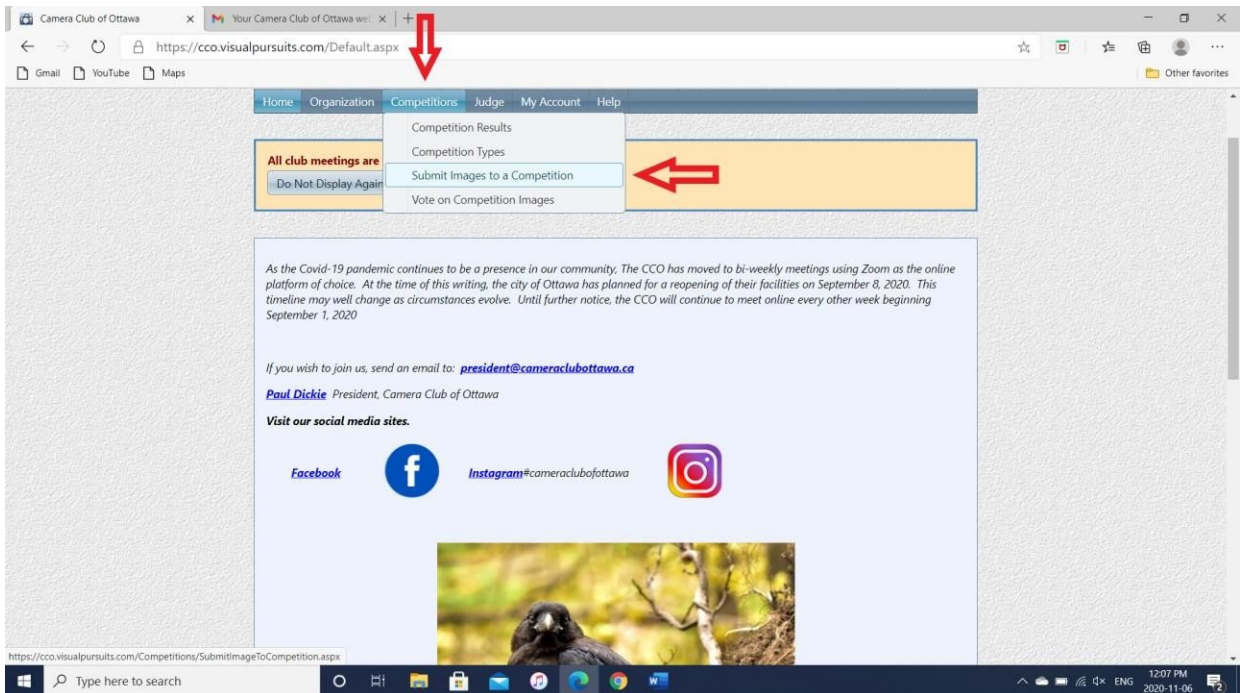


- The new page will show you, for each competition type, your competition level.



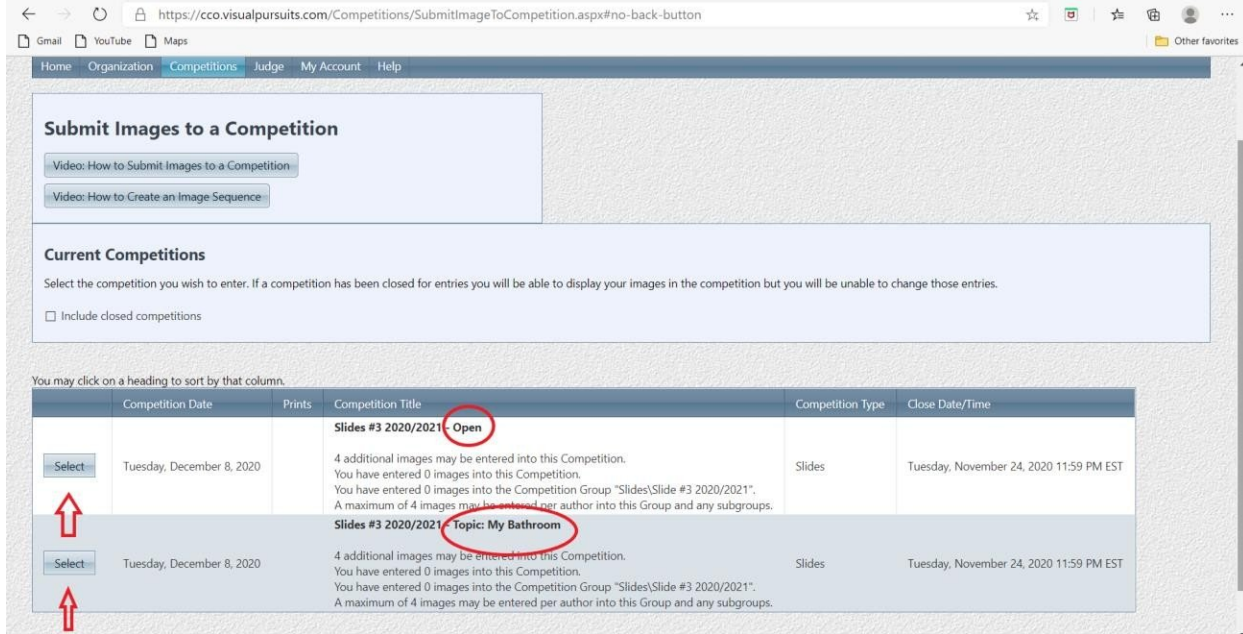
## How to Submit Images to a Competition

- In the main menu, click on “Competitions”. In the drop down list select “Submit Images to a Competition”.



- A maximum of 4 images can be submitted to each competition, On-Topic and Open combined.

- In the “Current Competitions” area, you will see a list of all competitions available for entry. Press “select” on the competition you would like to enter. **Important:** On-topic and Open entries are split. Make sure that you select the right one.



- After pressing “select” the specific competition page you have chosen will appear. Several instructional videos are available for viewing if you would like more information. The top section (1) shows the competition title, dates and other information. The bottom section (2), Comments, shows any definitions or clarifications of the competition topic.

**Competition: Slides #4 - Topic: Reflections, Then and Now**

**Competition Date:** February 15, 2022 7:30 PM  
**Status:** Open ← 1

**Closes:** February 1, 2022 11:59 PM  
**Competition Level:** Advanced

Competition maximum pixel width for images: 2160  
 Competition maximum pixel height for images: 2160  
 Note: The Image Resolution (pixels per inch or centimeter) does not matter and is never used. If you submit an image to conform with the system limits. Uploads larger than 20MB may result in an error. Large images will take longer to upload.

If your image might be used in multiple competitions with different size limits, upload an image large enough for a competition when viewed for judging.

Maximum title length: 50 characters.  
 Image Sequences are not permitted.

---

**Competition Definition**

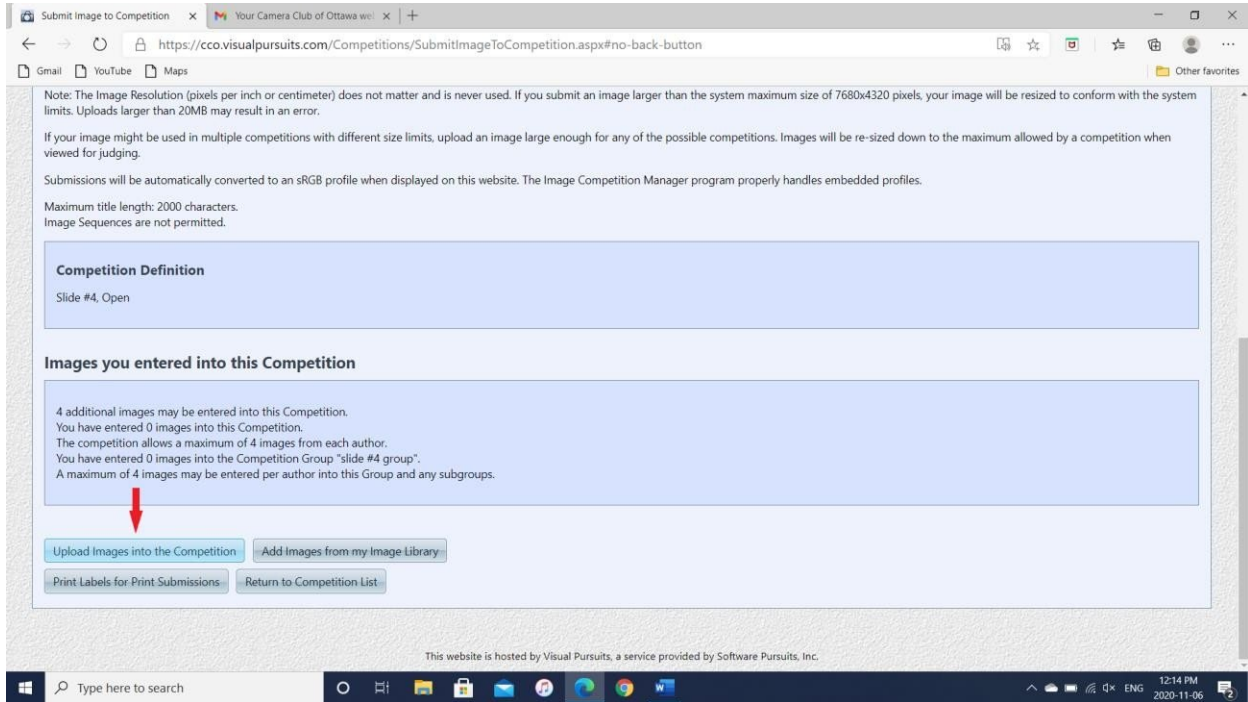
Slides (projected images)

