

Managing Your Member Profile

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Overview:

The Visual Pursuits Photo Club website system creates a *“My Account”* profile for every person that registers in a photo club using the system. The *“My Account”* profile lets each member create and edit their information in the Visual Pursuits system overall as well as for each photo club to which a member belongs – you can be a member in more than one club using the Visual Pursuits system.

The *“My Account”* menu in the website allows members to:

- Manage their personal and organizational information
- See their Competition Level in the club’s Competition Types
- Manage the Galleries they either own or can add images to
- See the Image History for all of their images, in their clubs in the Visual Pursuits system, including awards
- Manage their *“My Image Library”* where all their images uploaded to competitions and/or galleries in any club are listed
- See which Organizations they belong to, that are in the Visual Pursuits system

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Managing “My Account”:

The “*My Account*” menu item found on the Top Menu bar in the website.

- Hover or Click on “*My Account*” to see the sub-menu items:
 - o “*My Account Settings*”
 - o “*My Competition Levels*”
 - o “*My Galleries*”
 - o “*My Image History*”
 - o “*My Image Library*” and
 - o “*Organizations*”

“My Account Settings”

- Click on “*My Account* - “*My Account Settings*”

You will see your “User Profile” listing your Login Name, Informal User Name and [VP] User ID. Under that there will be a Menu list that allows you to change the named aspect of your profile.

Change Login Name:

- Click on “*Change Login Name*” and follow the directions.

Note: the Login Name must be unique on the Visual Pursuits system. Your email address was used initially as the login name as that most easily meets that criteria. It is recommended that you leave this set as your email address,

Change or Remove Email Address:

- Click on “*Change or Remove Email Address*” and follow the instructions.

IMPORTANT: If you “*Remove Email Address*” you may no longer use the competitions, galleries and sign up for events and other interactive areas of the website. The Club’s primary method of informing members of Club business, including AGMs and other decision meetings, is via email addresses.

Update Personal Profile and Organizational Options:

- Click on “*Update Personal Profile and Organizational Options*” and modify the form fields as necessary

Visual Pursuits Profile:

1. The only information required to access the website is *First* and *Last Name* (and strongly recommend an email address). You may add any other name information as you desire the Public and members to see.
2. *Gender* is not required
3. *Phone numbers* are not required
4. Enter a *personal website*, such a Flickr or other site, that you would like to share with other members, it will not be visible to the Public
5. The fields from First Name through Comments are your Visual Pursuits system-wide profile information and will be there should you join other Visual Pursuits clubs. The fields below Comments only affect your Victoria Camera Club profile

Organization Options:

1. Images:
 - a. *"Allow Images to be submitted to a parent organization"*:
 - i. Recommend leave checked: Within the Visual Pursuits system clubs could be members of higher level regional (parent) organizations that have their own competitions and/or galleries. VCC does not at the moment belong to such a setup. If you really don't want to allow your images to be forwarded – uncheck the box
2. Privacy:
 - a. *"Allow organization administrators to update your profile"*:
 - i. Checked by default
 - b. *"Allow other members to view my contact information"*:
 - i. Unchecked by default – logged in members will only see your name in the web members list. If you desire other members (and not the Public) to see your email address (and mailing address & phone numbers if you added them to your Visual Pursuits profile) – check the box. Membership Managers and Administrators can always view your contact information.
3. Organization Email:
 - a. *"Allow member or guest group email to be sent to me"*:
 - i. Checked by default: As stated above email, using the Visual Pursuits webmail system, is the Club's primary method for informing the membership of club business and activities. If you uncheck this box you will not receive any club emails sent via the website email system.
 - ii. Club business notifications requiring the membership to be notified, e.g. AGMs, are sent by email and you will be considered notified when the group email is sent.
 - iii. The webmail system cannot create special groups email lists for club business notifications. It is expected that all members will allow the receipt of club emails.
4. Image Security: (read note on the form)
 - a. *"Large Images"*: 500x400 pixels and larger
 - i. *"Allow large images to display"* – checked by default. A rather ugly copyright watermark is displayed on your image to deter right-click downloading. The watermark can be turned off for member-only viewing (see below), or
 - ii. Select one of the other options if you don't want images larger than 500x400 to be seen by the Public or Anyone
 - b. *"Web Size Images"*:
 - i. *"Allow web size images to display"* - checked by default.
 - ii. Select one of the other options if you don't want images smaller than 500x400 to be seen by the Public or Anyone
 - c. *"Watermark only Public images, not images viewed by members"*
 - i. Unchecked by default

REMEMBER: select the *"Update"* button at the bottom of the page to save your changes.

