



# The Register of Professional Turners

## Website Guide for New and Existing Members:

- ~ Setting Your Password ~
- ~ Logging in for the First Time ~
- ~ Adding/Updating Your Directory Entry ~
- ~ Submitting Images for a Gallery ~

*Please read the introductory email, and follow this guide carefully*

Website Address:

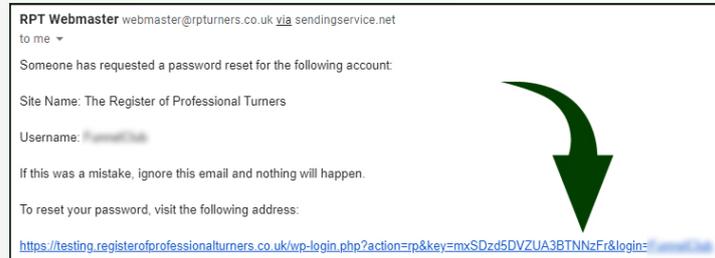
[www.registerofprofessionalturners.co.uk](http://www.registerofprofessionalturners.co.uk)

# Setting Your Password and First Login

After you have confirmed your email address and followed the password reset instructions on the website, you will receive an email that looks like the image below.

To set your password, click the top link (arrowed) to get started.

Keep a note of your website Username which is likely to be your first initial and surname with no spaces.



1

A form titled "Enter your new password below, or generate one." It has a "New password" input field containing "4EslOrrxnPVysjyU" with a strength indicator "Strong". Below the field is a hint: "Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ & )." At the bottom are "Generate Password" and "Save Password" buttons.

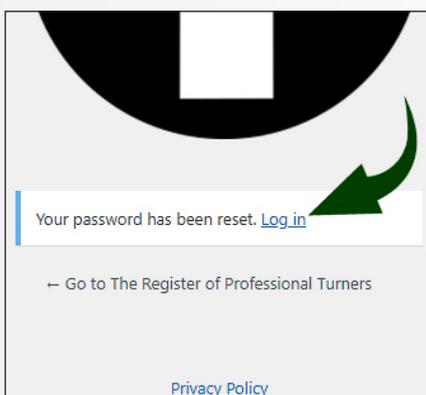
After you have clicked the link, a new browser window will open up and you will see this box in the middle of the screen.

In the 'New Password' box, you can type a new memorable password or generate a new one or choose to keep the one presented. Copy and paste this password and keep it somewhere safe.

If you type a weak password, you will be asked to confirm your intention to continue.

When you're ready, click 'Save Password'.

2



The next screen you see confirms your new password has been saved.

Click the blue 'Log In' text link to continue.

3

A login form with fields for "Username or Email Address" (containing "JamesTurner") and "Password" (masked with dots). There is a "Remember Me" checkbox and a "Log In" button. A "Lost your password?" link is at the bottom.

On the next screen is the login form.

Enter your username and the password you entered in Step 1 where prompted and then click the blue 'Log In' button.

This should be the *only time* you see this screen. All further logins will be done from the front of the website.