---

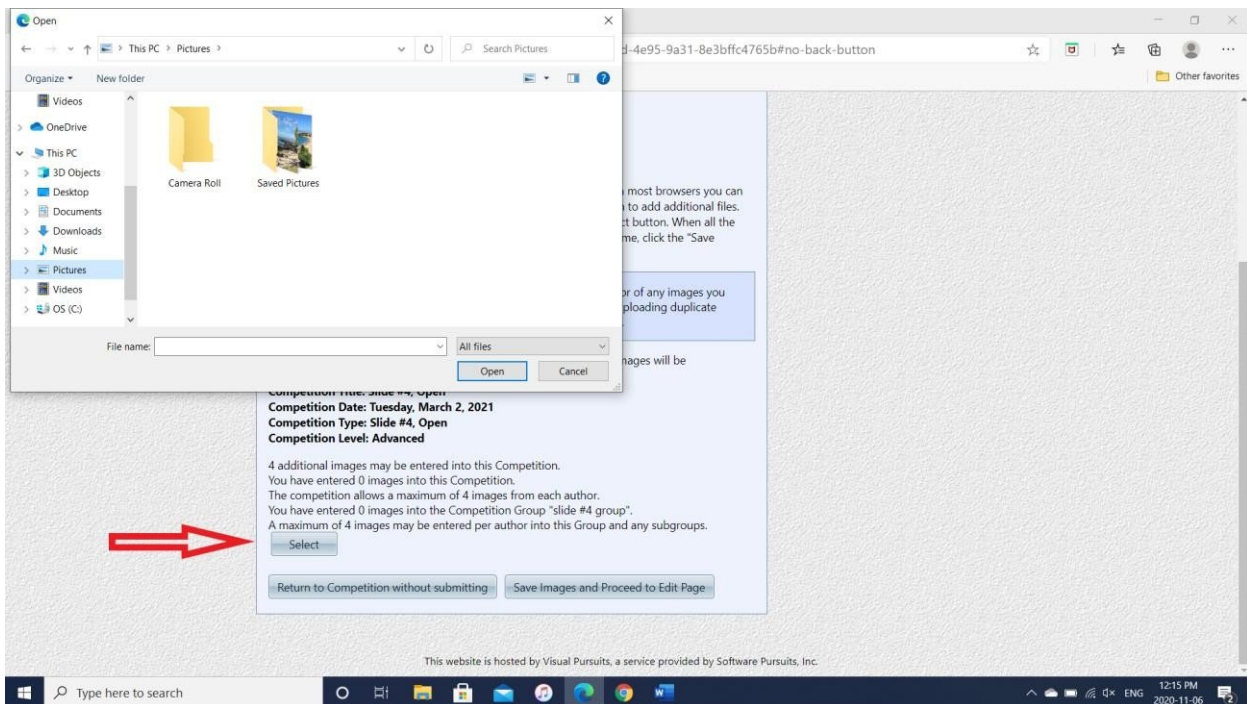
**Comments for this Competition** ← 2

Definition: Images submitted for this competition:  
 \* Object or Subject, min. 40 years old i.e. an antique  
 \* The current condition of the object or subject as it reflects a past and present.

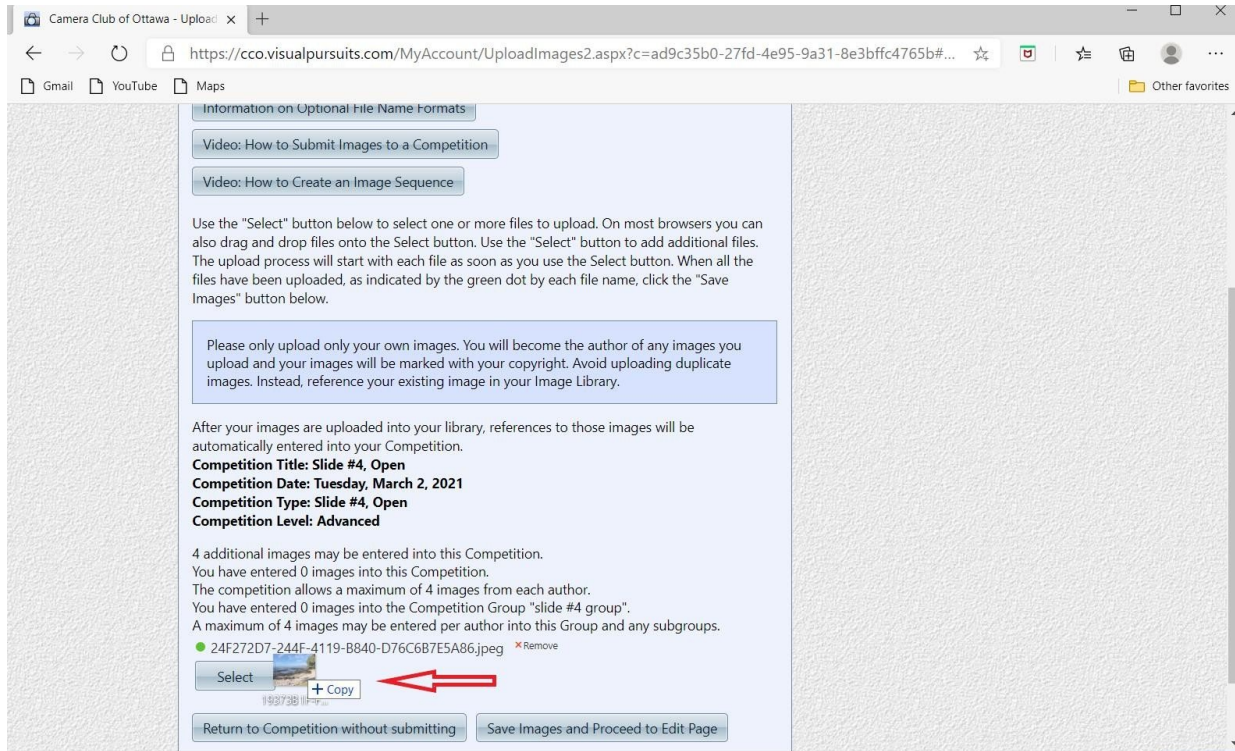
- At the bottom of the specific competition page, you will see the button that allows you to upload images. Pressing this button will take you to a new page where you can select your images. **Important:** Please resize your images so that they are no more than 2160 pixels on the long side.



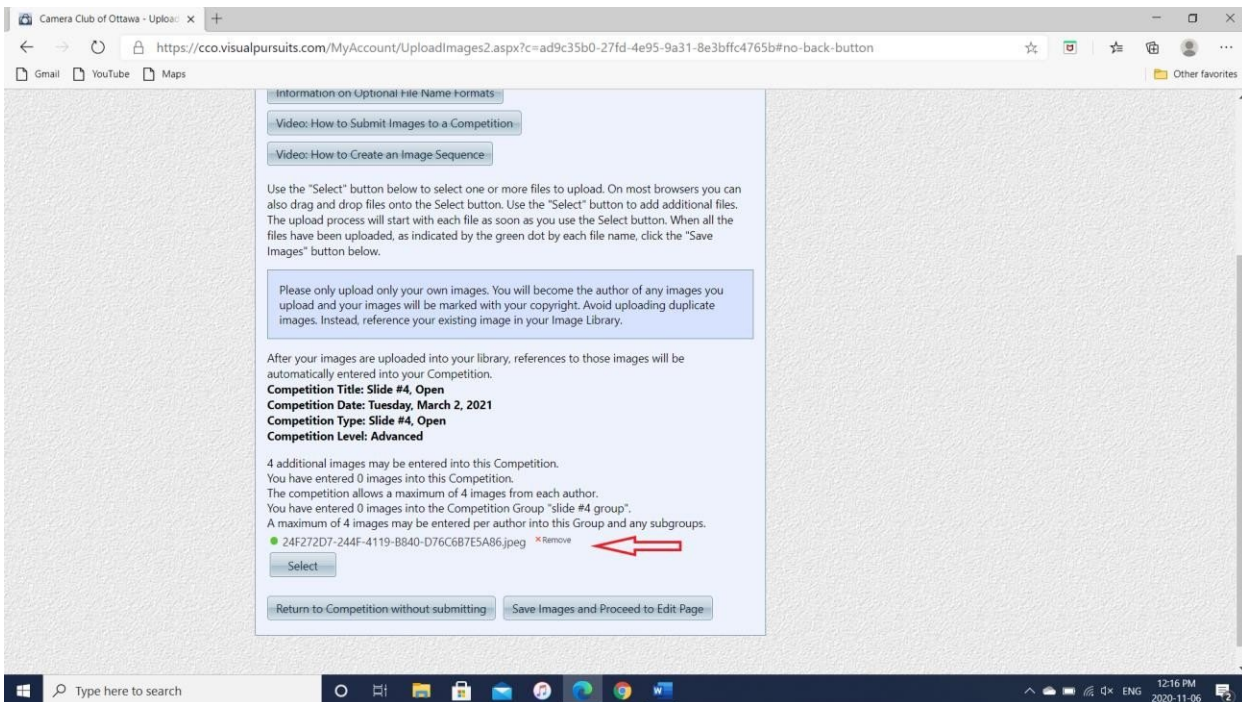
- Images can be submitted in two ways. Pressing "select" will take you to your computer's file folders. From here, you can search for your images.



- The second way to submit is to drag and drop. Simply drag your images to the “select” button and drop them in.

