Peterborough Photographic Society
The new web-site: *www.peterboroughps.org.uk*

Introduction

A major thrust behind the design of the new web-site was to make it more interactive - to provide facilities for members to display their photographs, discuss things with each others, etc.

The public face of the site is not much different from the old site, it provides information on things like our programme of Tuesday night meetings, important dates and rules for competitions, etc. To get to the new facilities you need to "log in". Before you can log in, you must be registered as a user of the site and that will happen when you (re)join for the 2015-16 season. Your user-account will be created by the membership secretary once you have (re)joined.

First steps

When the membership secretary creates your account, you will get an email (sent to the email address you gave when you filled in your membership form - so make sure it is legible and correct!). The email should come from admin@peterboroughps.org.uk, have the subject "Account details for *<Your name>* at Peterborough Photographic Society" and look something like this:

> *<Your name>*,
>
> Your account at Peterborough Photographic Society has been activated.
>
> You may now log in by clicking this link or copying and pasting it into your browser:
>
> http://www.peterboroughps.org.uk/pps/user/reset/105/1441534569/LAgpGw83elKXl0Fra-5nvQdK_46tQ327HLb-WlImAdE
>
> This link can only be used once to log in and will lead you to a page where you can set your password.
>
> After setting your password, you will be able to log in at http://www.peterboroughps.org.uk/pps/user in the future using:
>
> username: *<Your name>* or *<your@email>*
> password: Your password
>
> -- Peterborough Photographic Society

Click the link and you will be taken to the web-site and asked to set your own password.

Peterborough Photographic Society ESTABLISHED 1887

Your name | Log out

| Home | News | Photos | My Gallery ▾ | Forums ▾ | Programme ▾ | Competitions ▾ | | Search |

❌ Your password has expired. You must change your password to proceed on the site.

Your name

Your name

View Edit

Account | Main profile

Current password ←— **Enter the password shown in the email above**

Enter your current password to change the *E-mail address* or *Password*. Request new password.

E-mail address *

stuart.ball@dsl.pipex.com

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password Requirements

- Password must contain at least 8 alphanumeric (letter or number) characters.
- Password must contain at least 3 characters of different types (lowercase, uppercase, digit or punctuation).
- Password may only be changed in 24 hours from the last change.
- Password must contain at least one digit.
- Password must not match last 3 passwords.
- Password must be at least 8 characters in length.
- Password must contain at least one letter.
- Password must contain at least one lowercase character.
- Password must contain at least one uppercase character.
- Password must not contain the username.

Enter a new password you can remember

Password ←

Password strength:

Confirm password ←— **Type it again - make sure it is *exactly* the same!**

A common reason for websites getting hacked is that users choose passwords that are easy to guess - "password123", their user-name, etc. To try and counter this, we have imposed some rules:

- Passwords must be at least 8 characters long,
- must contain at least one lower case letter, one upper case letter and one digit,
- must not contain your username,
- must not be one you have used before.

Enter a new password that conforms to these rules and that you think you can remember. Then enter it again in the "Confirm password" field. This tries to prevent you making some small error in typing your password which will prevent you from logging in next time.

NOTE: Passwords are case sensitive: "**password**" is different from "**Password**"! Make sure you enter passwords *exactly* as given.

I would recommend using a random password generated by a site such as https://www.random.org and then keeping a note of it. (I wouldn't recommend writing down important passwords like your online bank account, but for something like PPS the world is going to end if someone discovers it ...).

Scroll down to the bottom of the screen and click the [Save] button to save your new password.

In future, you will be able to log in using either your user name (which will simply be your name) or your email address and the password you just set.

Log in

Once you are set up, you log in by visiting the site at www.peterboroughps.org.uk and clicking the "Log in" link at the top-right corner of the screen

Type you name or email address

Type you password - it is case sensitive, remember

Click to log in

Managing your account

Once you are set up and running, there are two things I would like you to do:

1. Add a photo of yourself to your account so that other members can put names and faces together,
2. Add your address so that other members can contact you and see where you are (shown on the map - Location of members - accessed from the supplementary menus at the bottom of the page).

I assume you joined a photographic society because you wanted to meet and get to know like-minded people. Therefore, it seems reasonable that you are willing to share some basic information about yourself with other members.

The Society has adopted the following policy concerning the management of personal information:

> *Peterborough Photographic Society complies with the Data Protection Act 1998. Under the Act, the Club is a data controller exempt from notification.*

> *The Club collects and holds personal information about members. This includes name, address, telephone number, e-mail, membership duration, scores obtained in competitions, records of work shown at external competitions, and permission to use images on the web site. Any member wishing to verify the personal information held by the Club should apply to the Secretary.*

> *Personal contact details are used only for the administration of the Club, and are distributed only to Committee members, and to others approved by the Committee for specific purposes.*
> *Contact details may be held about prospective members while they decide whether to join. Contact details are held about previous members for 1-2 years, in case they decide to re-join.*

