

CREATING AN ACCOUNT FOR THE SJ PHOTO CLUB WEBSITE

To create a new account for the new SJ Photo Club website, go the following:

<http://sjphotoclub.visualpursuits.com/Default.aspx>

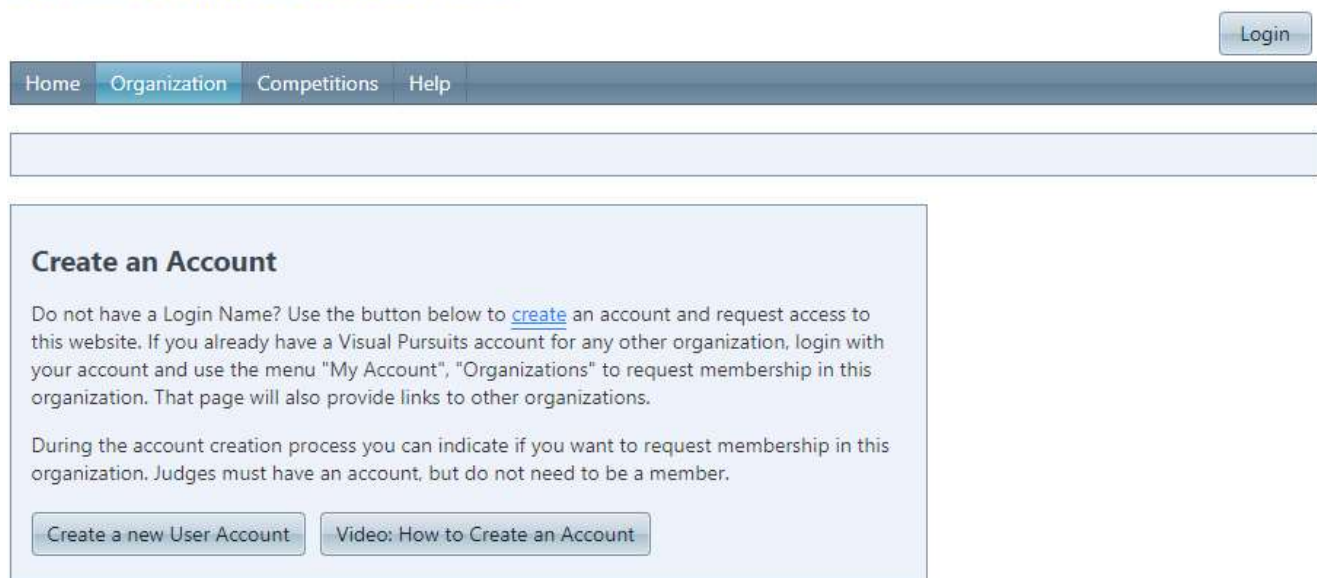
Click on “Organization”, Then “Membership Information”

St James Plantation Photo Club



Next, click on “Create a new User Account”

St James Plantation Photo Club



On the next screen, I recommend that you watch the video. Also, I strongly suggest that you read the entire page. Of particular importance are the second and fourth paragraphs.

The second paragraph explains that you can have only one account for your e-mail address. So, if you have already created an account (Such as those who participated in our trial), you don't need to create another account.

The fourth paragraph explains that if you are currently a member of another club, or have previously been a member in another club that uses visual pursuits, you use the same login name and password that you used for that club. You still need to go through the process because you are applying for membership in a new club. Each club that you apply for must accept your application.

[Home](#)[Organization](#)[Competitions](#)[Help](#)

Create a Login Account

Need help? Use the "Video: How to [Create](#) an Account" button. You will find these buttons on many pages this website.

[Video: How to Create an Account](#)

Select a Login Name

You must be an organization member to access portions of this website. If you wish to join this organization, please use this form and the forms that follow to create an account. These forms will provide the information needed to properly register your membership and create a Login Name to be used to Login and access this website.

If you are already an organization member, your administrator may have already created an [account](#) for you and you should not create another account. Your membership requires a unique e-mail address, which should help prevent creating duplicate accounts. Contact your organization website administrator if you are a member and do not have your Login Name and password.

