

Navigating the Toronto Camera Club Website: A Quick Start Guide!

(Updated February 10, 2022)

An essential part of our club is the website, which is a valuable source of information. If you follow this Guide as suggested, you will get to know your way around in no time. However, do not hesitate to contact your Buddy or any of the Club Volunteers for assistance.

You will find the website here: www.TorontoCameraClub.com

Terminology:

The TCC website is divided into two main *sections* – the *public side* and the *Member-Only side*.

The Main Menu appears across the top of the screen as follows:

Home, Program, Talking Photography, Join, Salon, Images, Calendar, Club Info, **Members**

Public Side of the Website

The public may enter all the above Main Menu items except for **Members**.

Program: This is where you will find the TCC Program of Events. By clicking this menu item, you will be able to see and/or print the program for the entire Season.

Talking Photography: We have several Talking Photography Lecture Series presentations throughout the Season. These are paid events, but Members can attend for free.

Images: When you click on one of these Main Menu items – for example, Images – you will see a list of Side Menu items on the left. In the Side Menu, you will find Menu Items that include Sub-Menu items, such as:

- **Front-Page Galleries** with Sub-Menu images represented by various photographers.
- **Competitions Internal**, with Sub-Menu organized by Season, showing the various competitions and winners.

Calendar: The Website Calendar is a key feature of the website. The Calendar shows everything that is going on in the Club. When the Program is updated, the Calendar is too. If you scroll down to the bottom of the Calendar, you will find an alphabetical list of Event Categories. Click on one of those categories and a list of up-coming related events will appear.

Member-Only Area of the Website

When you click on **Members**, you will see an area on the left where you can enter your Username and Password. For this website, use your **Membership Number** for your **Username**. When you joined the TCC, you would have received a Welcome email, and that email explained how to get your password.

Note that if you try to log into the website, unsuccessfully, three times in a row, you will be blocked from the website for 20 minutes. Wait, then come back and try again. This feature protects your information from password-cracking bots.

Here are some Menus under the **Members** Main Menu item that you will find helpful when you first join the Club.

TCC Profile: When you click the TCC Profile menu item, check that all your information is correct. Notice that you can change your password here, by scrolling down to the bottom of the webpage. Specify your password in the two spaces provided. Note that if you change ANYTHING on your TCC Profile, you must click the Submit Button (at the bottom of the webpage), for the changes to be saved.

Competitions: If you are interested in our friendly – internal – photography competitions, you will notice on the left menu, that there is a Sub-Menu item for each Competition Type. Select this menu item for **Rules of Competitions** and then select the link, **Competition Rules**. If there is anything you don't understand about competitions, please ask the relevant competition chairs. See below.

Test Submission: This webpage provides an opportunity to for you to have a hands-on practice session for uploading and submitting images to a competition.

Club Documents: This Menu item contains a webpage for differ types of Club documents.

Club Policies & Documents: This sub-menu item holds various documents, including the New Member Booklet, Competition Rules, and this document!

Club Contacts: With a Club our size, knowing who to contact would normally be challenging. However, we have several webpages that will make the task easy. Here a few Sub-Menu items are summarized.

Club Support: This webpage lists all the volunteer positions in the Club, and the Members who volunteer their time.

Competition Chairs: If you are interested in our internal competitions and you have a question about a competition, click on this menu item and you will have access to the related email addresses.

Functional Email Addresses: Often, multiple Members volunteer for a specific Club function. For example, the Membership Chair responsibilities is shared by two Members. Therefore, if you have a membership-related question, you can see on this page that you can send an email

to MembershipChair@TorontoCameraClub.com and your question will be addressed, by one of the volunteers in this role.

Social Media Links: One way to get to know our club Members is to click on this menu item so that you can see all of the Member-related social media links and or their photography websites.

Zoom Links: Since we are now living in an online only world, our meetings are held, using Zoom. To find a zoom link, click on this menu item. You will see five tabs that have Zoom links. A summary of each tab is below.

Weekly Meetings	For all Club meetings, pre-meetings. Contains link to Club recordings
Talking Photography Lecture Series	Lecture series. Recorded lectures are held over for 2 weeks
Board Meetings	For Board members and invited presenters
Salon	Salon-related Zoom Links
Public Presentation	When available

Please direct any website-related questions to WebsiteChair@TorontoCameraClub.com

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