

HOW TO SET UP YOUR PROFILE

Only some of the personal information from the old website was brought forward into the new website, such as address and contact information. New accounts were created for all Elected members, using your email address as your User ID. You must create your own password before you can access your profile (account).

EASY STEPS

Feeling adventurous and don't want to follow a bunch of step by step instructions? To login and update your profile on your own, just follow these steps:

- 1) From the Login window, select **Forgot your password** and follow the instructions to change
- 2) Have your information ready so you can update your profile information and set up your Biography information.
- 3) Have your images resized and ready to upload, especially if you have a Web Gallery
- 4) Once you're done, Logout
- 5) Check out your profile on <https://societyofcanadianartists.com/members/>
- 6) You're done!

LOGGING IN FOR THE FIRST TIME

To reset your password, you will need to attempt to login. From the website's main menu, select the **Login** option.

Select the **Forgot your password** link

Username or E-mail *

Password *

Login

[Forgot your password?](#)

Enter your email address and select **Reset my password**.

To reset your password, please enter your email address or username below

Enter your username or email

Reset my password

You will receive an email with a link to reset your password.

Society of Canadian Artists

We received a request to reset the password for your account. If you made this request, click the link below to change your password:

[Reset your password](#)

If you didn't make this request, ignore this email or [report it to us](#).

Thank you!

In order to protect the website, you must create a strong password. Your password must be between 8 and 30 characters long and must contain at least one UPPER case letter, one lower case letter and 1 number. You can use special characters as well.

Enter your new password

Confirm your password

Select the Change my password button

New Password *

Confirm Password *

You will receive a Success message. Login in using your email address and password you just saved.

You have successfully changed your password.

Username or E-mail *

Password *

You will be directed to your profile page.

BEFORE YOU GET STARTED

Before you start completing your profile page set up, it will be a good idea to have all your information and images ready. Here's what you'll need to do.

NOTE: Your profile will not appear on the Member Directory page until you add an avatar photo.

PREPARE YOUR IMAGES

Images on a website are great but they can very easily become resource hogs. In order to keep our website running quickly all images must be resized to smaller versions. They will still look great on the website though. While attempting to upload images that are too large should fail, any images that do get loaded that are larger than the requirements below, will be removed by the website administrator.

All members can add a “**Cover**” image, an **Avatar** image and **1 image of their work**. Web Gallery members can also add up to 20 additional images of their work.

All images need to be resized **BEFORE** you upload them. If you attempt to upload images that exceeds the requirements noted below, the upload process will fail.

Image requirements:

- Must be in .jpg or .jpeg format only
- Must be 1200px wide or less
- Must be less than 1MB in file size.
- **Avatar** images should be less than 400px wide
- Resize the images before you start the upload process!

PREPARE YOUR BIO

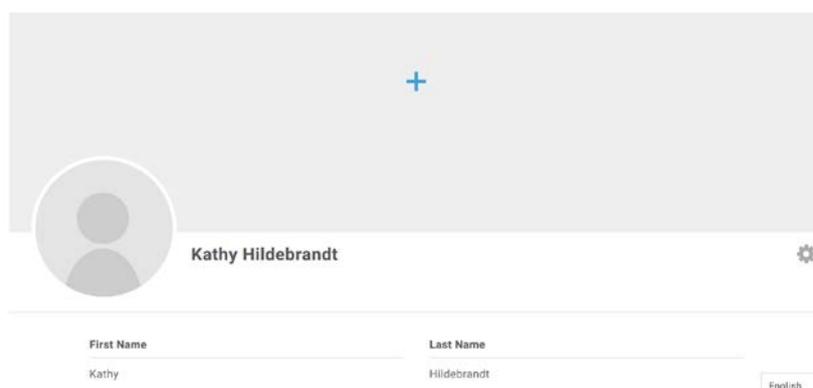
There are 2 areas for you to display information about yourself. The Short Bio is limited to 180 characters. This short bio will appear on the member directory page and should provide a very brief introduction to you. The Full Bio is available to the public if they click on your profile to view it in more detail. This can be a longer version of your bio, but keep the information relevant.

Both your short bio and Full bio should be ready to go before you start updating your profile as you can copy and paste your information into these fields.

YOUR FIRST LOGIN

The first time you login to you profile, it will look pretty bare. The large gray area behind your name is called the **Cover Photo** area. The circular area beside your name is your **Avatar**.