In accordance with this, any information you enter here will only be available to other members and is not visible or accessible to anyone who is not logged in to the site. You can check this by logging out (click the "Log out" link at the top right of the page) and view the site as any member of the public who is not logged in would see it.
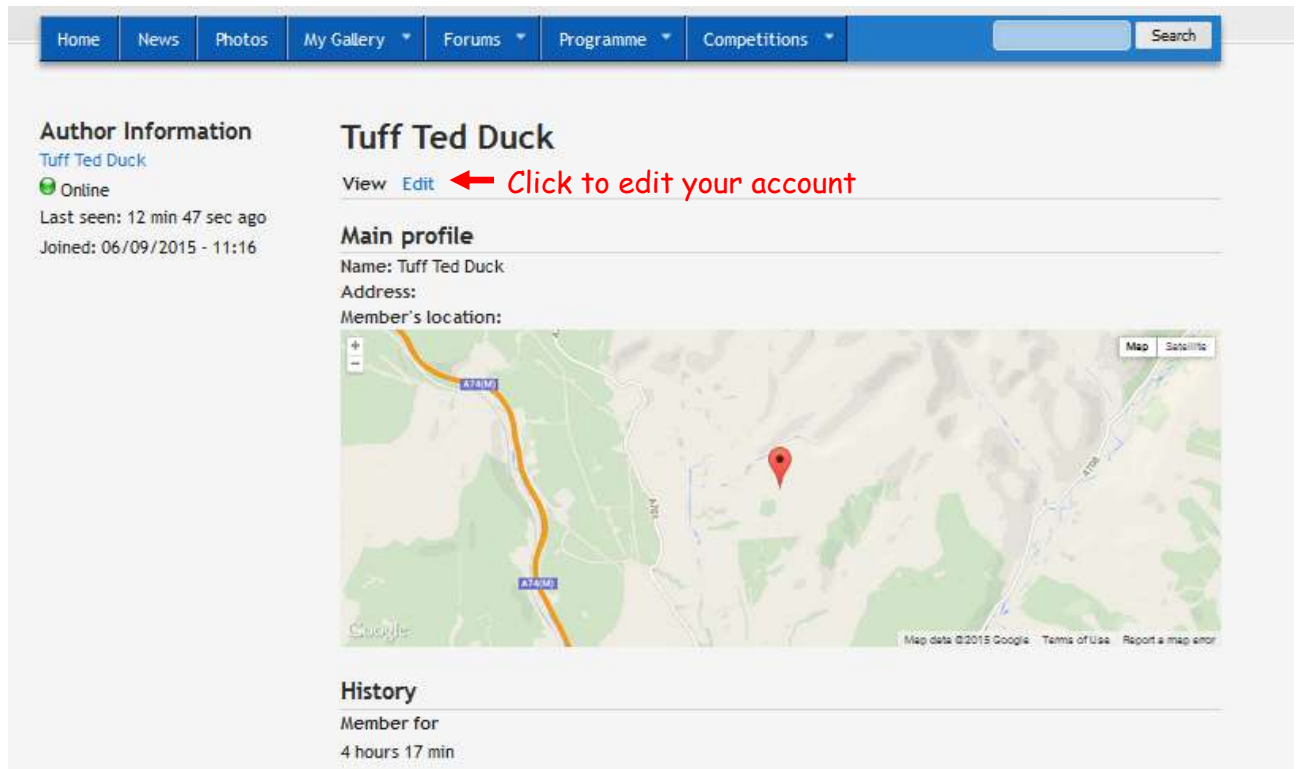
Uploading a picture of yourself

- Log in to the web-site

- Get to your account by clicking your name where it is shown at the top right corner of the screen.


- You will see your details as they currently stand:

(For some reason, it will show your location as in the Central Highlands - not sure why - I am working on hiding this map until you have entered a real location - i.e. your post code!)
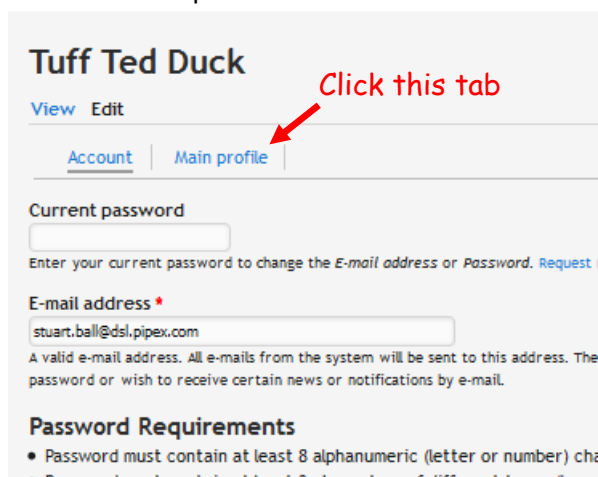
- Click on the "Edit" tab just below your name. If you scroll down to just below the boxes to change your password, you will find the area where you can upload a picture:
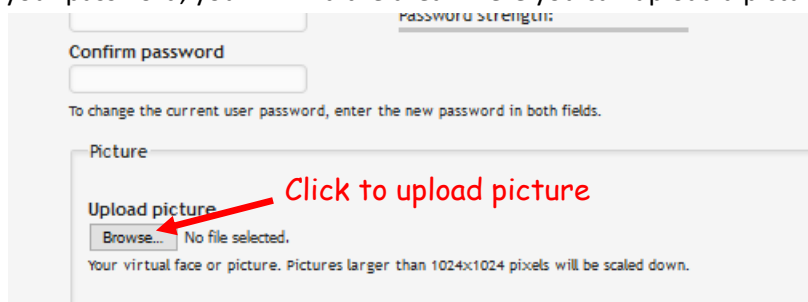
- Click the [Browse] button and the usual file selection dialog for your operating system will open to allow you to find the picture file you want to upload. This file should be in .jpg, .jpeg or .png format, not more than 1024x1024 pixels and not more than 800kb. Your picture on the site is normally shown much smaller, so the file you load can be quite a bit smaller than the maximum allowed and still work well. Select the file in the normal way, press the [Open] button and the file will be uploaded and displayed.
- Click the [Save] button at the bottom of the screen to save your changes.
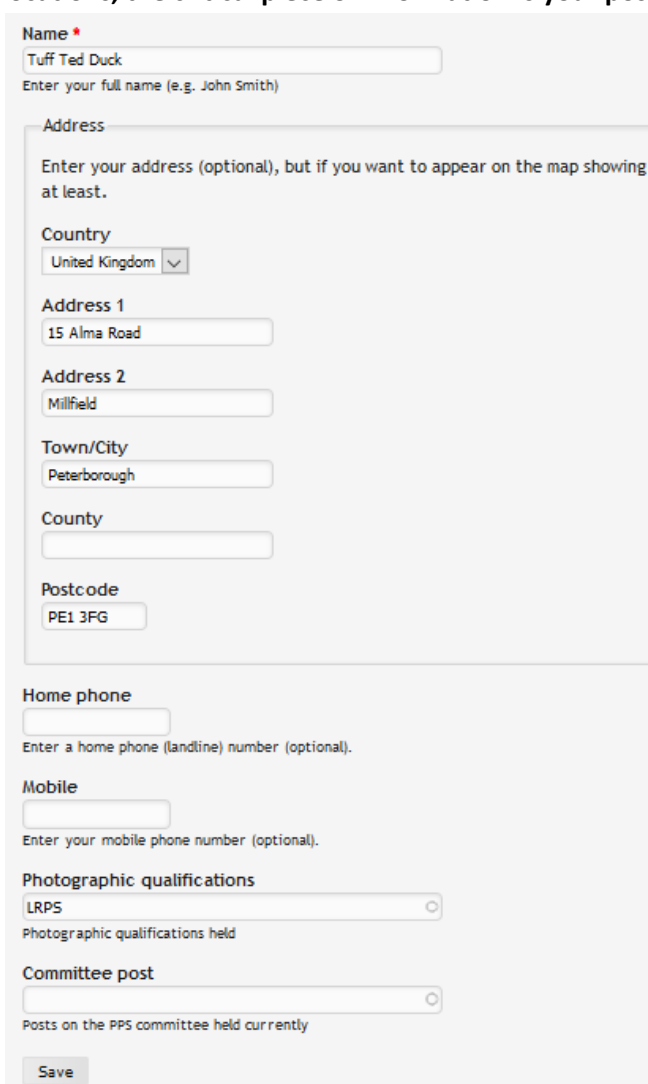
Add your address

- If you are not already there, log in to the web-site, get to your account by clicking your name where it is shown at the top right corner of the screen and click on the "Edit" tab just below your name (as in the first three steps above).
- Click the "Main profile" tab

- You will now see your profile where you can enter whatever details of your address and phone that you would like other members to be able to see. **To appear on the map of members' locations, the critical piece of information is your post code**.

- You can also add details like your photographic qualifications
- Click the [Save] button at the bottom of the screen to save your changes.

If you now go back to viewing your profile (click the View tab just below your name) you will see your changes.

Now the user's image and address are shown and the location shown on the map is correct. If we look at the map of user locations (click on the link in the Supplementary menus at the bottom of the page), this member will appear on the map.

Place your mouse pointer over a map pin to see the member's name. Click a pin to see details.

- Contact us
- Finding us
- History of PPS

- Membership
- List of members
- Location of members
- The committee

- Links

What to do if you forget your password

If you lose or forget your password - don't worry, help is at hand.

On the log in form (which you get to by clicking the "Log in" link at the top-right), there is a link "Request new password".

Click this link and you will see:

Type in your user name or email address and click the [E-mail new password] button. You should get an email from admin@peterboroughps.org.uk with the subject "Replacement login information for *<Your user name>* at Peterborough Photographic Society" and look something like this:

> *<Your user name>,*
>
> A request to reset the password for your account has been made at Peterborough Photographic Society.
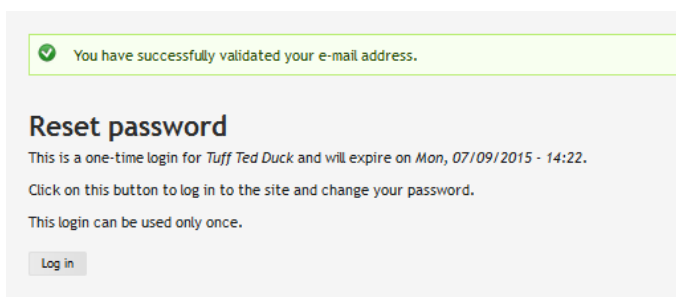>
> You may now log in by clicking this link or copying and pasting it to your browser:
>
> http://www.peterboroughps.org.uk/pps/user/reset/105/1441543141/VAIEOVOgVoqplZAHxOJeZLgMwXU ELfpJozZjcYzTGQg
>
> This link can only be used once to log in and will lead you to a page where you can set your password. It expires after one day and nothing will happen if it's not used.
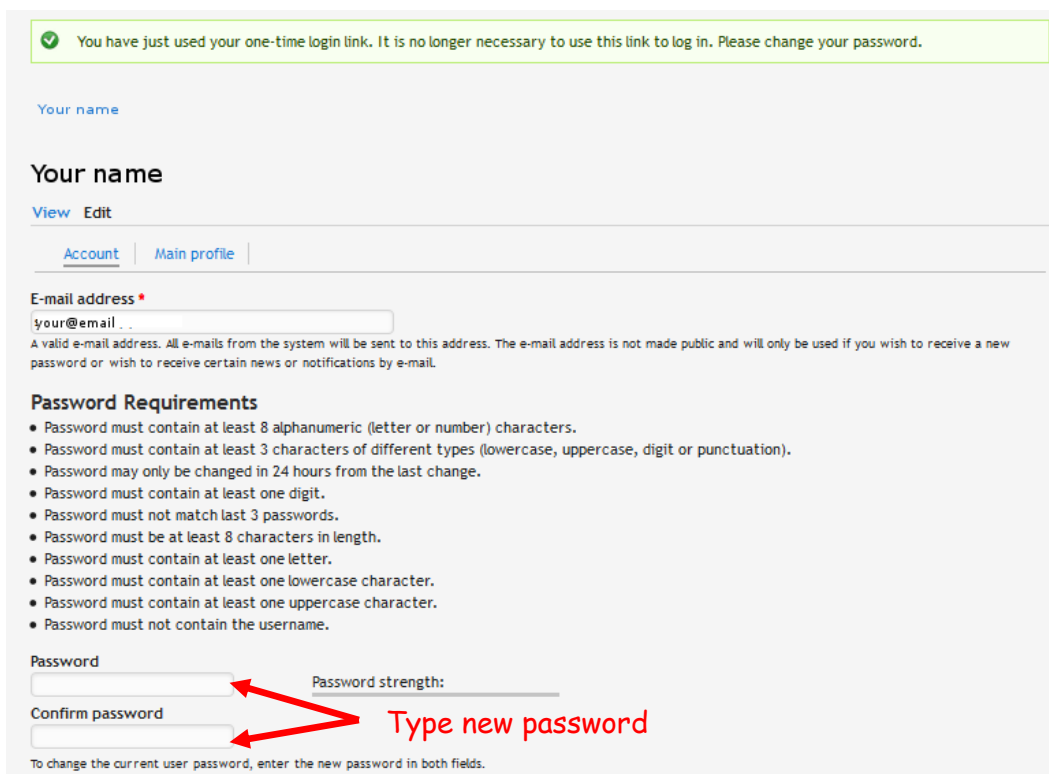>
> -- Peterborough Photographic Society team

Click the link in the email and you will see this:

Click the [Log in] button and you will see a form where you can set a new password. The rules are as before.

Scroll to the bottom of the page and click the [Save] button to change to your new password.

The home page

The main menu, in blue across the top, gives access to the most important content - like the club's programme and competition arrangements, photo galleries, etc.

The supplementary menus at the bottom give access to less exciting content like our membership rates and various policies, terms & conditions, etc.

The bulk of the page consists of items that are dynamically updated as new material is added - like forthcoming events and news items.

The rolling slideshow show cases some of our images - after all we are a Photographic Society so I think our front page should include photos! At the moment they are all mine - but that can quickly change if some others would like to offer images to be included (the available images are randomly sequenced and there can be as many as we like).

Peterborough Photographic Society — ESTABLISHED 1887

Log out link

Main menu

Click to view/edit your account

Your name | Log out

Home | News | Photos | My Gallery ▼ | Forums ▼ | Programme ▼ | Competitions ▼ | Search

Rolling slide show

Stockholm by Stuart Ball

Welcome message - this is will stay here

The next 5 club events

Welcome

If you are interested in photography, then Peterborough Photographic Society is suitable for beginners and experienced photographers alike. It meets regularly most Tuesdays throughout the season at 7:30pm (from Sept 8th 2015 - to May 10th 2016 this year) in a well equiped club room at the Parkway Sports & Social Club (directions here). Enjoy a full programme of quality guest speakers, practical demonstrations, internal and external competitions, an Annual Exhibition, photographic trips and some lively social events.

News items - these will (hopefully) update frequently

Read More

Summer Exhibition at Serpentine Green, 4-6 Sept

PPS is staging an exhibition of members prints at Serpentine Green Shopping Centre from Friday 4th to Sunday 6th September 2015.

Read More

PAGB Gold Medals awarded to two of our members

Congratulations to two of our members, David Hodgson and Peter Malton, who have been awarded Gold Medals for images submitted to the GB Cup 2015 (Nature) competition organised by the Photographic Alliance of Great Britain.