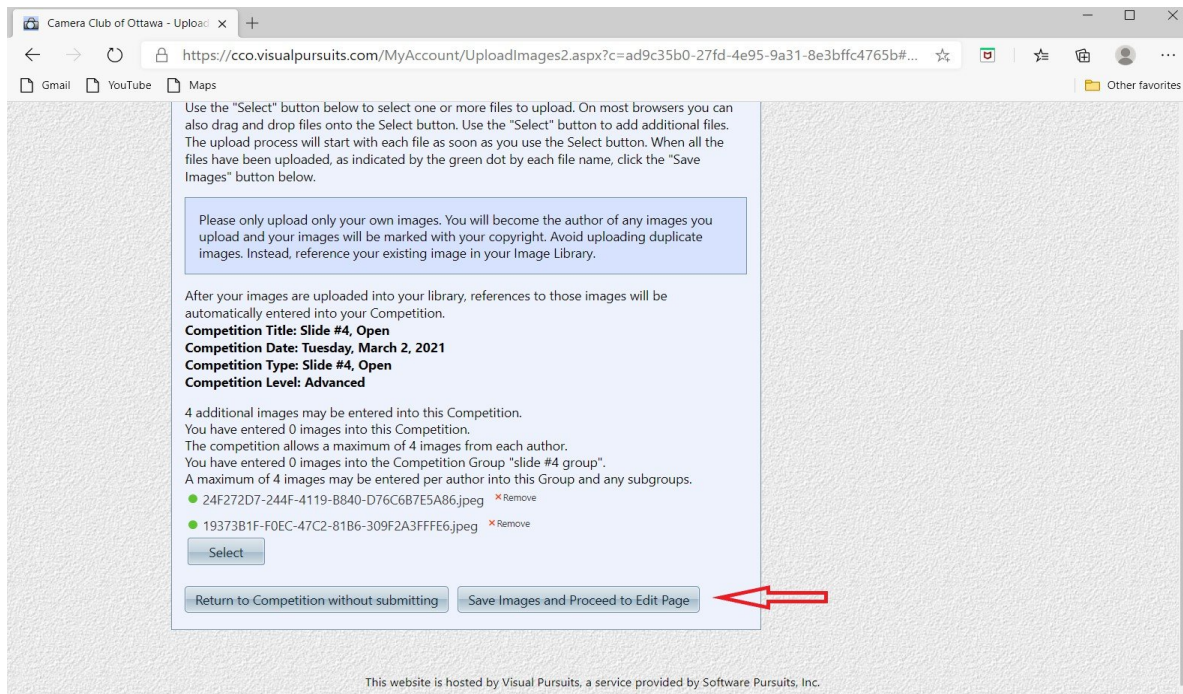


- A green dot to the left of the image name will indicate a successful upload. You are also able to remove your images from the competition at this location.

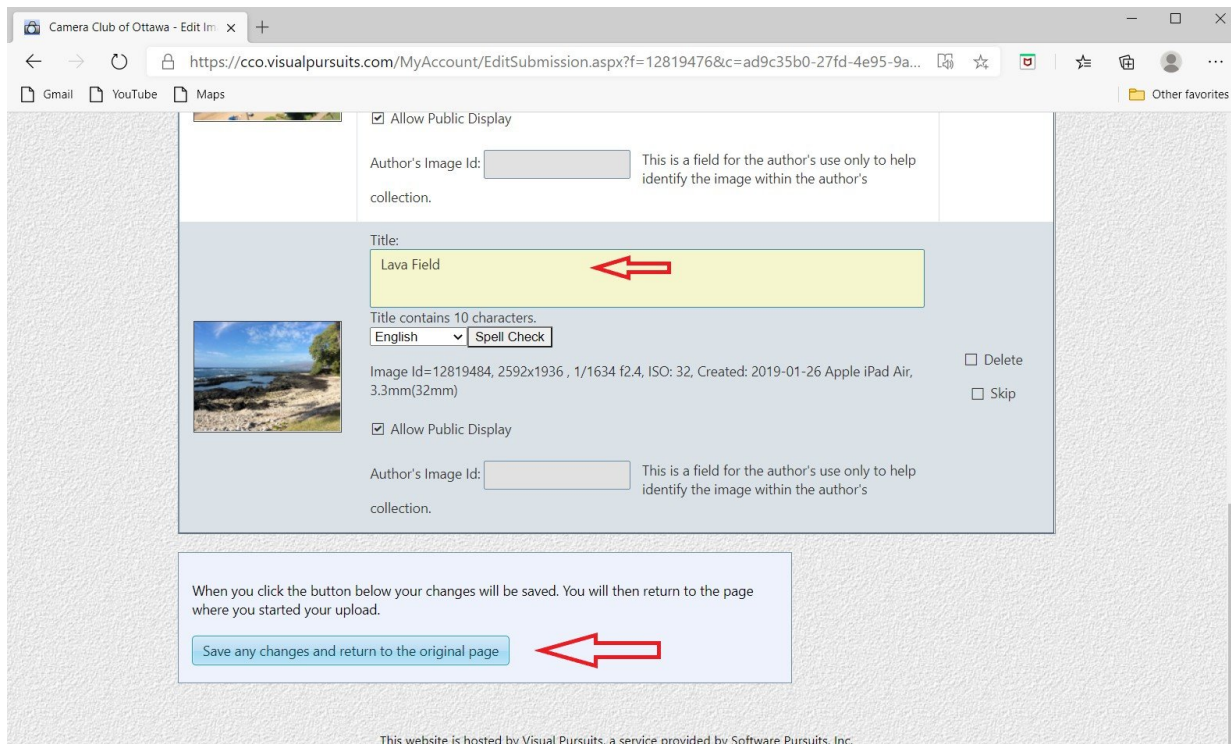




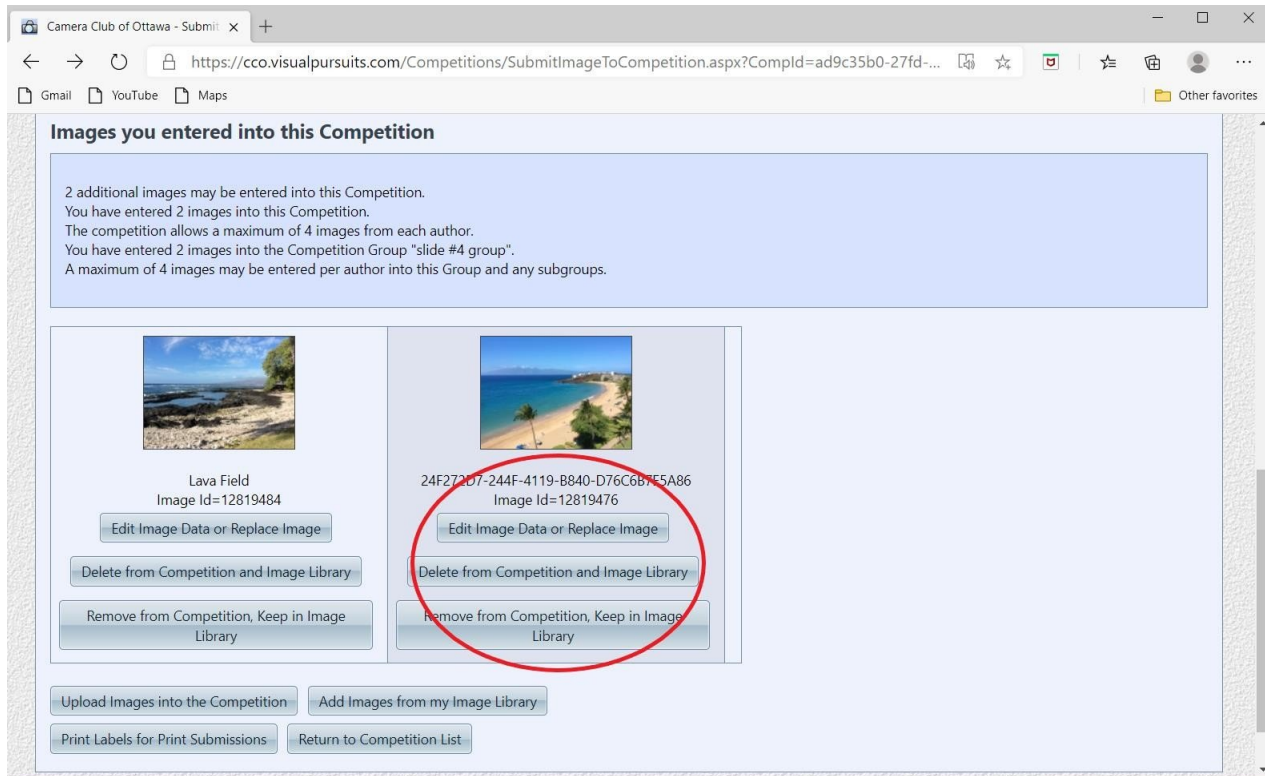
- **Very important!** Completing your submission requires that you save to the system. Press “Save Images and Proceed to Edit Page”. If you do not press this button, your images will not be entered to the competition.



- Pressing the “Save Images and Proceed to Edit Page” will take you to a new page where you are able to change the title of your image if you wish. Once you are finished, save your changes.