# 4

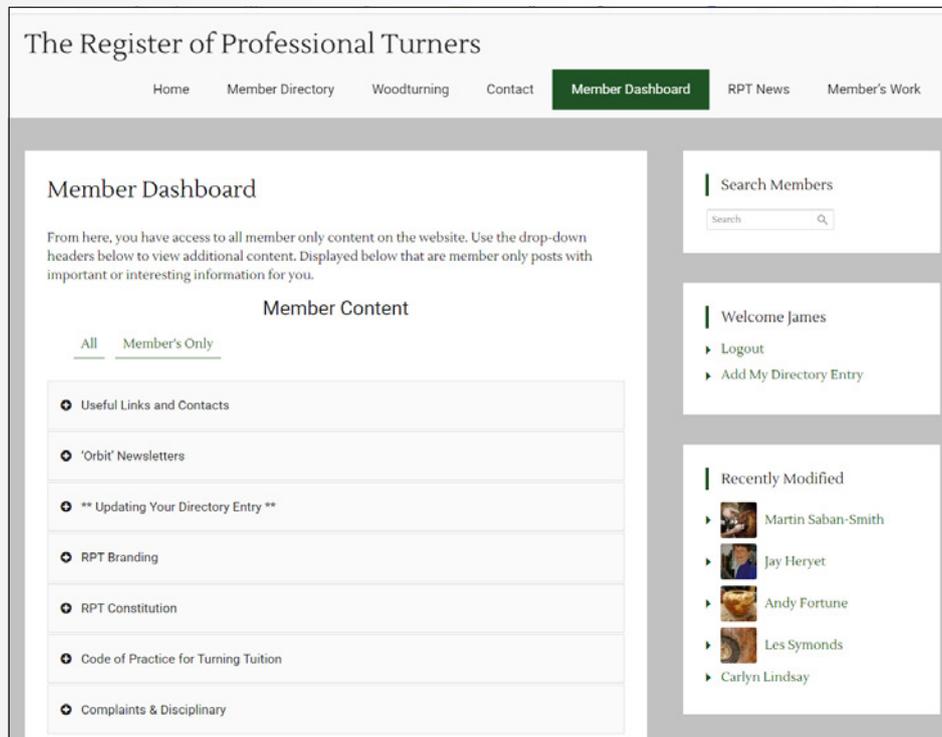
After successfully logging in to the site, you will be taken to your Member Dashboard.

The '**Member Dashboard**' link in the top menu of the site is only visible when you are logged in.

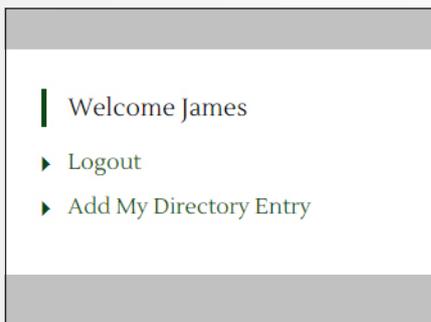
Your dashboard page contains everything you need to administer your membership details on the site and provides other useful information for you.

To view each section of the dashboard, click the bold titles or '+' icons in the boxes to unfold and view the content. More sections may be added over time.

There are also member only posts and news listed on this page.



# 5



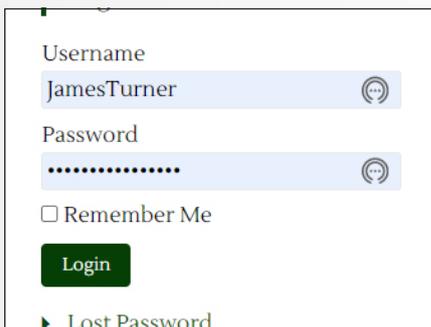
To the right of the dashboard (or towards the bottom of the page on a mobile device) are further links.

**'Logout'**: Click this to log out of the site.

**'Add My Directory Entry'**: If this is your first time on the site, click this link to Add your directory entry to the website.

After your entry is added, this link will change to **'Edit My Directory Entry'**.

# 5a



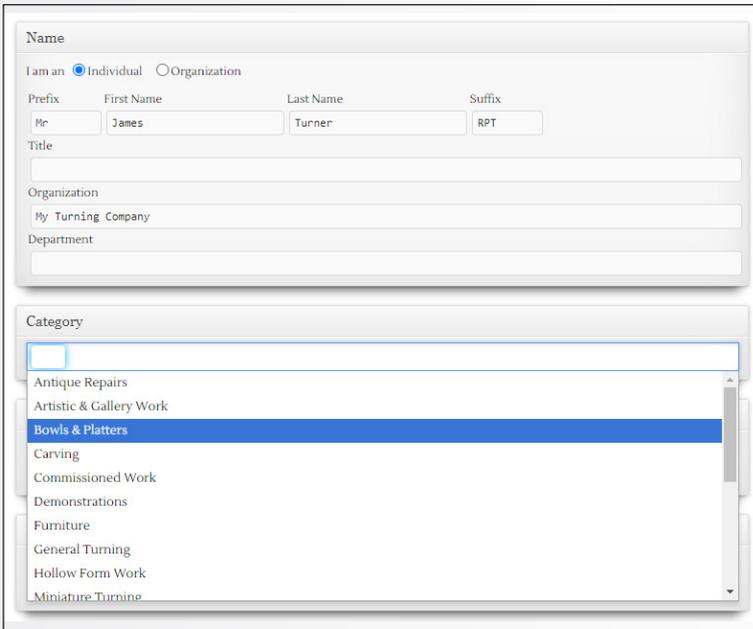
The next time you log in to the site, the log in form appears on the right side of the page on a desktop computer and towards the bottom of the page on a mobile device. As you did when you first logged in, all you need to do is enter your username and password. Then click the login button to be taken to your dashboard.