Either click the title of an item or the "Read more" link to view the full item

Read More

Forthcoming events

Title	Date
Welcome Evening	Tue, 08/09/2015 - 19:30
Huw Alban - Emotion in the Landscape	Tue, 15/09/2015 - 19:30
Practical Evening	Tue, 22/09/2015 - 19:30
Ben Hall Photography	Tue, 29/09/2015 - 19:30
Competition 1 PDIs - Judge TBA	Tue, 06/10/2015 - 19:30

Latest member's photo

Ptarmigan - (cc) BY-NC
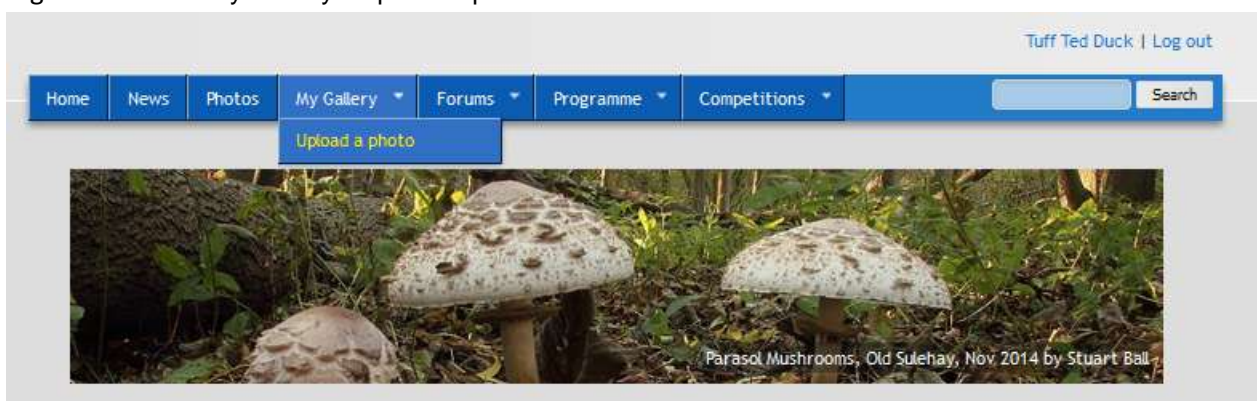Author: Stuart Ball

Supplementary menus

- Contact us
- Finding us
- History of PPS

- Membership
- List of members
- Location of members
- The committee
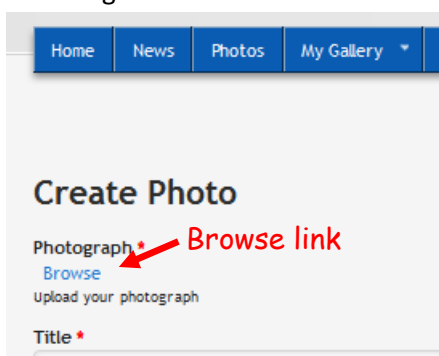- Constitution
- Personal Information policy

- Other clubs in the area
- Links

Powered by Drupal

admin@peterboroughps.org.uk   11   PPS web-site, Stuart Ball, 01/10/2015

Adding photos to you gallery

- Log in and select My Gallery - Upload a photo from the main menu:

- You will get to the "Create Photo" screen. Click the "Browse" link to start uploading a photo

- You will get the "Upload a new file" screen. Click the [Browse] button and select the file you want to upload. When the file has been selected, click the [Upload] button and you will see a progress bar as it uploads
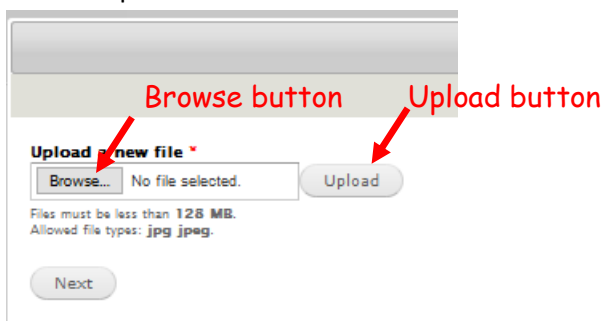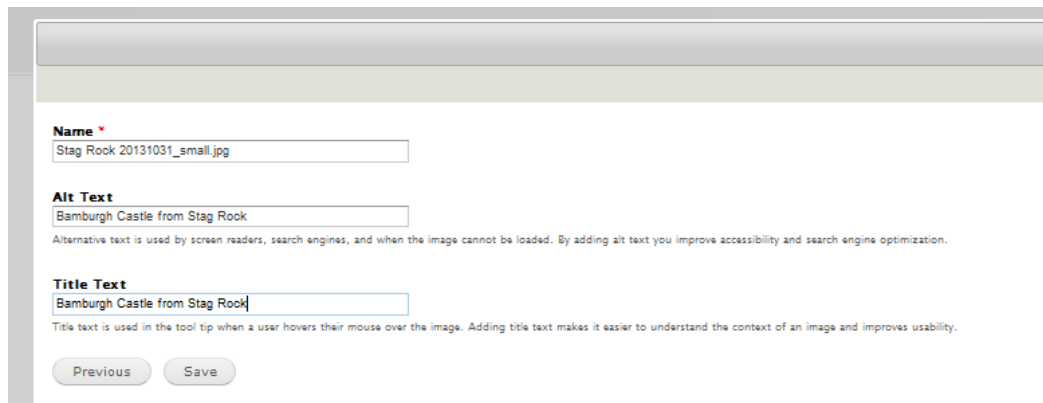

