

RPS Web Editor Guide

v.4

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Welcome

Thank you for taking on the invaluable role of Web Editor and welcome to the team!

If you haven't already done so, you should register as a volunteer with our Volunteer Manager, Kate, at RPS House to ensure that we/you have everything in place to enable you to move forward in your new role. Kate will arrange for you to be set-up with the appropriate login which will allow you to begin working on the website.

Please read through this guide and see how you get on – experimentation is a fantastic way to learn. You may also like to join one of the training sessions in which you will be walked through administering the website (these are generally organised when we have a few people who would like to attend).

If, after your training and reading the guide, you feel you would like help from a mentor please do let us know and we will try and put you in touch with someone. You can, of course, also ask us questions whenever you need to.

We hold regular web meetings as an opportunity for Web Editors to come together and share ideas on their content and it would be great if you could join. Dates for these meetings are sent out by email to your official address. You will find the contacts you need for your work on the website below.

Your contacts

Volunteer area (<https://rps.org/volunteer-area>) and **joining/leaving a volunteer role** – kate@rps.org

Events (to be made live and issues with), **problems with your account** and **official email addresses** – alan@rps.org

Everything else website related – webadmin@rps.org

Branding and social media queries – rebecca@rps.org

Logging in

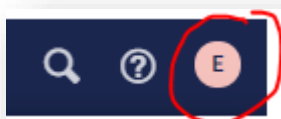
The software used to edit the website is called Umbraco which you can access via any web browser. However, we recommend avoiding Internet Explorer as older versions are not supported and you may get funny formatting.

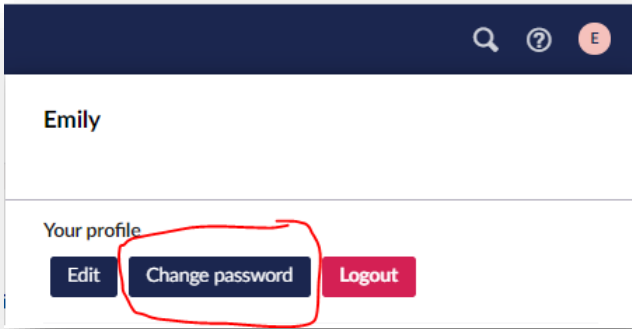
To login to the website please follow this link: <http://cms.rps.org/umbraco/>. If you have lost or forgotten your login details, or have problems with your account, please contact alan@rps.org.

Changing your password

You will be given a password when you commence your role, but you can change this whenever you like.

When logged into Umbraco, click your initials in the top right corner of the screen:





Then click 'Change Password':

Input your old password (the one you have been given by RPS House), your new password and then confirm the new password. Click 'Change password' to save:

Change password

Old password *

New password *

Confirm new password *

Back Change password

Data Protection:

All data must be kept securely on your computer and must not be shared. Please see the GDPR Guidance for Volunteers document for more information. This document can be found in: <http://www.rps.org/volunteer-area/volunteer-documents> when you are logged into the website.

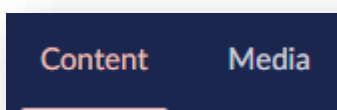
Content and Media

Umbraco is divided into 'Content' and 'Media'.

'Content' is where all your pages and cards will be stored. This is also where you will do all your editing.

'Media' is a library of folders that will house all your images and documents (PDF, Word etc.).

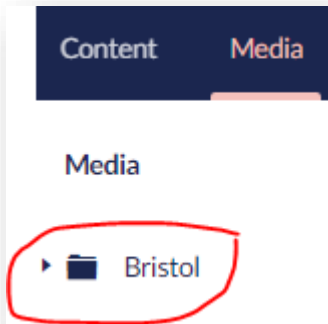
These can be accessed at the top left of the screen:



Media

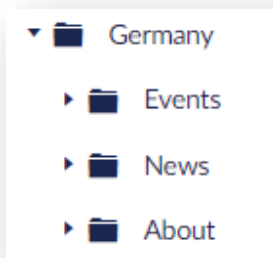
We recommend loading pictures and documents into your media library before starting any editing work.

