

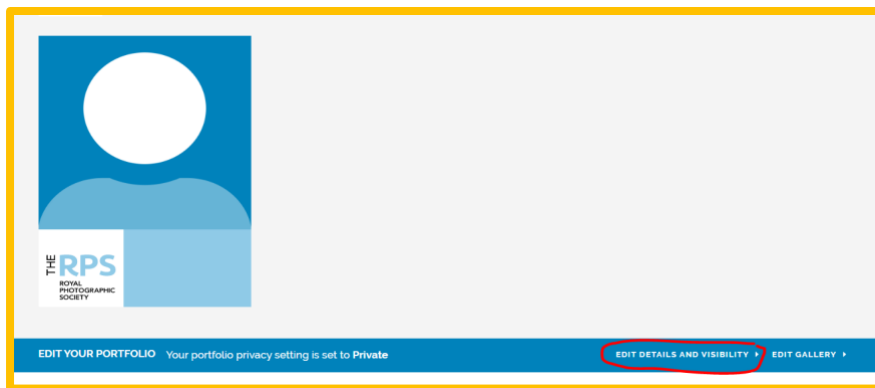
A guide to editing your portfolio on the new RPS website

Logging in to edit your public portfolio

- 1) If you are not already on your profile page, just follow this link: <https://www.rps.org/member-portfolio/edit/>.

You may be asked to log in. (If you are having problems logging in, please review the information on this page: www.rps.org/new-website/.)

You will be greeted with a page that looks like this:



- 2) Click on the “*Edit your details ...*” link, circled in the example above.

Display name

- 3) You can edit your display name as shown below:

Display Name

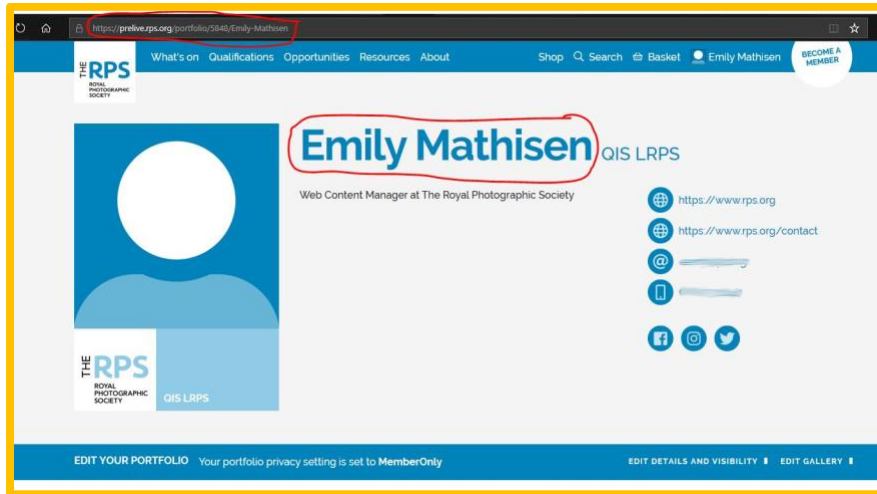
Set display name

This changes your portfolio URL and how your name is displayed to RPS website users. Please write this as you would like it viewed e.g. Jan Smith ARPS - it will create the link correctly for you. Make sure there are no spaces at the end as they will appear as hyphens.
Example: rps.org/portfolio/1234/jan-smith-arps

Emily Mathisen

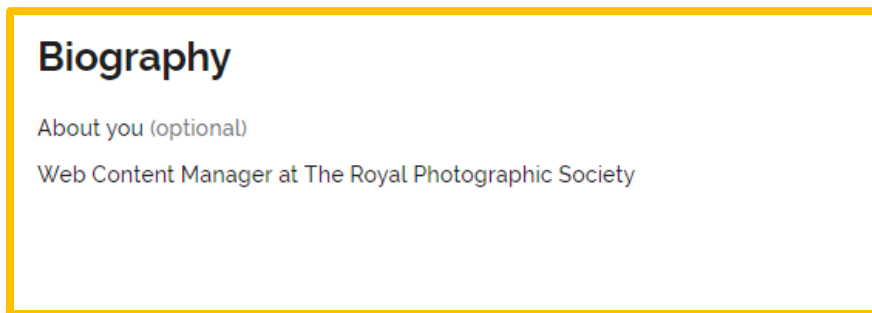
⚠ Changing your display name also changes the URL used to view your portfolio. You will no longer be able to use the prior URL and must update anywhere you have it listed.