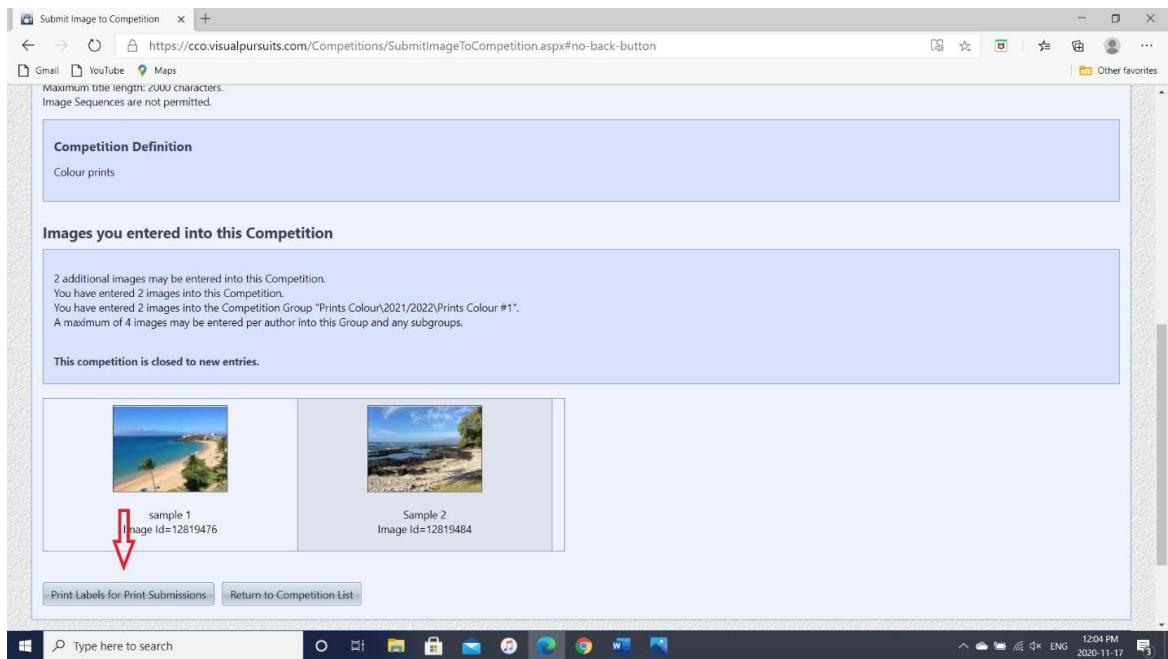
- You now have a record of the images you have submitted to a competition. In the main menu, press “Competitions”, then in the drop down menu, select “Submit Images to a Competition”. Select the competition where you have uploaded images. The new page lets you see the images you have uploaded, permits you to make changes to, or delete the images and upload more images to the 4 image maximum.
- Note that once a competition closes, your images will not appear on this page. You may view your images at My Account > My Image Library, or My Account > My Image History.



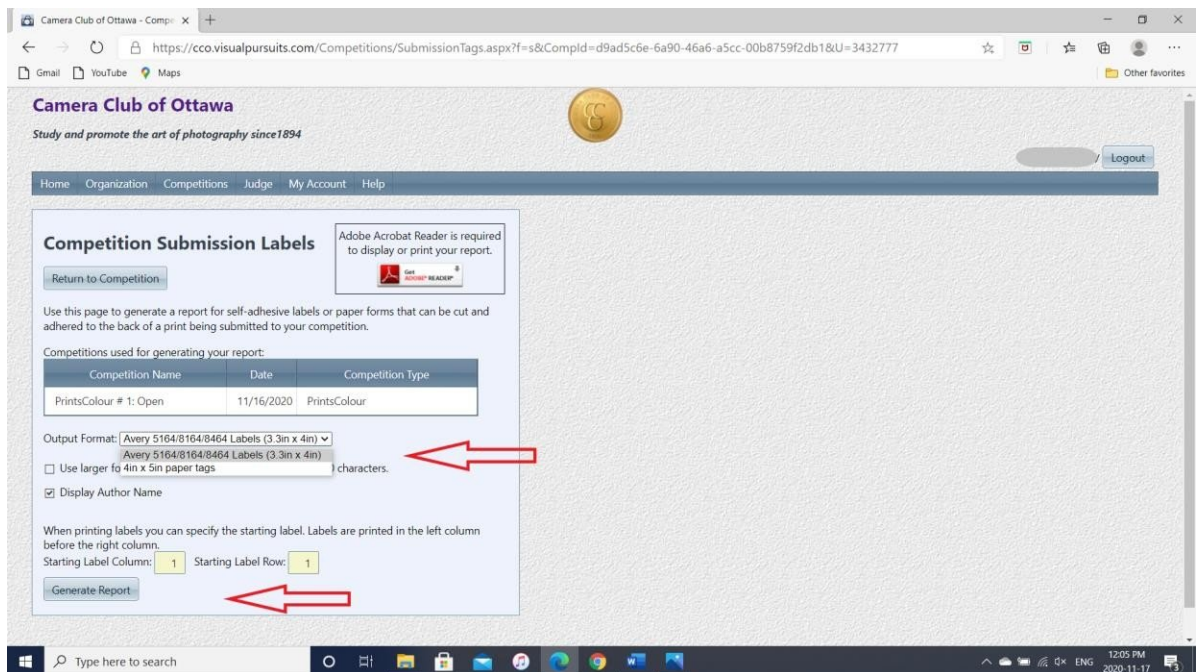
## Entering Print Competitions

- Members submitting printed images must also provide a digital JPEG image to the Club’s website. Follow the instructions “How to Submit Images to a Competition” described in the previous section above.
- Section 5.9 of the CCO’s Operations Manual details the print competition requirements. Please read section 5.9 before submitting prints to a print competition. This section covers items such as: maximum size of the print including the matte, the definition of B&W, procedures for submitting the physical print. Please ignore the labeling instructions in the Operations Manual. They are replaced by the labeling instructions in this document.
- A label with specific information must be attached to the back of your print. These labels are generated by the software. Therefore, you must upload the digital JPEGs of your prints to the software before you can print out the labels.
- To find the labels, select “Competitions” in the main menu. Then in the drop down menu, select “Submit Images to a Competition”. Finally, choose the print competition by pressing “select”. (This is the same process for selecting any competition. See the previous section in this document for more information).

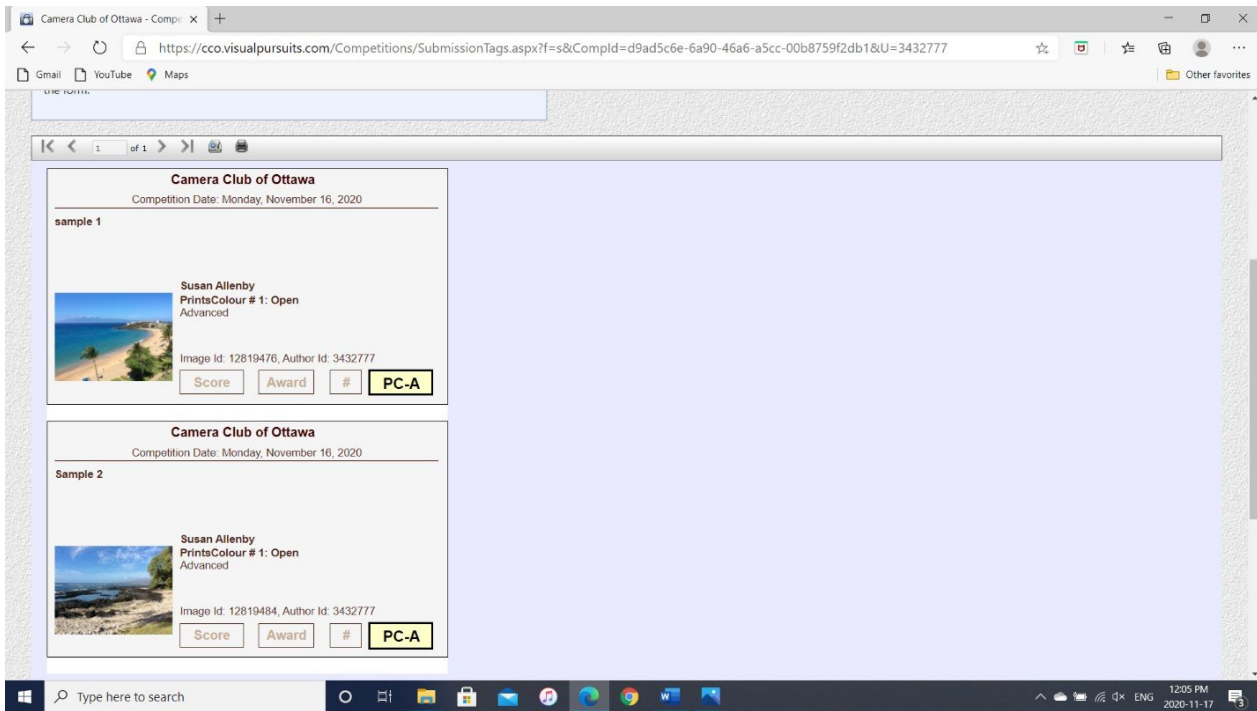
- At the bottom of the selected print competition page, you will find a button “Print labels for Print Submissions”. Click on this button.



- The new page is named “Competition Submission Labels”. Clicking on “Output format” will give you two options for your labels. One is the Avery type which are specialty labels, with glue backing. The second is paper tags, where you print out the labels, trim them and tape them to the back of your print. Select your preferred label type from the drop down list.
- Next, click on “Generate Report”, which will take you to the labels.



- Below are samples of labels, with the type of information contained in the label. Print, separate, and attach the label to the back of your print.