- Once the file has uploaded, click the [Next] button
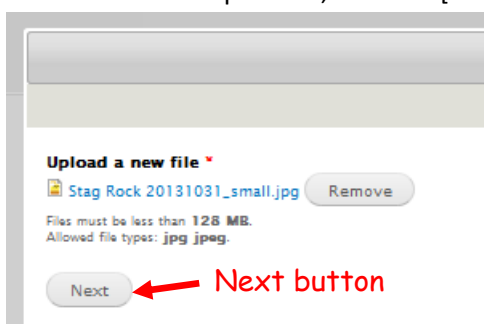
- Enter the "Alt" and "Title text" and then click the [Save] button. The Alt text is shown when you mouse over the image and it is also the text that a visually impaired person will hear from a screen reader - so it is quite important. The Title text is used for captioning (and I don't think it is actually
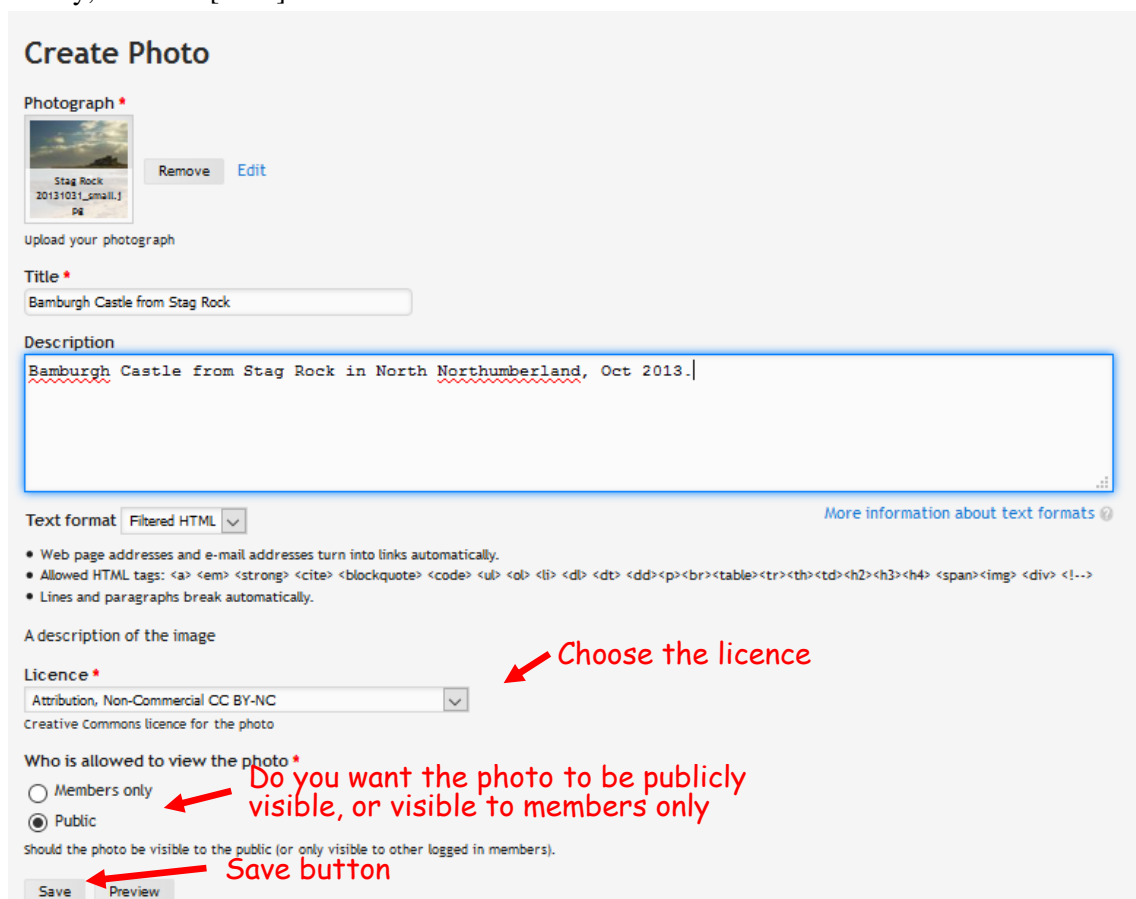
used anywhere at the moment).

- This will take you back to the "Upload a new file" screen (because, in some circumstances you can upload multiple images - but not here!). Close this screen by clicking the × at the top right corner:

Close

- This brings you back to the original screen, now showing a thumbnail of the photo. Fill in the other fields. The "Title" here is the one that will be used when the photo is viewed. The "Description" will be shown below the photo. Choose the Creative Commons licence you wish to grant for use of the photo and finally decide whether the photo is visible publically or only to other PPS members. Finally, click the [Save] button at the bottom.

- The photo will be displayed.

Your gallery

Your gallery will display whatever photos you have loaded. Visit it by clicking the My Gallery button in the main menu.
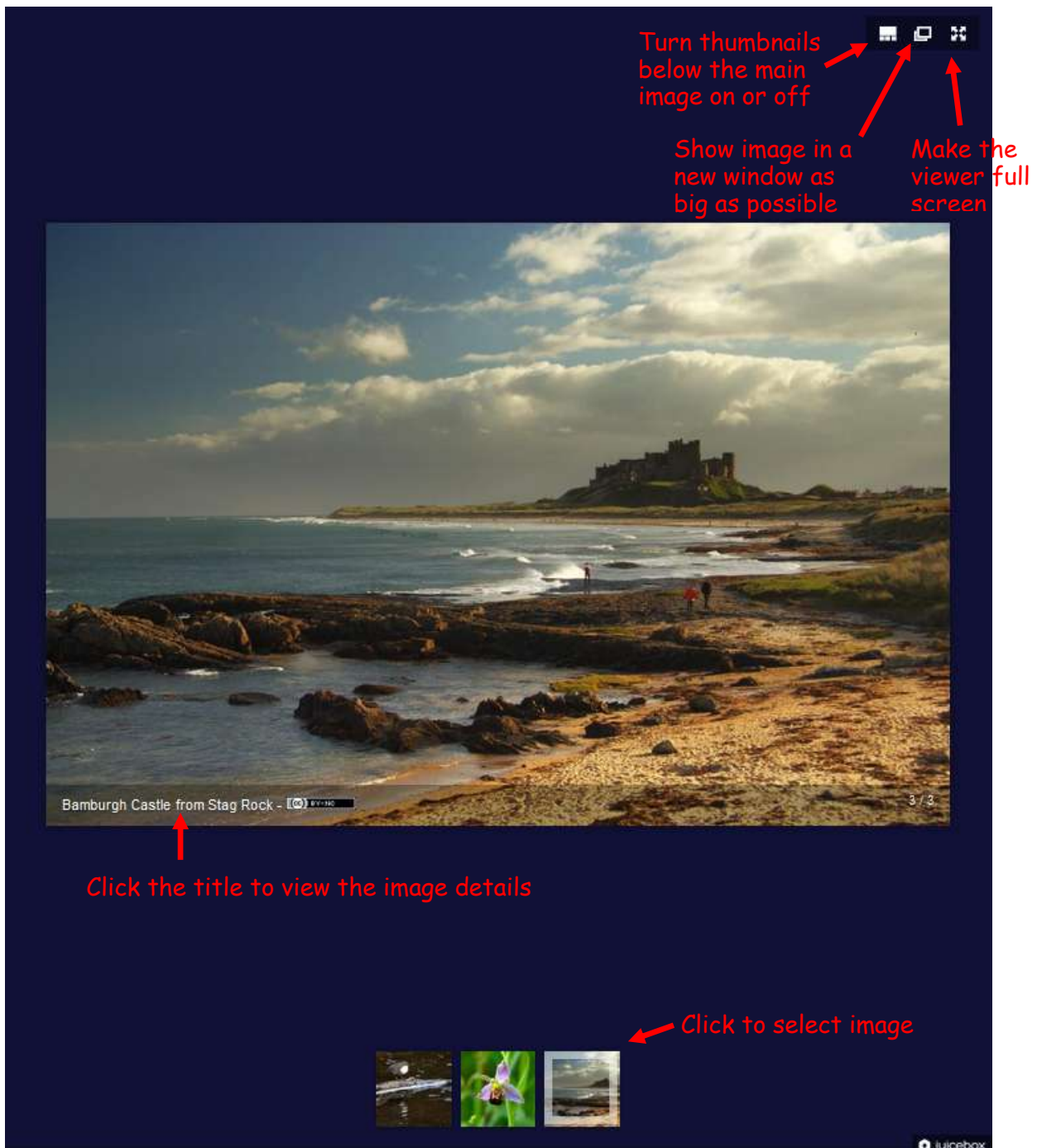
View other members' galleries
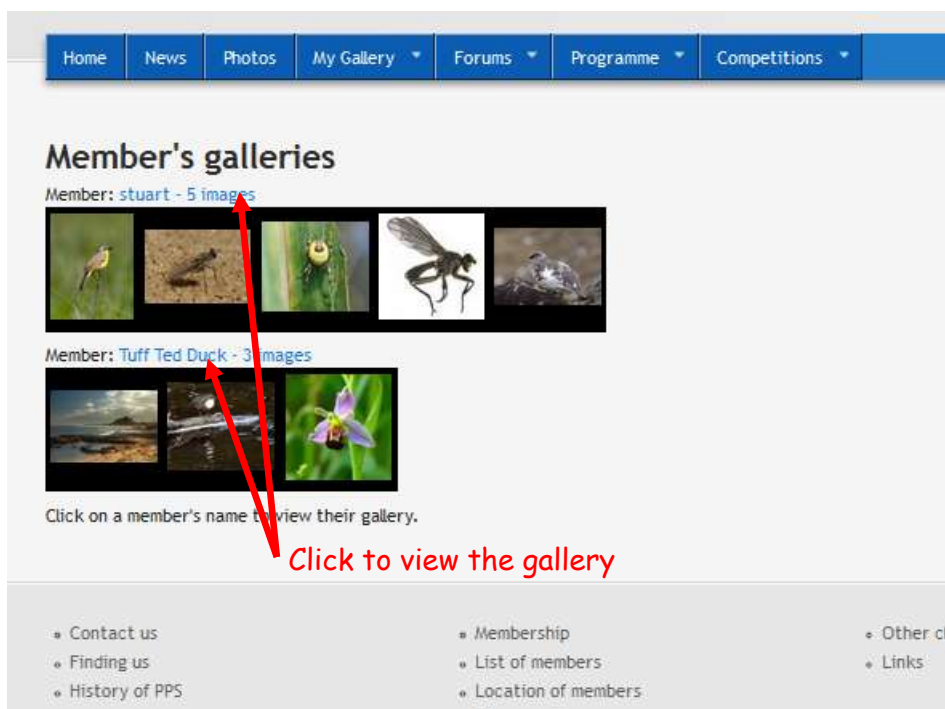
Click the Photo button in the main menu to see what galleries are available. Clicking on a member's name will take you to their gallery. It will appear as above.

