

GETTING STARTED: LOGIN AND “COOK’S TOUR”

In this “Getting Started” guide, I will show you how to log in to our new Saguaro CC website and take you on a “Cook’s Tour”. The Image Competition Manager (ICM) will be up and running for the 2018 January competition (see **06 SAG CC getting started submit image to a competition**). In the meantime, the new Saguaro CC *Cactus Points* website will serve as your source of information for “Newsletter content” and much more.

LOGIN

First enter the **temporary URL address** for the new Saguaro CC website or use the bookmark you made in the last “Getting Started” guide concerning creating your user account. The temporary URL address is:

<https://sag.visualpursuits.com/>

This brings us to the Saguaro CC website Home page. As I mentioned in the last guide the appearance of the Home page will change to a more attractive and dynamic page after I get the ICM up and running. I am going to be focused on that for the foreseeable future.

Log in following instructions in **01 SAG CC website getting started create user account**. Since you have already created your user account, you are ready to use the top box. Enter your login name (your email address) and Password.

REMINDER: You should write down your Login name and Password, in several places, and display them prominently around your computer workspace for easy access. As the Webmaster (administrator), I can never know your password. However, if you forget it, I can send you a Reset password that you can use to get in and then change the password using **My Account>My Account Settings>Change Password**. **My account** can be used to change the assigned password you get when requesting “**Reset Password**”. You will also need to select **My Account>My Account Settings>Change Password Reset Question**.

Also, if you change your email address (Login Name), you will need to go to **My Account>My Account Settings>Change Login Name**. However, first log in using your old Login Name and then change it here. Please let me know if you intend

doing this so Gary Hintz, the Treasurer, and I will note the change. We will discuss the options in **My Account** below.

There is one more thing to mention before we log in. When you first encounter the Saguaro CC Home page, you can visit all of the locations such as the **Organization>Calendar** without logging in. This page and others are designated “**Public**” and anyone can view this information. This is for your convenience, if say you only wish to examine the Calendar for a particular event. As I become aware of events of interest to members, I will post them to the Calendar or perhaps the Organization>**News and Information** page that will also be designated “**Public**”.

I like the VP feature of being able to designate some information “**Public**” and other locations for “**Members Only**” that require you to log in before you gain access to them. These “Members Only” locations are a sort of “Cyber Clubhouse” or meeting room.

Let’s get to logging in. Enter your Login Name (email address). Note the website remembers your Login name after the first few characters. Just click on that and it will enter it. Next, enter your Password.

NOTE: there is a small square box under the Password box; “**Remember me and login automatically when I return**”. I recommend checking this box although it is a bit misleading. As long as the **Logout** box appears in the place formerly occupied by the Login box in the upper right corner you remain logged in. By checking this small box at each Login, the website will retain you as logged in until you select the Logout box which will terminate your current logged in status. So, if you close your Browser, for whatever reason, without logging out, you will remain logged in. This is handy for me while I am developing the website by allowing me to log out and then return to the Home page as John Q. Public to test the “Public” view. You may or may not want to use this feature. Just remember, as long as you remain logged in you have full access to the website.

So, presumably you have entered your Login Name and Password and are now happily ensconced in the new Saguaro CC website. Take note of the “Toolbar” across the top of this and all pages:

One of the first places you will want to go is to My Account.

User Profile

Login Name	james@gfstarharbor.net
Informal User Name	James Smith
User Id	3307158
Membership	You are a competing member of this organization. Your membership will expire on Thursday, November 30, 2017. Roles: Can Send EMail, Competing Members, Competition Judges, Competition Managers, Discussion Forum Moderators, Management Committee, Members, Membership Managers, News and Events Managers, Treasurer, Web Content Managers, Website Administrators

Please click on the type of information you wish to change.