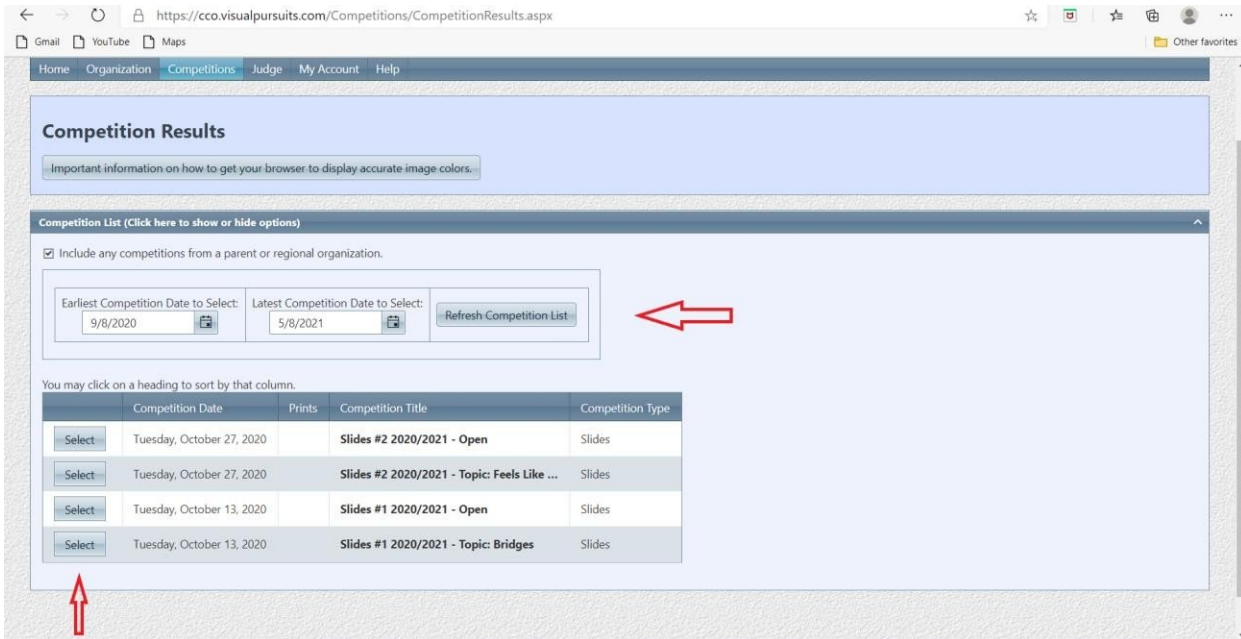
## Competitions and the Calendar

The competition system generates events in the Calendar for the date that submissions open, the date that submissions close and the date of the competition.

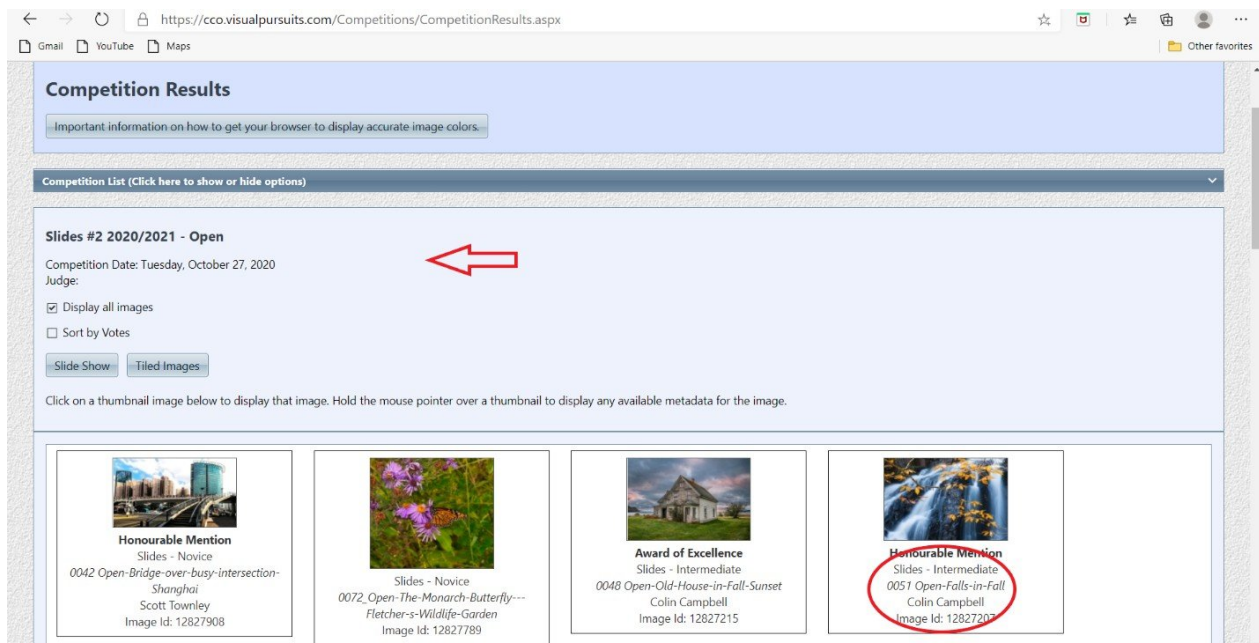
- The events for the open and close of submissions are yellow-orange in colour and disappear from the Calendar after the date passes. Click one of the events to open it.
  - If you click the event before submissions open it will display the title of the competition, relevant dates and some other information. The Comments section will show any definition or clarification of the competition topic.
  - If you click a submissions close event after submissions open, you will be taken to the Image Submission section for the competition.
- The events for the competition date are pink in colour.
  - If you click the event before the competition date, it will display the title of the competition, relevant dates and some other information. The Comments section will show any definition or clarification of the competition topic.
  - If you click the event after the competition date, you will be taken to the Competition Results section.

## How to View Competition Results

- In the main menu, select “Competitions”. In the drop down menu, select “Competition Results”.
- Enter the range of dates from which to select competition results to view. Press the “select” button beside the competition you want to view.

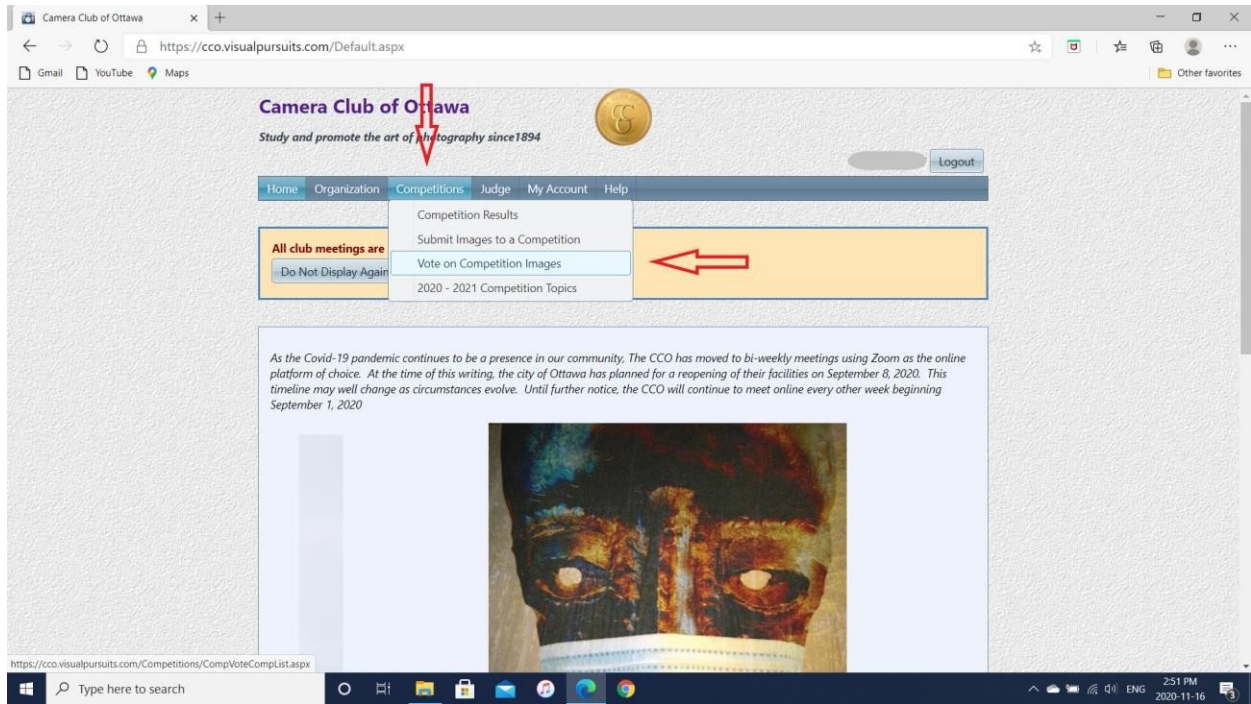


- The Competition Results page summarizes, where available, the competition date and judges. Each image shows, (again, where available), the award, the level of the submitter, the image title and the photographer.
- You can view photos in full screen mode by pressing the “slideshow” button.

