

HCC website help sheet - <https://www.hadleighcameraclub.com>

It might help to print this help sheet

If you want to access **members only** pages, you need to **sign up** (you also must have paid the £20 member's fee!).

sign up

- ✓ Click on the **log in** sign (top right of the homepage)
- ✓ Then where it says **New to this site? Sign Up** - click on **Sign Up**
- ✓ On the next page, at the bottom, click on the box that says **Sign up with email**
- ✓ Enter email and a password that you can remember, then click the **Sign Up** box
- ✓ You will have to wait for me to approve (which I will do asap)

Log in

- ✓ When you receive notification that you have been accepted, go to the homepage and click on **log in**
- ✓ This time, go to the bottom where it says **Log in with Email**
- ✓ Enter email and password and click on **log in**
- ✓ You are then taken to the homepage, but now at the top right now says **Hello (your username)** with a down arrow next to it
- ✓ Click on the down arrow and then on **My Account**
- ✓ This page has a set of options down the left-hand side, including **upload member photos** and **upload competition photos**

Upload photos

- ✓ Click on **upload competition photos** (or **upload member photos**)
- ✓ All fields must be completed (first and second name, email and photo title)
- ✓ When you click on **Upload File**, navigate to the photo on your hard drive and choose it (maximum size 900 pixels longest side)
- ✓ Once uploaded successfully, you can view it on the **competition photos** (or **member photos**) page

Written instructions always make something look more complex than it is. If you have problems, either get in touch through the website (bottom of the **ABOUT US** page), or email me at

smfripp@gmail.com

God bless,

steve