EDIT MODE



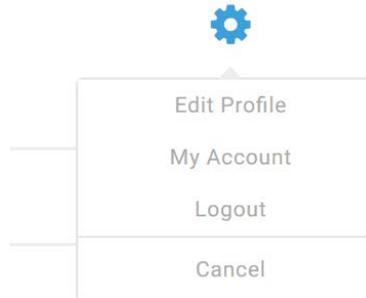
First Name: Kathy

Last Name: Hildebrandt

English

EDIT MODE

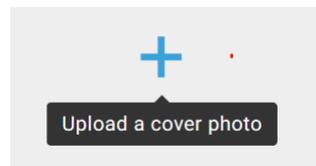
In order to update your profile, you must be in Edit mode. On the right hand side under the avatar section is a **gear box icon**. Select the icon and select **Edit Profile**.



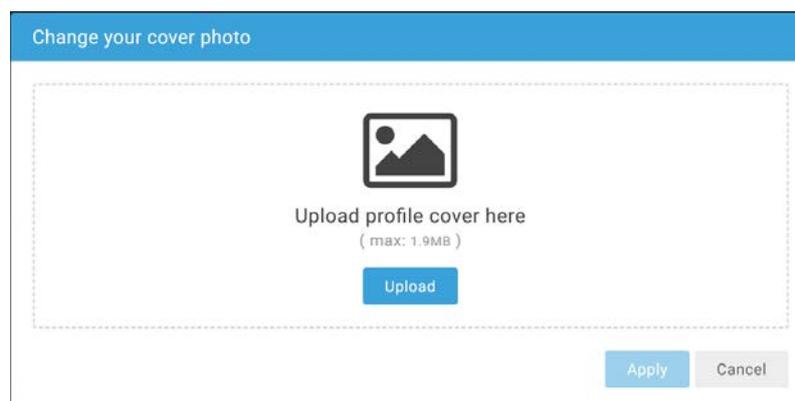
COVER PHOTO

The cover photo should contain the image of your best work as this is what will appear on the Member Directory page. The cover photo has a long narrow horizontal format so select an image that reflects that format. To add your cover photo, complete the following steps:

Hover over the **+** sign and select **Upload a cover photo**



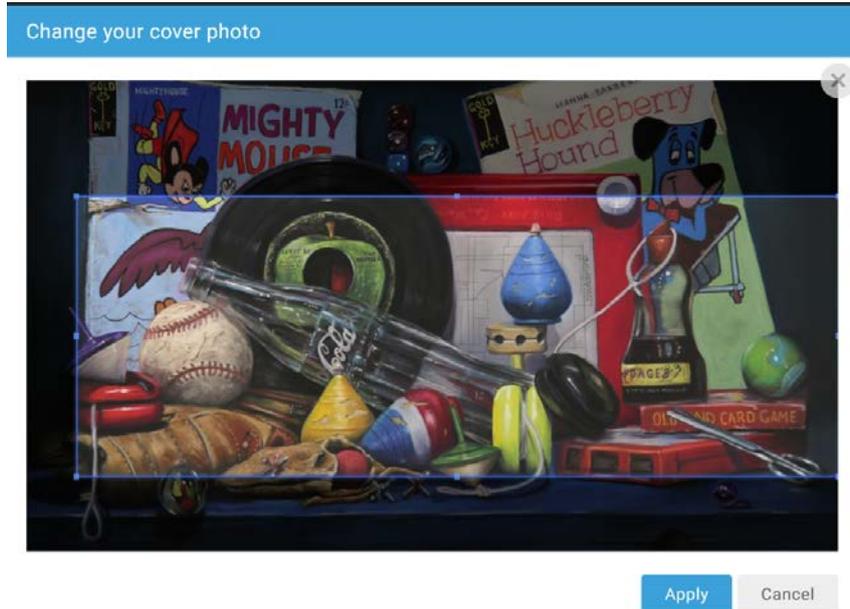
You can either drag & drop an image file from your desktop directly to the upload area, or you can select the Upload button to open your computer's file manager.



If you get the following error, you will have to resize the image

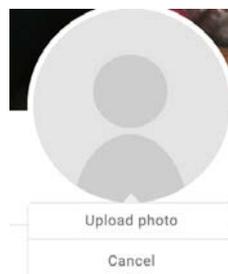
This image is too large!

You can use the blue rectangular cropping guides to select the specific area of the image that you want to display. Once satisfied, select the **Apply** button.