To other people, this will appear on your portfolio page, and in the url that links to your page as shown in the example below:



Biography

4) You can add some personal details about yourself as shown below:



To other people, this information will appear below you name as shown below:



Contact information

5) You can edit your contact information as shown below:

Contact Information

Email (optional)

Phone number (optional)
Include any international dialing codes

Web address (optional)

Second web address (optional)

Social media

Facebook URL (optional)
This is the full URL of your Facebook profile or page. Example:
<https://www.facebook.com/royalphotographicsociety>

Instagram Username (optional)
This is the full URL of your Instagram profile. Example:
<https://www.instagram.com/royalphotographicsociety>

Twitter username (optional)
This is the full URL of your Twitter profile. Example: https://twitter.com/The_RPS

It is important that you put http:// or https:// or the links will not work when copying them from the internet.

This appears to other people like this:

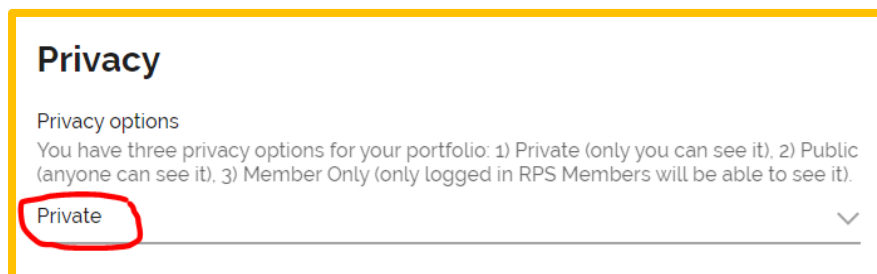
Emily Mathisen QIS LRPS
Web Content Manager at The Royal Photographic Society

<https://www.rps.org>
<https://www.rps.org/contact>

[Facebook](#) [Instagram](#) [Twitter](#)

Privacy

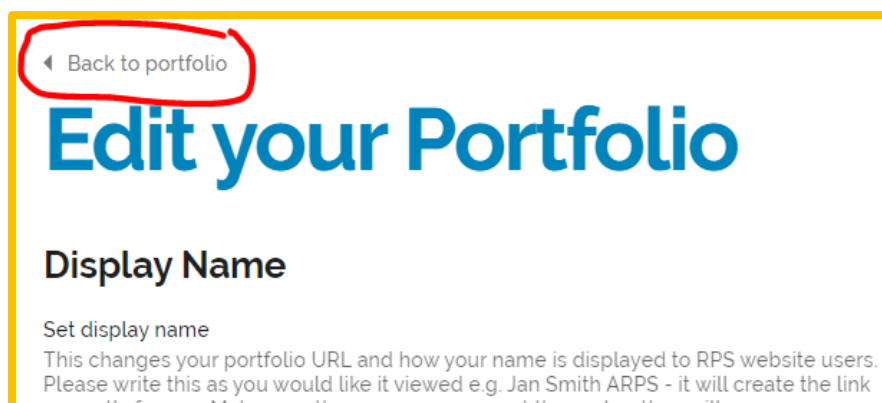
6) You can make your page *private*, *public* or *member only*.