Forum

To get to the discussion forum select Forum - General discussion from the main menu. This will show you an overview of recent discussions.

- To view a particular discussion, click on the topic's title
- To start a new discussion, click the [New topic] button
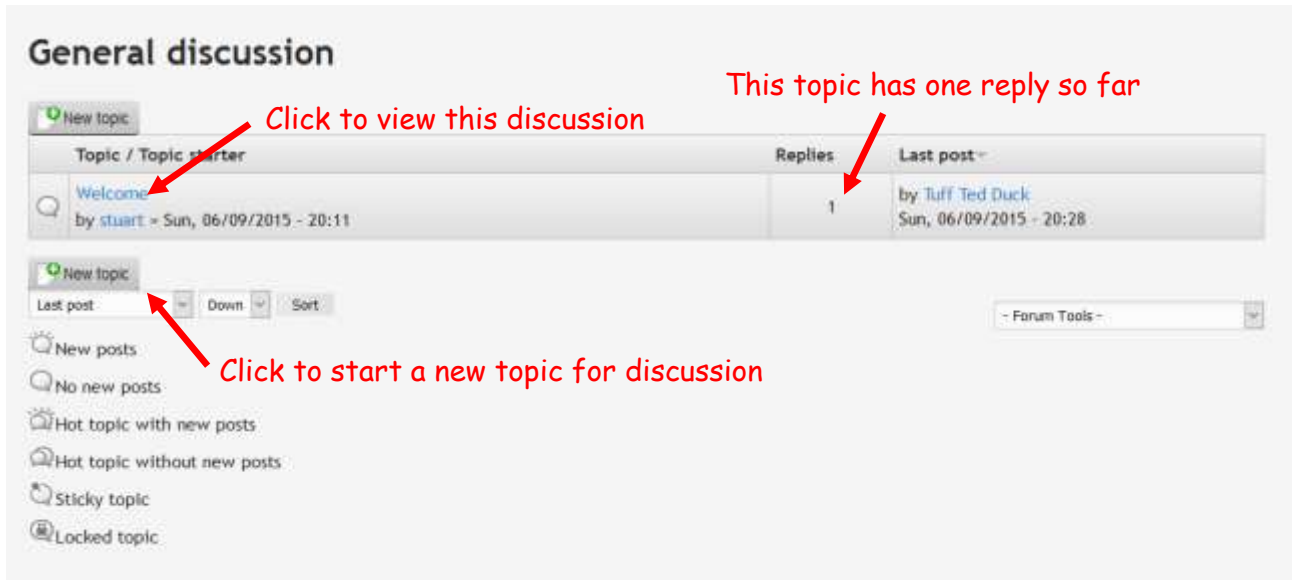
Existing discussion

When you view an existing discussion you will see a "thread" starting off with the initial post that started the topic, followed by one or more replies. You add your own comment to the thread by clicking a [Reply] button.

Reply button

Reply button

Starting a new topic or replying

When you click the [New topic] or [Reply] buttons, you will get to a screen which allows you to type your comment. It has a box to type a "Subject" and then a an editor in which you can type your comment/reply. This is pretty much like composing an email and should be fairly familiar to most people. The editor has buttons to format the next (embolden, italicise, etc) and to insert hyperlinks and images. The process of inserting an image into the text is much like that described above under "Adding photos to you gallery". Finally, you can click the [Preview] button at the bottom to see what you post will look like, and the [Save] button to actually save it and permanently add it to the discussion. You can edit your own posts at a later date if necessary (click the [Edit] button).

Create Forum topic

Subject *

Welcome

Forums *

General discussion ⌄

Body (Edit summary)

B *I* U ≣ ≣ ≣ ≣ 🌐 🖼️ x² x₂ " 🗐 Source — ✂ 📋 📋 📋 ⬢ Ω | Normal ⌄ | 🖼️ ⊟

Welcome to the general discussion forum!|

↑   ↑

Add a link   **Add a photo**

body p

Disable rich-text

Text format Filtered HTML ⌄   More information about text formats ?

- Web page addresses and e-mail addresses turn into links automatically.
- Allowed HTML tags: <a> <em> <strong> <cite> <blockquote> <code>   <dl> <dt> <dd><p>
<table><tr><th><td><h2><h3><h4> <img> <div> <!-->
- Lines and paragraphs break automatically.

Save   Preview

Save & Preview buttons