**Forgotten Your Password?** Click the Lost Password link, enter your username and follow the onscreen instructions and then steps 1 and 2 above.

# Adding or Updating Your Directory Entry

Follow the steps below to add or edit your directory entry after clicking the link in Step 5 above. This contents of this document is also in your dashboard.

## 1 - Your Name and Categories



The 'Name' section includes a radio button for 'Individual' (selected) and 'Organization'. Below are input fields for Prefix (Mr), First Name (James), Last Name (Turner), and Suffix (RPT). There are also fields for Title, Organization (My Turning Company), and Department. The 'Category' section features a dropdown menu with 'Bowls & Platters' selected. Other categories listed include Antique Repairs, Artistic & Gallery Work, Carving, Commissioned Work, Demonstrations, Furniture, General Turning, Hollow Form Work, and Miniature Turnings.

On the edit entry screen, you are presented with all the editable information in a single form.

The top box is for your name, job title (Director, for example), the organisation (business name) and the department (if necessary).

You can leave any unnecessary box blank.

The box beneath that is 'Category'. Click in the white box and choose one or more categories of turning that you engage in. These are used in the search, so it is important you complete this box.

## 2 - Images



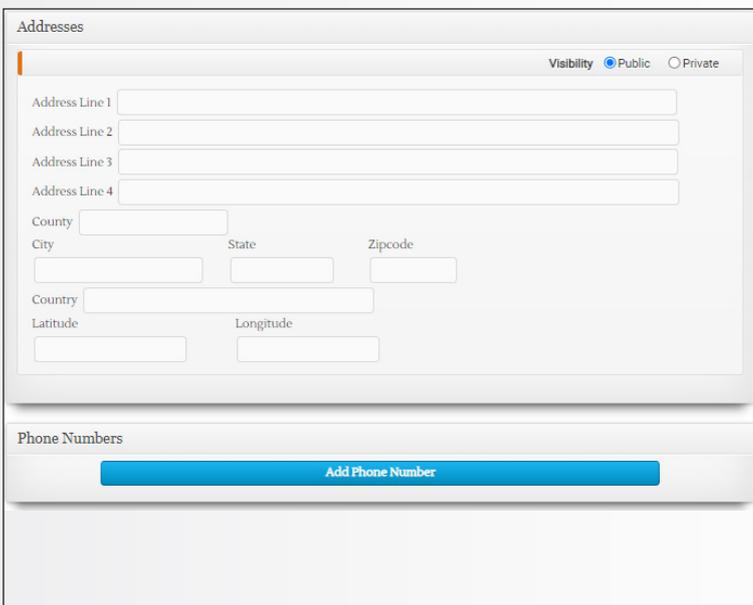
The 'Image' section has a 'Choose File' button and text 'No file chosen' and 'Maximum upload file size: 128 MB.'. The 'Logo' section also has a 'Choose File' button and the same text. Below these is an 'Addresses' section.

Next down the page is a space for an image, and another for a logo if you have one.

Click the 'Choose File' button and select an image from your computer (square preferably) suitable for your entry. *Non-Square images will be automatically cropped to fit.*

Next, do the same for a Logo. If you do not have a logo, another suitable image will be fine.