Saving your edits

7) **When you have finished editing any of the above you need to click, Save.**

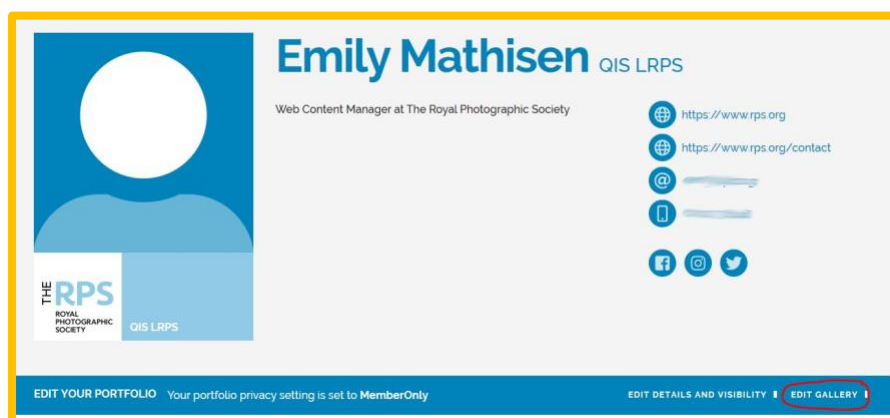
You can go back to your portfolio by clicking the link show below, at the top of the edit page:



Editing your gallery

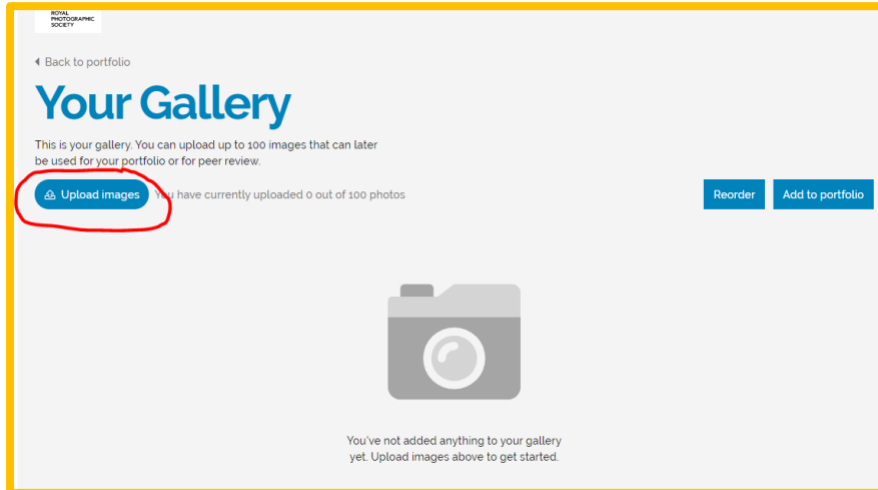
You can create and edit a gallery of images that appear with your personal portfolio page.

8) First click on the Edit Gallery link circled in red below on your portfolio page or click www.rps.org/your-gallery/ when you are logged in:



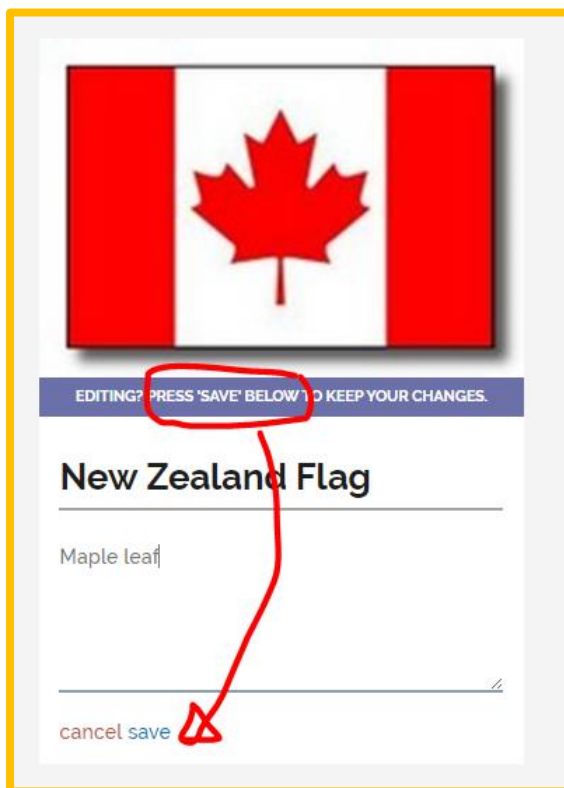
Uploading images

- 9) After clicking the *:"Edit gallery"* link the following page will appear and you need to press 'Upload Images'. **You will have to load less than ten images at a time:**



When you load the images, you will be offered the option to add titles and other information.