Please do not create duplicate accounts or share accounts. Use your same login for all Visual Pursuits websites you access. Do not create accounts for roles, such as "administrator". Instead, only use one account per person and assign roles to grant permissions. If you think you have a need for a generic account, please contact [Visual Pursuits](#) so we can provide a better alternative.

If you are a member of more than one organization, you will access all of your organizations using the same Login Name. To join the current organization, please login using your existing Login Name and then use the menu item "My Account" and then "Organizations". This will avoid duplicating records and ensure that you are properly identified.

Once your membership request has been approved by the organization's Membership Manager, you will be able to access content reserved for organization members. You will also be able to upload images for competitions.

You will be able to update your [Login](#) Name, password, and all other information on your account once your account is created. Your information will be kept confidential and will only be used according to your organization policies.

Your Login Name can be any name you choose, as long as it has not been selected by another user. You use this name to login to the organization website. Your Login Name must be at least six characters long and may only contain alphabetic or numeric characters, or the characters "@_-" . An e-mail address is acceptable. Your Login Name is not case sensitive.

You will also be assigned a unique User Id, which cannot be changed and is used to identify you and your images internally. Your User Id is not generally needed, but may be used when importing images using the Image Competition Manager program.

Read the Usage Agreement

Please read our [License and Usage Agreement](#) and our [Privacy Policy](#) before creating your account. Creating an account and using this [website](#) constitutes your agreement. You can access these agreements at any time from the Help menu.

Login Name

Cancel

Next

Here you enter your login name and click on “Next”.

The next screen is straightforward. Just fill in the requested information. Note that you have to type in the password Reset Question yourself. There is no drop down menu.

Create a Password

Your Login Name and Password will be used when you login to this web site. You should never share any password with anyone, not even a web site administrator. Web site administrators have the ability to reset your account to a random password if necessary.

Your password must be at least 7 characters long. It should contain a mixture of alphabetic and numeric characters and should not contain any real words. Punctuation characters are allowed and encouraged. The most secure and easily remembered passwords will use the first letters of each word in a phrase, while inserting numeric or punctuation characters in meaningful locations.

Login Name	<input type="text" value="robertjbar"/>
Password (Required)	<input type="password"/>
Confirm Password	<input type="password"/>
Password Reset Question (Required)	<p>This is used if you forget your password and you request to have your password reset. When you reset your password, a new randomly generated password is e-mailed to you. Examples: Mother's maiden name; pet's name, birthplace.</p> <input type="text"/>
Password Reset Answer (Required)	<p>Your Password Reset Answer is not case sensitive.</p> <input type="text"/>

Cancel

Next

The next screen is fairly straightforward. Please be sure to enter your email address because future club notices will be sent through the website.

At the bottom of the screen, be sure to check the box for full competing membership. In the administration box, you can allow administrators to update your profile. Checking this box is optional.

Confirm E-Mail	<input type="text"/>
Phone Number	<input type="text"/>
Alternate Phone Number	<input type="text"/>
Honors	<input type="text"/>
Comments	<input type="text"/>
Member Id	<p>If your organization maintains its own external member list and you have been assigned a member number, please enter that number below. Your number will be verified so that access to this website can be immediately granted.</p> <input type="text"/>
Request membership	<p>Indicate the type of membership desired. A guest account may be needed if you will be a judge or wish to attend a public event.</p> <p><input checked="" type="radio"/> Request Full, Competing Membership</p> <p><input type="radio"/> Request Associate Membership</p> <p><input type="radio"/> Create Guest account</p>
Administration	<p><input checked="" type="checkbox"/> Allow Administrators to update your Profile</p>

Finally, click on “Create Account”. At this point, you are finished, but your request is sent to the administrator for approval. You can't access your account until approval is granted.

So, that's it for now! If you have any problems with this process, you can call either Alan Bryant at 919-673-1611 or Bob Barbieri at 609-712-8120 any time during the day or early evening.

Creating an account is only the beginning. We will be sending out more information regarding loading images into your library and into competitions. But in the mean time, feel free to go through the website and view the videos. The videos show you all you need to know. They are short and to the point.