AVATAR

The avatar is a photo of you. Follow these steps to add your photo
Click on the circular avatar field and select **Upload photo**



You can either drag & drop an image file from your desktop directly to the upload area, or you can select the Upload button to open your computer's file manager.



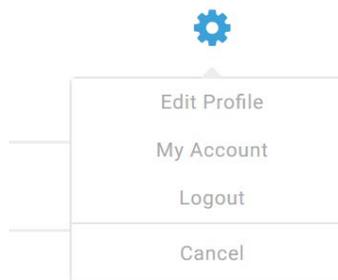
You can use the blue rectangular cropping guides to select the specific area of the image that you want to display. Once satisfied, select the **Apply** button.

UPDATE YOUR PROFILE

Now is probably a good time to save what you've done so far! Scroll down to the bottom of the page and select the Update Profile button.



In order to continue updating your profile, you will have to select the gear box icon again! Select the icon and select Edit Profile



PROFILE INFORMATION

Your contact information is the information that we have in our membership database. Please review and correct any information as necessary. If some of the information is incorrect, please email the corrected information to our Membership chair, David Harrison SCA at membership@societyofcanadianartists.com as soon as possible.

ABOUT ME SECTION

You will need to update the About Me section with the applicable information. You can copy/paste information into these fields.

About Me

Accreditation 

Short Bio

Enter a bit about yourself...

Full Biography

Visual Text

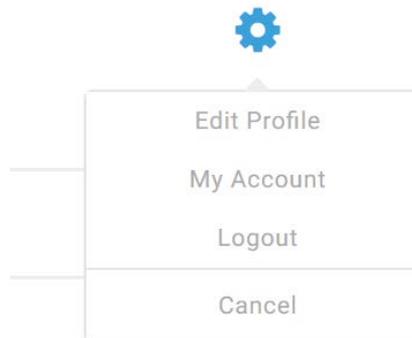
Paragraph   **B** *I* U A      

UPDATE YOUR PROFILE

Again, it's probably a good time to save what you've done so far! Scroll down to the bottom of the page and select the Update Profile button.

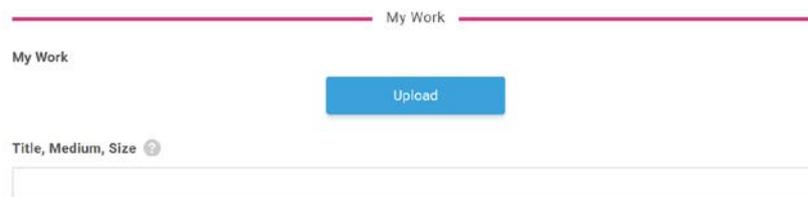


In order to continue updating your profile, you will have to select the gear box icon again! Select the icon and select Edit Profile

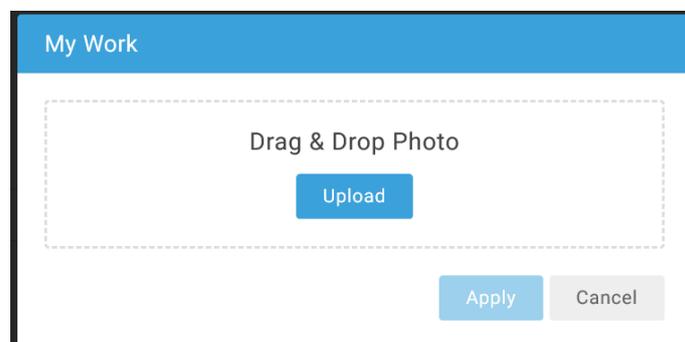


ADDING AN IMAGE OF YOUR WORK

The last part of creating your profile is to add an example of your work. Select the Upload button



You can either drag & drop an image file from your desktop directly to the upload area, or you can select the Upload button to open your computer's file manager.



When the image has loaded, select the **Apply** button

Enter the **Title**, **Medium** and **Size** of the work.

Select **Update Profile**

Update Profile

You're Done!! Make sure to remember to **Log Out**

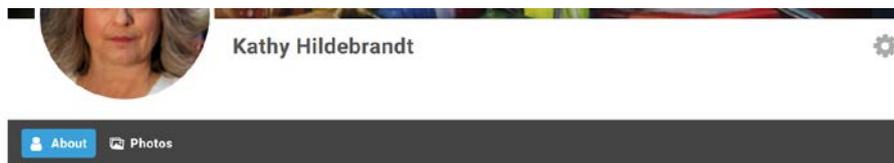
The following section applies only to Elected members who also have a Web Gallery

WEB GALLERY

If you have purchased our Web Gallery feature, this is where you can add up to 25 images of your work. While the website won't stop you from adding more, the website administrator will be reviewing the number of works from time to time and will ask you to delete some images if you exceed the maximum 25.