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Update Addresses:

- Click on *"Update Addresses"*

If you have entered any addresses previously, they will be listed and you can edit them. If not you can click on *"New Address"* and enter an address.

Change Avatar Image:

- Click on *"Change Avatar Image"*

Read the instructions about image size. Any image larger than 70x70 pixels will be down-scaled to that size, so you may want to size it yourself to ensure it looks as you want.

Update Membership Information: NOT USED – DO NOT CHANGE

Change Password:

- Click on *"Change Password"*: follow the instructions

Change Password Reset Question:

- Click on *"Change Password Reset Question"*: follow the instructions

Delete My Account: DON'T

- Unless you are leaving for good and are not likely to be a member of a photo club using the Visual Pursuits system ever again.
- This deletes your entire Visual Pursuits system and Organizational account along with all your images and galleries across every Visual Pursuits club.
- If you are departing the Club, ask to have your Club Organization account made *"Inactive"* if you may come back, or *"Removed"* if it is unlikely you will return to this club, but may join another club that could be using the Visual Pursuits system. This will leave your *"My Images"* library intact for future use.

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"My Competition Levels"

- Click on *"My Account – My Competition Levels"*

Your Club-defined competition level in every Club *"Competition Type"* will be displayed along with other information about each type.

- *"Unassigned"* – means the Competition Type is a levels-based competition and it either:
 - o Does not apply to your competition level, such as a Novice Print competition and you are not a Novice, or
 - o Your profile has not yet been assigned a level for that Competition Type and you need one. Contact the Competitions Manager to discuss.

“My Galleries”

- Click on [“My Account – My Galleries”](#)
- A list of all the Galleries available to you will be presented. Note the two check boxes at the top of the list:
 - o [“Show only my Galleries”](#) – will display only galleries you are the [“Creator”](#) for
 - o [“Show all Organizational Galleries”](#) – will display all the Club galleries that allow you to add/remove images, such as Club Social events, SIG galleries etc.
- **NOTE:** Member Personal galleries will not be used due to limited server storage space.
- The existing PBase gallery system will be used until it can be replaced.
 - The link to the PBase galleries is [“Galleries – PBase Galleries”](#) from the top menu bar

“My Image History”

- Click on [“My Account – My Image History”](#)

The history of every one of your images entered into a competition will be displayed. You can export the information using one of the small buttons at the top right side of the table, or the [“Export to...”](#) buttons under the table.

“My Image Library”

- Click on [“My Account – My Image Library”](#)

The [“Image Library”](#) is where all of the images uploaded by you go. You can either upload images directly to the Image Library or indirectly by uploading images to a Gallery or Competition – they will be automatically added to the Image Library.

(see [“Upload & Manage Images for Competitions and Galleries”](#) document or the [Help - Images, Galleries and Competition Submissions](#) videos on the website)

Image Search:

- This section is open when you arrive on the page and appears rather busy. It allows you to search your Image Library using the filters offered.
- Generally, you will likely use the [“Display Recent Images”](#) or [“Display All Images”](#) buttons under the search filters, unless your image library is getting big, or you know what you are looking for

“Search for Images/Display Recent Uploads/Display All Images”

- [“Search for Images”](#) (based on the search criteria above), [“Display Recent Uploads”](#) or [“Display All Images”](#) will present a table showing all the images meeting the search criteria
- You may then edit any of the images properties:
 - o Click on [“Edit”](#)
 - o Read the information of the form then edit any of the information in the fields. Note that you can even upload a new image to replace the one currently there

- *“Image Type”* – leave at *“Digital”*
- *“Title”* – edit as necessary
- *“Owner Image ID”* – this is an ID that you have assigned in your own personal indexing system. It is not required by the Visual Pursuits website and can be left blank
- *“Wildlife”* – only checked if the image conforms to the *“Genuine Wildlife”* criteria in used by the Club
- *“Restrictions”* – checked by default. Read the Note in the form.
- Click on *“Save”* to keep the changes you made.

IMPORTANT: Click on *“Save Changes”* button at the top or bottom of the table if you made any changes.

Adding Images

- Use one of the three buttons to directly add images to your Image Library
 - *“Add a Single Image”*
 - *“Upload Multiple Images”*
 - *“Add an Image Sequence”* – not used by the club

Follow the instructions on the forms presented. More information on uploading images is provided in the [“Upload & Manage Images for Competitions and Galleries”](#) document or the [Help - Images, Galleries and Competition Submissions](#) videos on the website.

“Organizations”

- Click on *“My Account – Organizations”*:
- All the clubs and other organizations using the Visual Pursuits system that you are a member of will be listed with the address and email link to the webmaster of the site.

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