[Change Login Name](#)

[Change or Remove E-Mail Address](#)

[Update Personal Profile and Organization Options](#)

[Update Addresses](#)

[Change Avatar Image](#)

[Update Membership Information](#)

[Change Password](#)

[Change Password Reset Question](#)

[Delete My Account](#)

The top box of the User Profile contains information concerning your User Account. Either write this information down or Ctrl P (Print) this page and file it away. Your User Id number is probably most important; only you will know this number.

In the box below User Profile you will see two Blue arrows. These indicate the selections for changing your password or changing a reset password to something you desire. You will also want to select the box for changing your password

question and answer to be used to request a Password Reset should you lose or forget your password (**see 02 SAG CC changing password**).

Your Login Name should always equal your email address. If you change your email address you will need to make changes with the first two boxes. Please check with me before you do this so that the Treasurer and I can take note of the change.

Under the third item “Update Personal Profile and Organization Options” you have a number of choices. The yellow-filled boxes are mandatory; everything else is optional. You can make your own choice on privacy in several places. I would prefer you leave checked the “**Allow organization administrators to update your personal information**”. I would also recommend leaving the default settings on Image security. Your images remain secure on the VP server and you will be able to overlay a watermark on images projected in galleries or not.

Updating addresses is pretty self-explanatory. Also you are not likely to use the Update Membership Information as it pertains to other Photo organizations you may belong to.

Finally, we come to **Change Avatar Image**. The avatar is a photographic representation of you or, perhaps, some other object or creature. We would prefer you use a head and shoulders image of yourself. It will appear everywhere your posts appear. I endorse the use of a personal avatar because it is a way for other members to get to know you. Of course, you could use a photo of your pet alligator as your Avatar and eventually folks will figure out who you are but.....? **See 07 SAG CC getting started installing your avatar.**

There is more to introduce here under **My Account**. We just finished a discussion of **My Account Settings**. Let’s now look at some of the other items here.

My Competition Levels will show your competition level Diamond, Gold, or Silver. These levels will be updated at the beginning of the competition year.

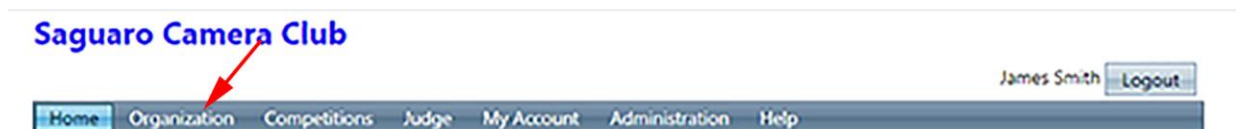
My Image History displays the history of each image you have placed in a Club monthly competition. This information can be downloaded into an Excel file if you wish. Your Image History will be handy in helping you select images for the year end (YE) competition. The Saguaro CC website will accumulate information in these two locations as the competition year progresses.

Let me skip over [My Galleries](#) and discuss [My Image Library](#) first. It is important that you understand the Image Library; it is a key to many features of the VP website. Images you may want to use in the Saguaro CC website will be uploaded and stored in your Image Library. These images are yours but will actually take up space on the Visual Pursuits server where they will be secure. As a VP Premium subscription club, the Saguaro CC is allowed 2000 new images/year to be stored on that server. We begin our subscription at the 50 member rate. If we exceed this, we will move into the 75 member subscription at a slightly higher rate but with a 3000 images/year storage limit. Any images over this quota will be billed at the negligible rate of .06 cents/image.

While images are stored on the VP server, they may be directed to Galleries, Forum pages, and to Competitions. **Any image destined for any of these locations must first be uploaded to your Image Library.** I will discuss how to do this in another “Getting Started” guide. For now, just understand that all images destined for use within (internally) the website must first be uploaded into a member’s [My Image Library](#).

Let’s return to [My Galleries](#). You may create galleries of your images by first bringing them into your [My Account>My Image Library](#). We need to be careful not to overflow the quota of our combined Image storage capacity. I will suggest a means of doing that when we get to [Organization>Discussion Forums](#) (see **04 SAG CC getting started-My Image Library and Galleries**).

That pretty much covers the options under [My Accounts](#). Let’s now turn our attention to [Organization](#).



You will recall that it is my intent to merge the *Cactus Points* Newsletter into the Saguaro CC *Cactus Points* Website. I have already accomplished much of this. The last bits remain until I get the ICM running. For the Newsletter and the Website, one of the most important items is the calendar of events (dated) and (on-going). I have addressed the first of these here in [Organization>Calendar](#). Let’s begin by looking at the calendar control tabs (red arrows from left to right).



The < > arrows move you back and forth, month-wise in the calendar. Today obviously shows you events for today. On the right side, beginning with Day, you can view the calendar by days: all day or hourly for whatever day you desire. Selecting Week will display events for a selected week with descriptive information. Displaying by Month is a better way of viewing events for a whole calendar month. You will notice that the calendar resembles a blank block type of calendar where you write in your schedule.

For events such as the AZ State Fair that run over several to many days, the Calendar will show this as a continuous ribbon running through the block of days for that particular event. Notice that there may be several events occupying a daily block. Make sure when there are multiple events within a block date that you select the one you want. Finally, you can display monthly events by agenda. This gives you a large description of the event.

I prefer leaving my calendar set to Month and select events by date. Select one of our meeting date boxes and see what opens up. There is a descriptive title of that event. There is a textual description of what will happen at this Competition night including our Open and Assigned themes and, perhaps an annotation pertaining to an upcoming ACCC rotation theme. I could have put a photo of the outside of the Mesa Fire Station but I thought the fire truck might be a better choice. That image resides in [My Image Library](#) and is directed to this Calendar page. I can display such an image on all the calendar events.

Also note the location box. It has the address of the event and a Google map comes up with a selection of the “[Map to this location](#)”. I couldn’t do any of this with Newsletter. I try to stay ahead in keeping the Calendar current. I include events that I know about. If you know of an event that might be of interest to the Club, send me information. **Please allow sufficient time for me to get the information posted. I can’t post an event that happens tomorrow or even next week.** I invite you to check out the Calendar. Remember, the Calendar is “[Public](#)” and you do not need to log in to view it.

The next thing to see is [Organization>News and Information](#). Here are several things with more to come. Susan will post a President's Message here each month like the Newsletter. I am going to use this page to post Current and On-going events similar to what I did with the Newsletter. These are events that are on-going such as the Turf Paradise Horse Racing. Notice that this is also a "[Public](#)" page and anyone can view it.

Select [View](#) and the [News and Information](#) page will open. Here is all the same information that was in the 2017 September *Cactus Points* Newsletter including a photo of the action, description and links to event websites for further information. These links are instantaneous whereas you would have had to copy/paste to your browser to see that information from the Newsletter. Select [View](#) to see the content of this Article. To return to the Article List, select [Organization](#) or select the [News Article List](#) box in the upper left corner above the page title.

Next let's go to [Organization>Discussion Forums](#). This is a very dynamic informational and/or social sharing part of the new Saguaro CC website that was not possible with the Newsletter or even the Go Daddy website. Here we can explore loads of stuff. First, note the small box just above "Video on Using Forums box". Uncheck this box to close some VP advertising.

Presently, there are five Forums open; one will not accept new posts because it is largely informational. I could have put it in [News and Information](#) but thought it fit here better.

I will come back to the Project 52 Forum in a moment. You will see a Forum [Photographic Equipment FOR SALE](#). Here you can offer for sale any photo equipment you might wish to sell. If you select [View Topic](#) you will see this and also be able to "[Create new Topic](#)" within this Forum. You can create your text in Word and drag and drop into a text box provided by this page; more on this later. Select [Back to Forum List](#) to return to the list or select [Organization>Discussion Forums](#).