PHOTOS

On your profile page, you will see a bar under your profile picture. Select the Photos button

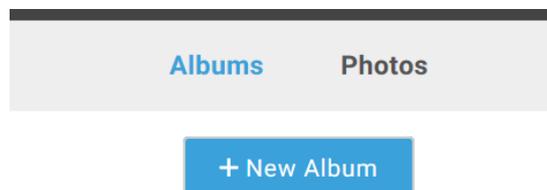


ALBUMS

Before you can add images, you must create one or more albums. All images must reside in an album

ADD AN ALBUM

Select the Add Album Button



Enter a title in the **Album Title** field

Click on the image section to open your file manager to add an image to the Album cover field

Select **Add Photos**

New Album

Album title


ALBUM COVER

Add + Add photos Cancel

Your file manager will open to allow you to select images. You can select multiple images at once. When you have finished adding images select **Add**

Old News Series


ALBUM COVER

Add + Add photos Cancel

Note: depending on how many images you are adding, this may take a few minutes.

UPDATING ALBUM AND IMAGE INFORMATION

You can add information about your images as well as manage the images to your album. From your profile page click on the album you wish to maintain.

Hover over the image you want to add information to until a pencil icon appears by the top right of the image. Select the pencil icon.



The original file name can be changed to the title, and you can add whatever information you like in the second field. **Title, Medium and Size** are recommended

You should select the **Disable Comments** option – (note: the public cannot leave comments but signed in members could)

Select the **Update** button.

Edit Image

We All Had to Start Somewhere

We All Had to Start Somewhere: Pastel, 18x24

Disable comments

Update Cancel

TO ADD OR DELETE IMAGES FROM AN ALBUM

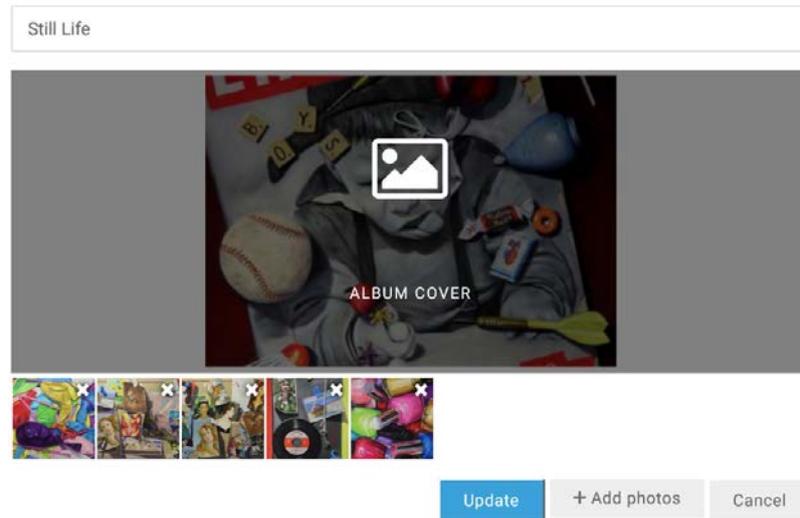
On your profile page, open the Album you wish to update.

Go to the Gear icon on the right hand side and select **Edit Album**



When the window opens you can delete an image by selecting the **X** in the upper right corner. Or you can use the **+Add Photos** button to add more images.

Edit Album

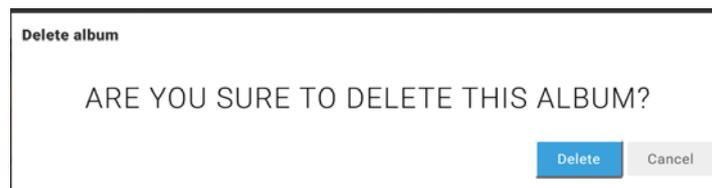


DELETING AN ALBUM

You can delete an album. It will delete all images in that album.
From your Profile page, open the Album you wish to delete.
Go to the Gear icon on the right hand side and select Delete Album



You will receive a message asking if you are sure.
Select Delete



(yes, the syntax leaves a bit to be desired 😊)

You're done – please logout! Make sure to update and change images on a regular basis so that your most recent work is always available.