- 10) If you choose to add titles/info, you will need to **press save after amending each image.** This will store your changes and give you the option to 'Edit' or 'Delete':

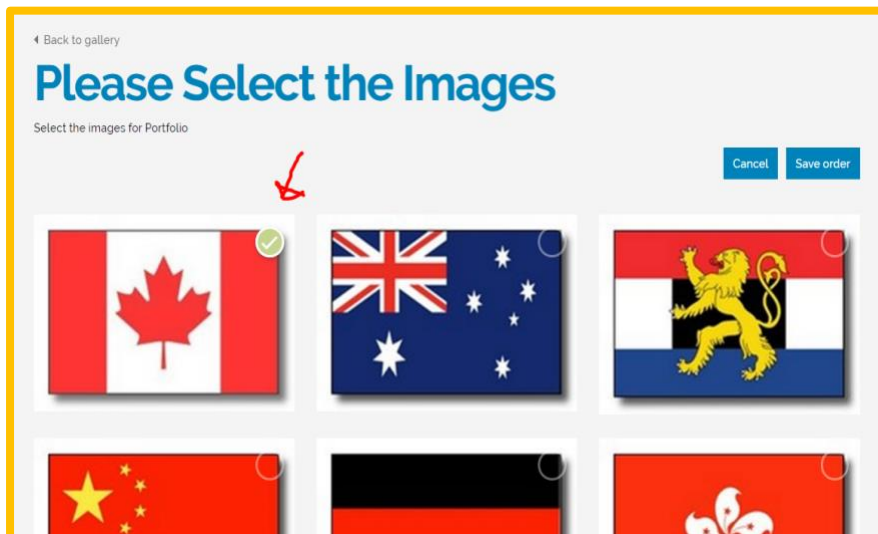


Adding images to your public profile

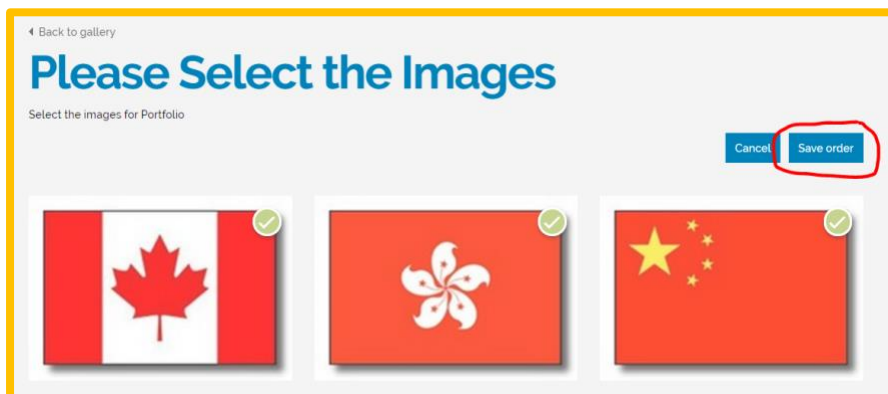
11) Now you have images saved in your gallery, you must choose which to show on your public portfolio by clicking, "Add to portfolio":



12) You can then select your images. When you do a small tick will appear in the top right of the picture:



13) When you are happy with your selections press 'Save Order':



Your images will now show on your profile page like this:

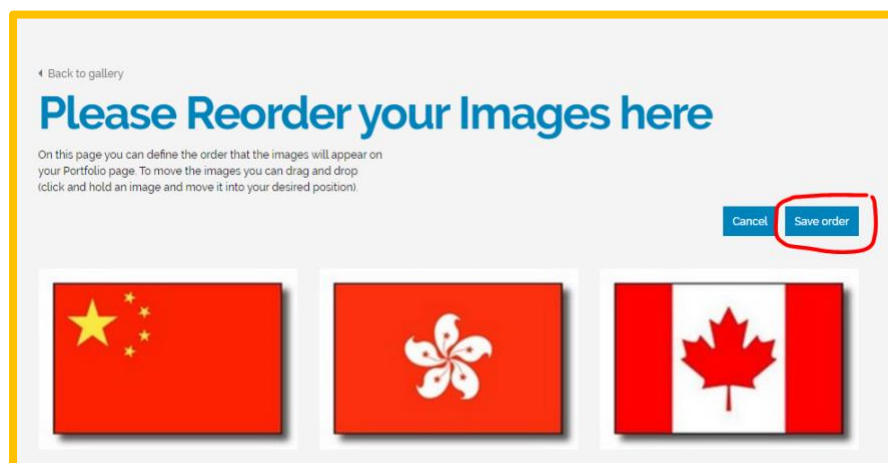


Please note that when you are looking at this page you will see the blue edit bar across the middle of it. If you want to see it without, test it in another browser without logging in with your profile set to 'public' (you can set this back to 'private' straight after if you prefer).

14) If you want to change the order of your images, start by selecting 'Reorder':



15) To change the order of the images, drag and drop them into the desired order (click and hold an image while you move it to your desired position), then press save:

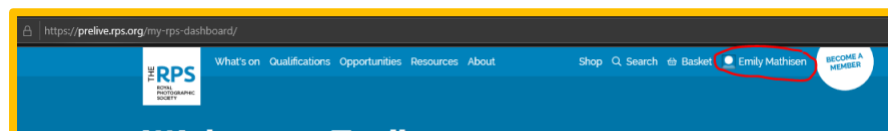


Your new order will now be reflected on your portfolio page.

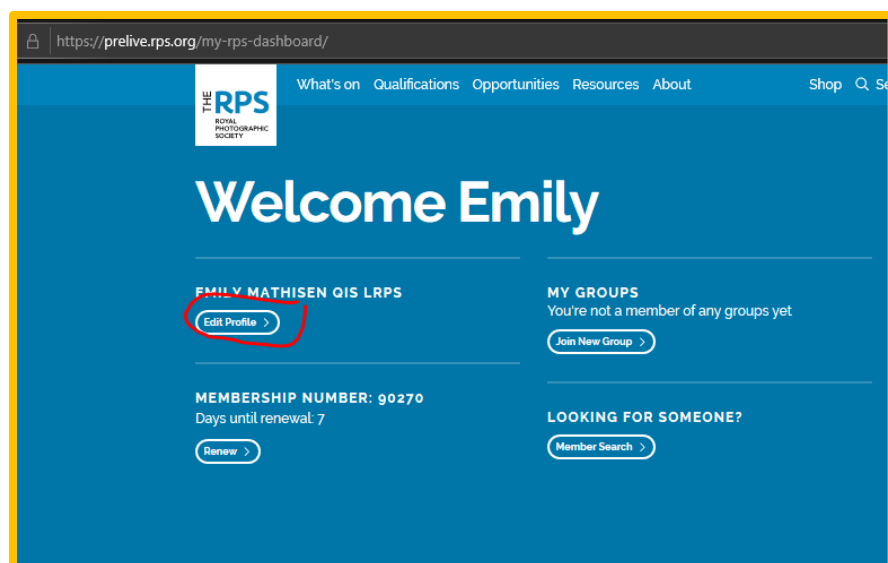
Changing your profile picture

If you edit your profile picture, it will show to other people if you have set this to be public or member only.

16) Go to <https://rps.org/my-rps-dashboard/> or click on your name at the top right of the screen which will give you the My RPS option.:



17) Then click, "Edit profile".



Thus will take you to you *Account settings* page.

18) Click on the picture place holder to upload an image:

Account settings

Personal details

Title
Ms

First Name
Emily

Surname
Mathisen

CHANGE EMAIL
CHANGE PASSWORD

You must upload a square image (1:1 ratio).

19) Click "Save" at the bottom of the page.

This will now appear on the top bar of the website when you are logged in, and on your profile:

