

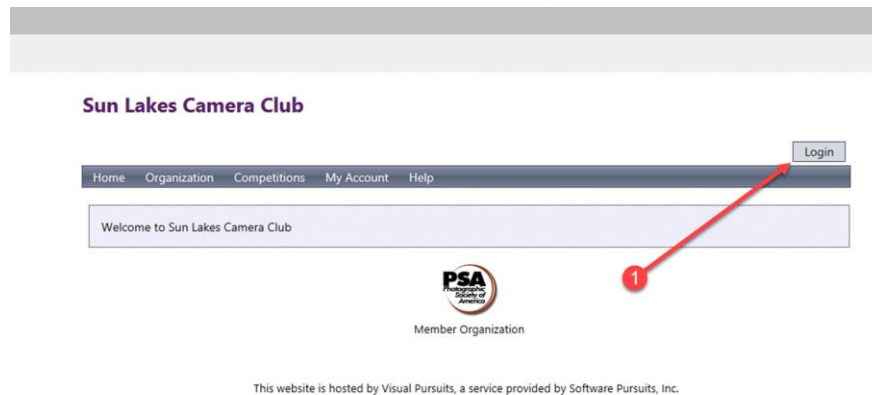
Sun Lakes Camera Club

Creating a New User Account

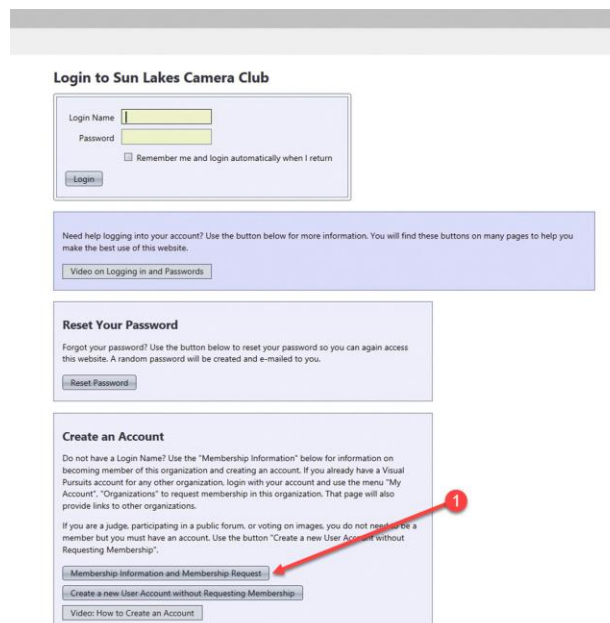
August 14, 2016

Follow these steps using the screen shots to help guide you through the process of creating your Sun Lakes Camera Club competition account with the Visual Pursuits website.

1. Access the website at **SLCC.VISUALPURSUITS.COM**. This screen will appear. Click the LOGIN button at 1.



2. Scroll to the bottom of this screen and click the MEMBERSHIP INFORMATION AND MEMBERSHIP REQUEST button at 1.



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3. Click the CREATE A NEW USER ACCOUNT button at 1.

Sun Lakes Camera Club

Home Organization Competitions My Account Help Login

Organization Membership

Create an Account

Do not have a Login Name? Use the button below to create an account and request access to this website. If you already have a Visual Pursuits account for any other organization, login with your account and use the menu "My Account", "Organizations" to request membership in this organization. That page will also provide links to other organizations.

During the account creation process you can indicate if you want to request membership in this organization. Judges must have an account, but do not need to be a member.

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

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4. Read the instructions as far as what your login name can and can't be then enter your LOGIN NAME in the box at 1.

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](#)

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5. Read the information about the password requirements first. The login name you created will appear at 1. Enter your password at 2. Confirm your password at 3. Create a question that you could answer in case you forget your password at 4. Enter the answer to your password question at 5. Click NEXT at 6 when done.

Create a Login Account

Need help? Use the "Video: How to Create an Account" button. You will find these buttons on many pages to help you make the best use of this website.

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

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

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6. Enter your first and last name at 1. The three boxes at 2 are optional. Enter and confirm your email address at 3. **Note. You must have a unique email address. You CANNOT share an email address with another club member.** The two boxes at 4 are optional. Leave the box checked at 6 so the SLCC administrator can respond to your request to join the competition process. Leave the box checked at 7 so the SLCC administrator can access and update your membership profile. When done, click the CREATE ACCOUNT button at 8.

Personal Information	
This information is used by your organization to identify you and to send you notices and other communications you authorize.	
First Name (Required)	<input type="text"/>
Last Name (Required)	<input type="text"/>
Name Suffix	<input type="text"/>
Nickname or Greeting Name	<input type="text"/>
Gender	<input type="text" value="[Not specified]"/>
E-Mail Address	<div><p>It is highly recommended that you enter an e-mail address so you can receive communications from your organization. This also helps to prevent the creation of duplicate accounts and allows passwords to be reset. You cannot enter an e-mail address that is used by another account so if you share an e-mail account with another person only one of you can enter an e-mail address. You cannot share login accounts.</p><p>Free e-mail accounts are available at gmail.com, yahoo.com, and hotmail.com. You can even forward mail from these accounts to another e-mail account. If you refuse to have your own e-mail account please leave the e-mail address field blank.</p></div> <input type="text"/>
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	<div><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"/></div>
Request membership	<div><input checked="" type="checkbox"/> Newly administrators that you wish to join the organization or link your membership to this website. If unchecked, the account is created as a guest of this organization. A guest account may be needed if you will be a judge or wish to attend a public event.</div>
Administration	<div><input checked="" type="checkbox"/> Administrators to Update Profile</div>
<div><input type="button" value="Cancel"/> <input type="button" value="Create Account"/></div>	

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7. The process is now complete. You will see a message indicating your request for a user account has been sent at 1. After the SLCC administrator has acknowledged your request you will receive an email from the SLCC administrator confirming your account is active.

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[Login](#)

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

Create a Login Account

Need help? Use the "Video: How to Create an Account" button. You will find these buttons on many pages to help you make the best use of this website.

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

Your request has been sent to 2 people.

Address

Creating an address is optional. Please click the "Next" button when you are finished creating any addresses.

No addresses have been defined.

[New Address](#)

[Next](#)

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