## 3 - Address and Phone Numbers



The 'Addresses' section has a 'Visibility' dropdown set to 'Public' (selected) with 'Private' as an option. It includes input fields for Address Line 1, 2, 3, and 4; County; City; State; Zipcode; Country; Latitude; and Longitude. The 'Phone Numbers' section has a blue 'Add Phone Number' button.

In the next box down the page, enter your work address.

As the directory is United States-centric, ignore the 'County' box and add your County in the 'State' box instead, and in the Zipcode, put your Postcode.

Then add your country – this is important for the mapping page of the directory.

You do not need to add the Latitude and Longitude as the mapping should find a good approximation for your post code. However, we recommend visiting <https://www.latlong.net/> to find more precise coordinates. Enter them in the correct boxes when you have found them and an accurate map will display for you.

**Privacy:** The change the visibility of your address, add it (so the committee have a record of your address) and change the Visibility setting from Public to Private.

Beneath that, you can enter your home and/or work phone numbers. To add more than one, click the blue 'Add Phone Number' button.

## 4 - Email and Social Media Links

The image shows two forms. The top form is titled 'Email Addresses' and has a 'Preferred' radio button selected and a 'Visibility' dropdown set to 'Public'. It contains an 'Email Address' field with the value 'jamesturner@mydomain.c' and a 'Remove' button. Below the field is a blue 'Add Email Address' button. The bottom form is titled 'Social Media IDs' and has a 'Social Network' dropdown set to 'Facebook' and a 'Preferred' radio button selected. It contains a 'URL' field with the value 'https://www.facebook.c' and a 'Remove' button. Below the field is a blue 'Add Social Media ID' button.

Next to do is add your email addresses. Add them in the same way as your phone number(s).

Below this are your Social Media IDs. From the drop down menu, select the social media account you wish to link to and *add the full URL* to the correct account page.

Add additional accounts by clicking the blue 'Add Social Media ID' button.

## 5 - Website Links

The image shows a form titled 'Links'. It has a 'Type' dropdown set to 'Web' and a 'Preferred' radio button selected. The 'Visibility' dropdown is set to 'Public'. It contains a 'Title' field with the value 'Workshop' and a 'URL' field with the value 'https://www.jamesturne'. There is a 'Remove' button next to the URL field. At the bottom is a blue 'Add Link' button.

Your website links come next. As before, you can add more than one.

Choose the type of link from the drop down menu, give the link a suitable name, then add the full URL to the website in the box provided.

## 6 - Biography and Notes

The image shows a form titled 'Biographical Info'. It has a 'Visual' and 'Text' tab, with 'Text' selected. It features a rich text editor with a menu bar (File, Edit, View, Insert, Format, Tools, Table) and a toolbar with icons for bold, italic, underline, list, link, unlink, image, and undo. The main text area contains two paragraphs of placeholder text with various words underlined in red. At the bottom, there is a small text area with the text 'Pellentesque sollicitudin insum augue. in ultrices nisl alionet ut. Nulla pretium. ligula sed tincidunt P'.

Then we come to your biography. Add as much text here as you wish to describe you, your business and your work.

Remember to add the features and benefits of your business for your customers.

**Adding a Video:** If you have a video on YouTube you would like to add to your biography, simply paste the full URL of the video at the bottom of your biography and the site will embed it automatically for you.