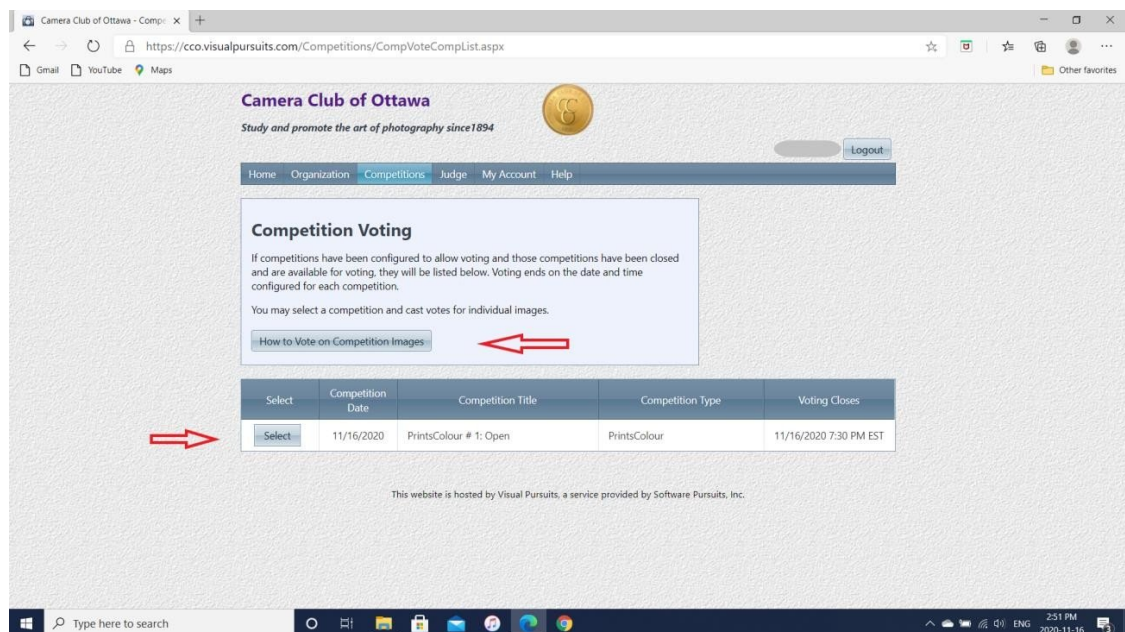


## How to Vote for Images

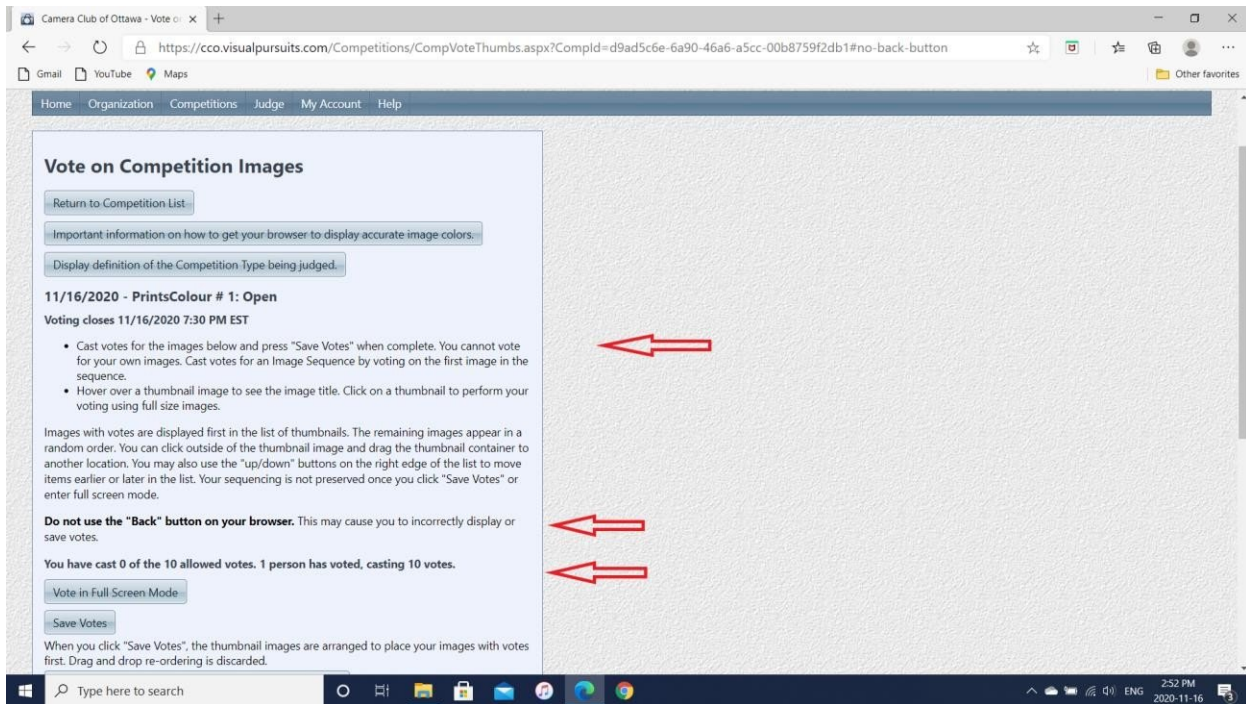
- For some competitions, once the competition is over, you may cast “votes” for images in that competition. Voting is similar to “liking” on social media apps. It has no effect on scoring, points accumulation or awards.
- To vote, go to “Competitions”, then “Vote on Competition Images”.



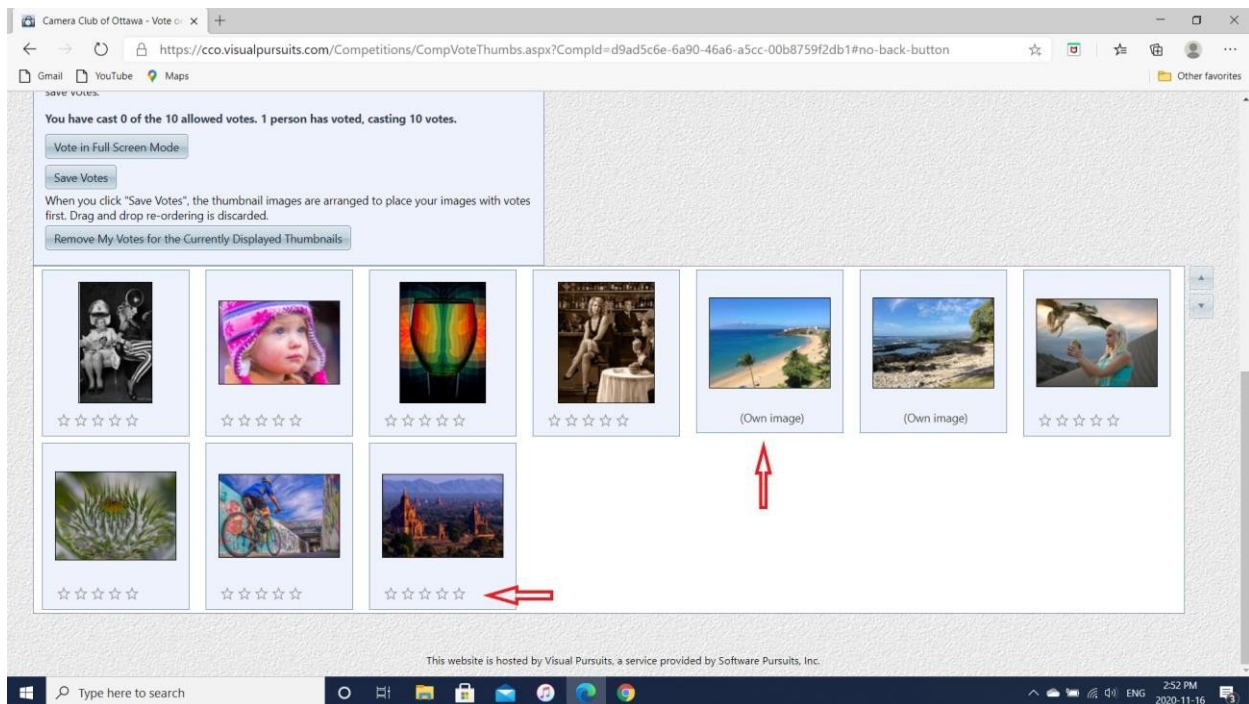
- The “Competition Voting” page has links to more information if you are interested. Press “select” beside the competition you would like to cast votes for.



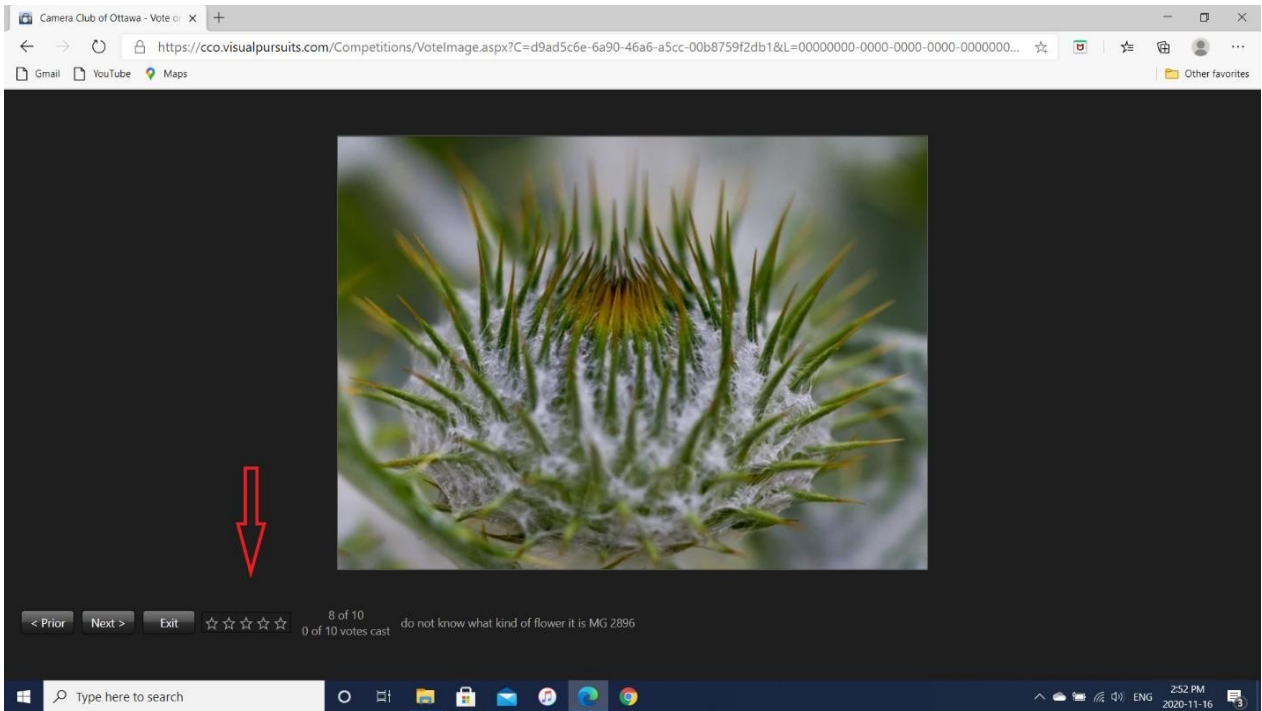
- The “Vote on Competition Images” page will provide some important instructions about using the voting system. It will also provide a summary of the number of people who have voted, and how many votes you have cast personally.



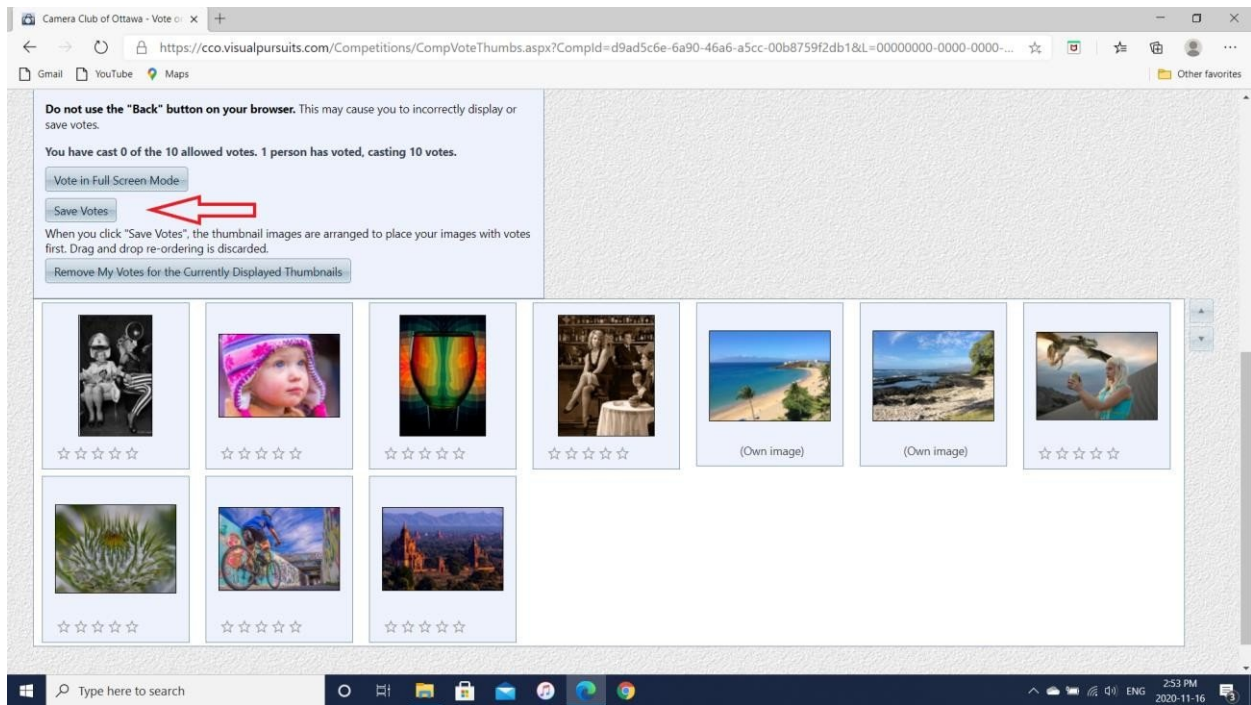
- At the bottom of the “Vote on Competition Images” page, you will see thumbnails of the images that are available for voting. Your votes can range from 1 to 5 stars. You cannot vote for your own images. Double click on the thumbnail to enter full screen mode.



- In full screen mode, click on the number of stars you would like to give the image. To move to another image, press “prior” or “next”. Remember, do not press the back button. Press “exit” to leave the session.



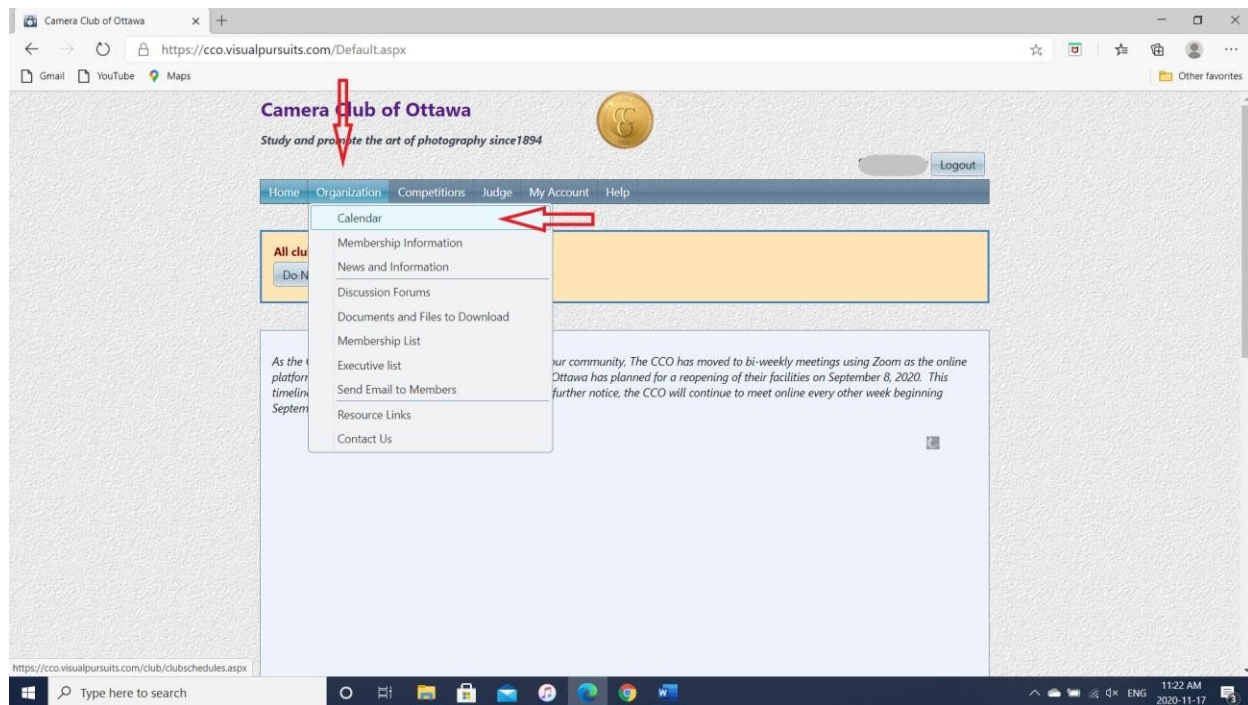
- After you have finished voting, remember to press “save votes” in the “Vote on Competition Images” page to save your work.



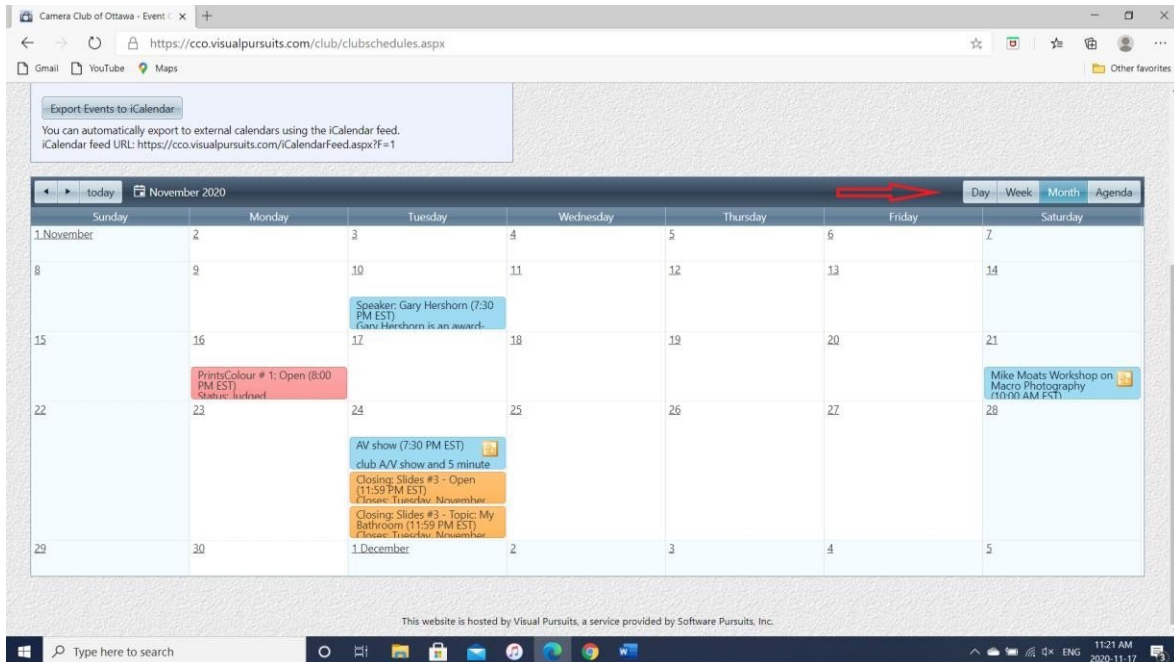


## How to Use the Calendar

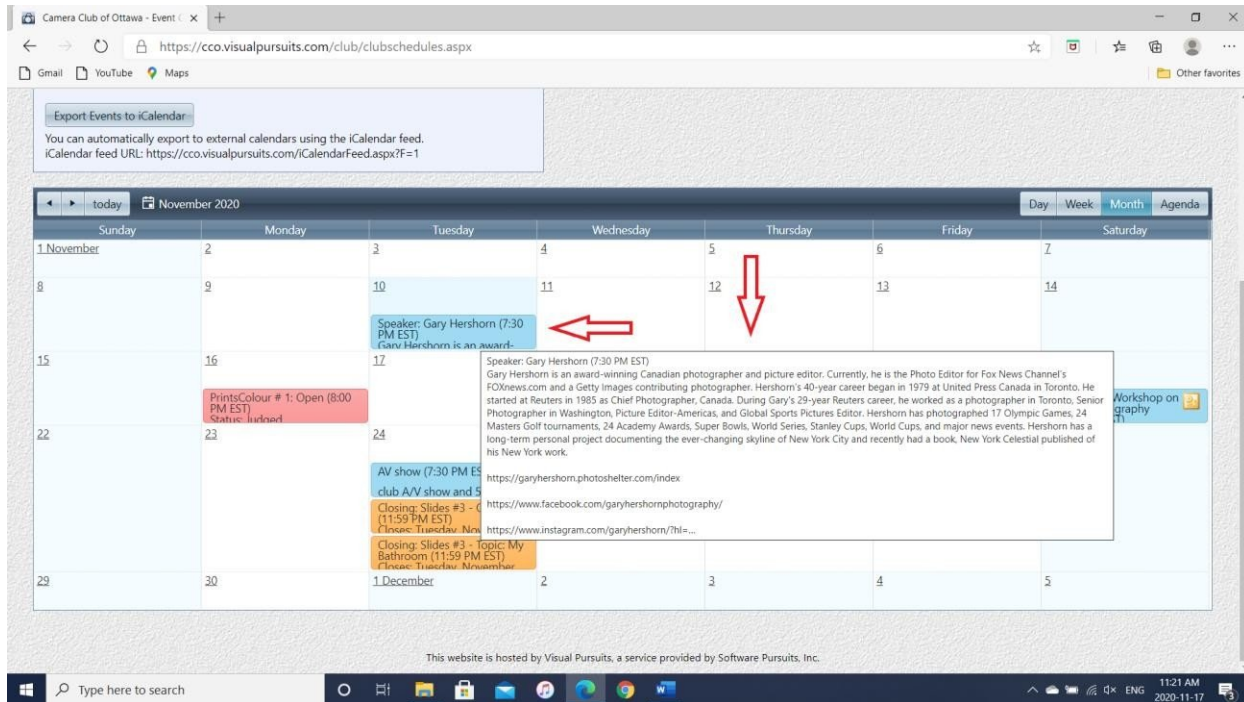
- The calendar contains all the official events of the CCO.
- The calendar can be found by clicking on “Organization” in the main menu. Then, in the drop down menu click on “Calendar”



- You can view the calendar by day, week or month. Agenda will give you a list of your events.



- Hovering your mouse over an event will give you details about that event. Clicking on a current competition will take you directly to the “Submit Images to a Competition” page. Clicking on a past competition will take you to the “Competition Results” page.



### Calendar event colours

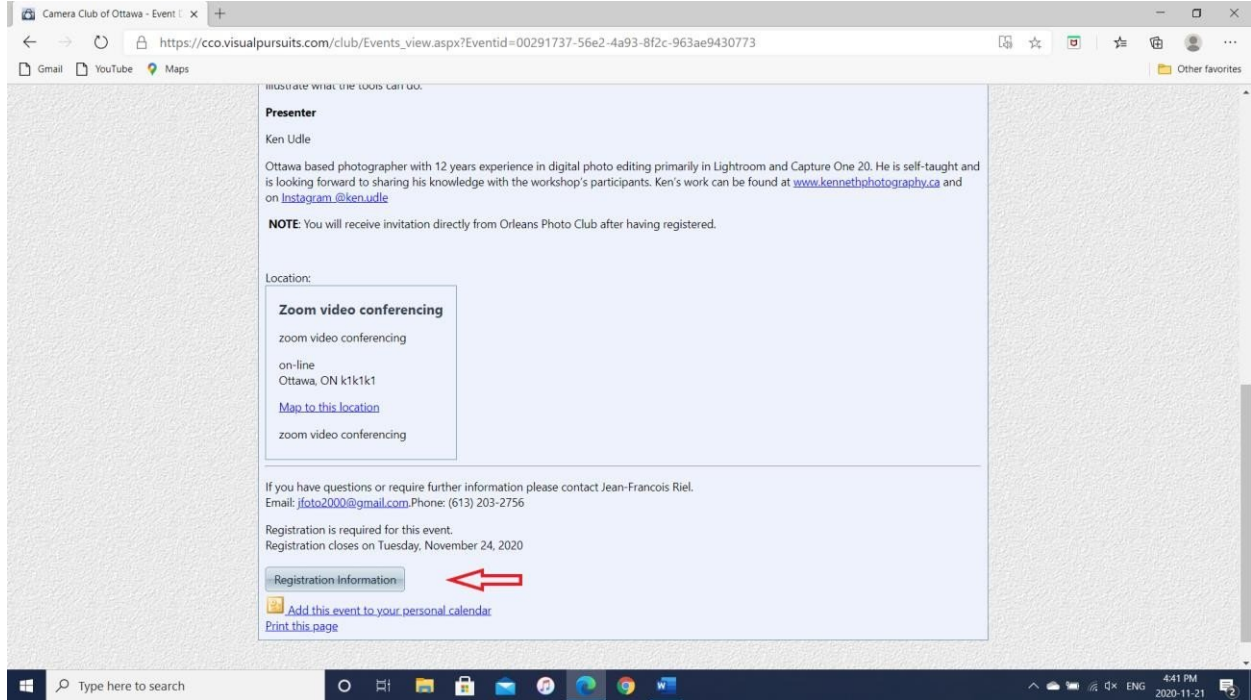
Calendar events appear in different colours, depending on how they are created.

1. Yellow-orange events are created by the competition system. They denote either the date submissions open or the date submissions close. They disappear from the Calendar after the date has passed.
2. Blue events are created by an Event Manager. They describe an event such as a workshop, outing, challenge, etc. The Event Manager can designate events as public or only accessible by logged in members.
3. Pink events are created by the competition system. They appear on the date of a competition. Click on one after the competition date and the Competition Results section will open.

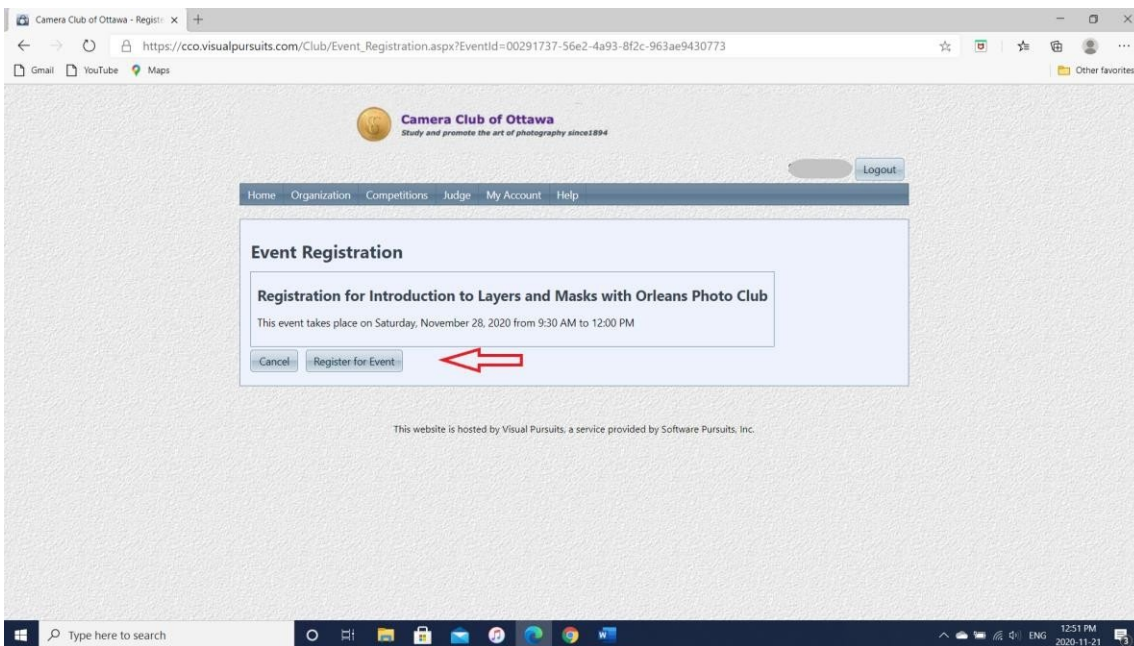


## How to Register for an Event Using the Calendar

- Some events e.g. some speakers, workshops, require registration. In the Calendar, click on the event you are interested in. At the bottom of the specific event page, you will find “Registration Information”.



- Clicking on “Registration Information” will take you to the “Event Registration” page. Click on “Register for Event” and follow the instructions. You will receive email confirmation before the event. If you have registered for an event and find you cannot attend, click on “Register for Event”, then “Unregister”. Again, you will receive an email confirming you have unregistered.



### Did you Know That.....

- **You can download or view various club documents.** Need to refer to the Operations Manual for information on competitions? Want to look at the minutes of executive meetings? To find these documents and more, click on "Organization" in the main menu, then in the drop down list, choose "Documents and Files".
- **You can view, or participate in, Discussion Forums.** Looking for outing buddies? Buying or selling camera equipment? Got some funny stories to share? All these topics and more are available to you in our Discussion Forums pages. Click on "Organization" in the main menu, then in the drop down list, choose "Discussion Forums". Click on "View Topic" to see the page of "Forum Topics" (subtopics). To view the thread, or participate in the discussion, click on "View Topic" here.