Select the [PSA Interclub Competitions](#) Forum. This Forum is for Members Only. It will be moderated by the respective interclub chairpersons. Select [View Topics](#). There are two topics here. One has the [PSA and Saguaro CC Competition Rules & Conditions](#). These are the same that I have carried month to month in the

Newsletter. Here one posting does the job, quick and easy, until modifications are necessary. Go back to more Topics in this Forum by selecting [Back to Forum Topics](#).

Now select [View Topic](#) for [PSA Interclub Competitions & Saguaro CC Chairpersons](#). This information is also taken directly from the Newsletter but is much more interactive than the Newsletter could be. It has the same information regarding the Interclub competitions in which we participate. Down at the bottom are hyperlinks to each of those Interclub Competition pages on the PSA website. If you select any one of these it will take you to that particular page that has loads of information for the most recent season of interclub competition with slide shows in addition to round by round results of past competitions back to around 2011 or 12. What this provides is a wealth of “worldwide award-winning” images to study for artistic and compositional elements and/or to get ideas. I could not have done this easily with the Newsletter. **This aspect alone should help you elevate your photographic skills to make killer images.**

NOTE: we will be able to do image critiques once the ICM is up and running.

Now, select [Saguaro Members' External Websites & Galleries](#). I could not do this with the Newsletter. Bill Still developed this on the Go Daddy website and I have gathered that information here and expanded on his idea. Select [View Topics](#). And, select [View Topic](#) again to open the page. This presentation allows us to go out to a Saguaro member's website, Flickr, or whatever media site they use and view their work in a more extensive setting without using the “Internal” image storage of our individual [My Image Libraries](#). This is all pretty straightforward. Just select a hyperlink and enjoy the breathtaking and outstanding works of our fellow Saguaro members.

REQUEST: If you have a Flickr or similar media site, let me know and I will be more than happy to add you to this growing list. I did not know about Flickr until Bill told me about it. I don't care for Facebook because of the “friends” aspect. I can load your Facebook account if you wish; all I need is a URL address. From these few links, you can see the exceptional photographic talent and skill of our members.

Select [Back to Forum Topics](#) and then [Back to Forum List](#) or select [Organization>Discussion Forums](#). I keep doing this to show you that there are several ways of moving around in the Saguaro CC Website.

Now, select 2017 Project 52. Soon there will be a 2018 Project 52. This idea came up when I was with the West Valley Photo Club and managing a Free Forum site. Essentially, it is for members to post one weekly image each week of the year. The text will give you an idea of what this is about. You should note that this is a “Critique-Free” zone. This is a place to have [FUN](#) sharing images with your colleagues! I will provide you with a numeric list of the weeks shortly for 2018. Select [View Topics](#) to open the Forum. You see some weekly images and replies to images posted by myself, Susan, and David Bair. You can join in anytime. Remember, these images must first be uploaded into your [My Image Library](#) then selected for the Forum topic. I will show you how to do this later. For now you can practice replying to the images posted. Select [View Topic](#), scroll down to the bottom and [Create Reply](#). Type your reply in the text box (use size #4). The font is fixed. You can write a reply in Word and drag and drop it into the text box. **DO NOT FORGET to select [POST](#) at the bottom left of the reply page. See 05 SAG CC getting started project 52.**

For the last item of this “Getting Started” guide, select [Organization>Galleries](#). Here you will find some member galleries. These images all were uploaded into our [My Image Library](#) and selected from there for the respective gallery (see **04 SAG CC getting started-My Image Library and Galleries**). This is something that I couldn’t do with the Newsletter. Select [Slide Show](#) to view the gallery. The slide show can be shown with or without the film strip, advanced with the right and left arrows or just sit back and watch. The creator of the gallery may decide on making it “[Public](#)” or “[For members only](#)”. I will use one or more slide show galleries on our new Home page. Eventually, we can have a photographer of the month slide show. The Home page banner can be a slide show as well.

So there you have some stuff to keep you occupied while I work on getting the ICM up and running.

Cheers and above all else, **HAVE FUN!**

Jim

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