## 7 - Excerpt and Facilities

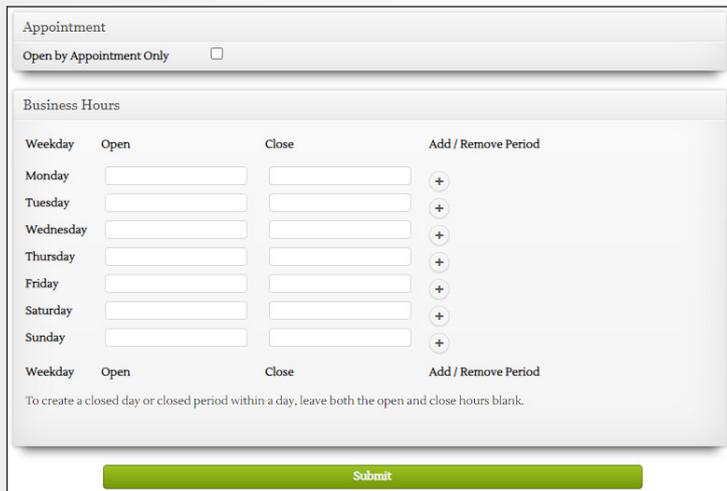
The image shows two forms. The top form is titled 'Excerpt' and contains a text area with placeholder text where several words are underlined in red. The bottom form is titled 'Facilities' and contains a list of checkboxes: 'Coffee Shop', 'Lunch', 'Off Street Parking', 'Refreshments', and 'Toilets'. The 'Lunch' and 'Toilets' checkboxes are checked.

Your 'Excerpt' is a very short biography for use in some areas of the site.

Next, click the check-boxes for facilities you have available for customers and students. These are not used in search terms, but are shown in your directory listing.

If there is a facility you offer that is not included on the list, let the webmaster know and they will add it for you.

## 8 - Business Hours and Finish



Weekday	Open	Close	Add / Remove Period
Monday	<input type="text"/>	<input type="text"/>	+
Tuesday	<input type="text"/>	<input type="text"/>	+
Wednesday	<input type="text"/>	<input type="text"/>	+
Thursday	<input type="text"/>	<input type="text"/>	+
Friday	<input type="text"/>	<input type="text"/>	+
Saturday	<input type="text"/>	<input type="text"/>	+
Sunday	<input type="text"/>	<input type="text"/>	+

To create a closed day or closed period within a day, leave both the open and close hours blank.

Submit

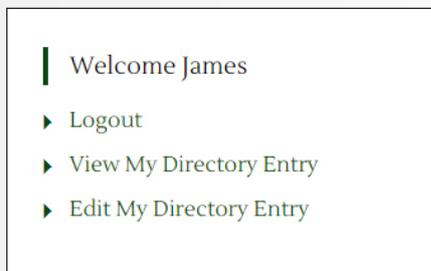
Finally, we come to your business hours. Add opening and closing times on the days you wish.

If you are Open by Appointment Only, tick the checkbox in the 'Appointment' box and leave the business hours blank. If you wish, you can combine the two sections to indicate when during the week you are available for appointments.

When you're done, click the green 'Submit' button and your entry will be updated.

After a few seconds, you will see a brief update message on the screen before the form is displayed again. Double check the information before leaving the page.

## 9 - Check!



To take a look at your entry on the website, click the 'View My Directory Entry' on the right side of the page (or near the bottom on a mobile device).

The page then displayed will be how the public and other members will see your entry.

## Submitting Images for Your Gallery

**The webmaster can add an image gallery to your biography.**

If you would like a gallery of images added to your biography, use the form on the website to upload your images. It can be found in the 'Submitting Gallery Images' section of your members dashboard.

**Image Format:** .jpeg or .tif files only

**Dimensions:** At least 2000px on the longest edge.

**Size:** No larger than 5MB per image if possible.

**File Name:** Rename the files with your name and sequential numbers. eg John Smith 001, John Smith 002 etc. This will be helpful when adding galleries.

**Quality:** Please ensure the photos are of a good quality (in focus, nicely exposed, interesting subject matter etc). Pictures straight from a phone may be fine, or a camera, even better.

**Recent Work:** Were taken in the last 2 years.

You can upload up to 5 images at a time using the form. Images submitted will be optimised for use on the website to best display them for you. This processing may include colour correction, light levels and cropping. You will be asked to resubmit images if they do not meet the criteria.

*Poor images can reflect poorly on you, so it is important to send the best possible photos for inclusion in your gallery. If you have any queries, please contact the webmaster for help.*