When you click on the 'Media' tab you should see a black folder for your Chapter, Group or Region (CGR):

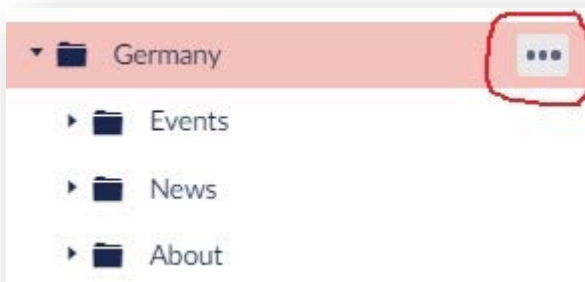


Adding folders

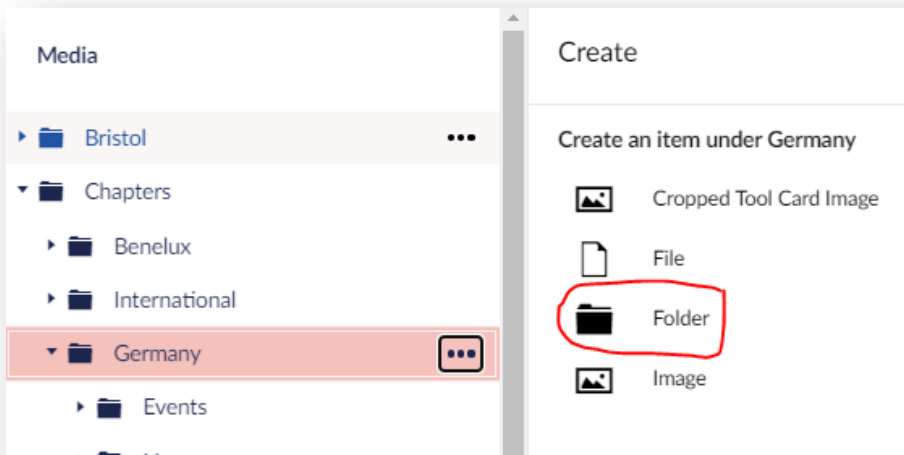
If you find this folder is empty, we recommend first adding News, Events and About folders:



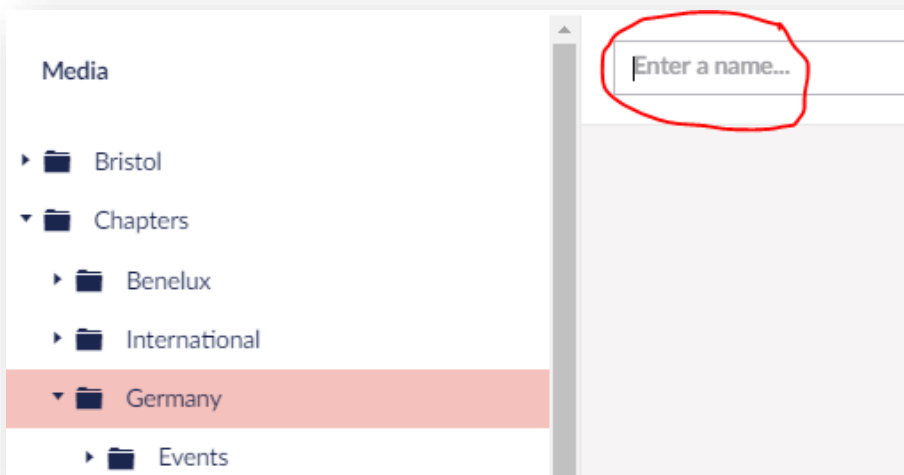
To do this, click on your CGR name so that it turns pink and then click on the three dots on the right:



This will open some options, choose the 'Folder' option:

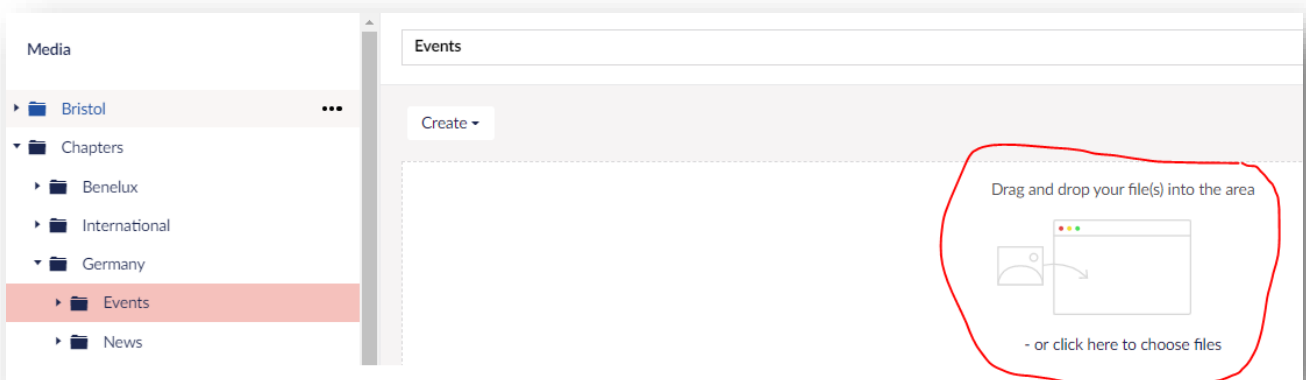


You will then be prompted to name your folder (keep it short) and 'save' (button bottom right of screen):



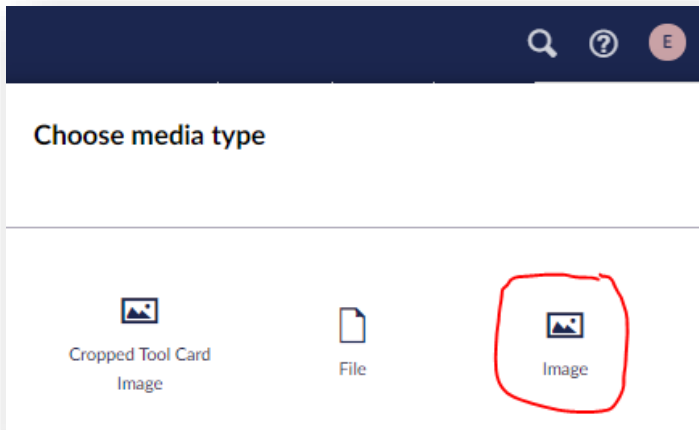
Adding images to folders

Once you have created your folder, you are ready to add images or documents to it. To do this click on your folder so it turns pink and the following screen will come up:



You can drag and drop to the area circled red or click to choose a file – this will provide you with the usual search facility you will be accustomed to when browsing for files on your computer.

Once you have selected your image, the following options will appear – choose the image option. Once it has loaded press 'Save' at the bottom right of the screen:



Important information about images

- 1) **As a photographic organisation, whose purpose is to promote photography, please only use photographic images and not digital graphics, text, cartoons, picture collages, your own branding or logos in any of the picture boxes.** The only branding on the website should be standard RPS branding – if you require copies of any of our branding (for Distinctions days for example), please contact Kate.
- 2) You must have permission from the photographer/picture library for all images that you use on the site.

Image types

You can load jpegs, gifs, or png files. Do not load TIFF or Raw format images.

Image sizes

Always check images sizes before loading them to the website following these size guidelines (never load images that haven't been sized correctly or are straight out of the camera). Pictures larger or smaller than these recommended sizes will impact the user experience of your website negatively - pages will load more slowly and/or appear fuzzy:

Header/hero images – 2000px wide (72ppi)

Triple and double card images (more information on these in the 'Cards' section) – maximum 1000px wide (72ppi)

Single card images (more information on these in the 'Cards' section) – maximum 600px wide (72ppi)

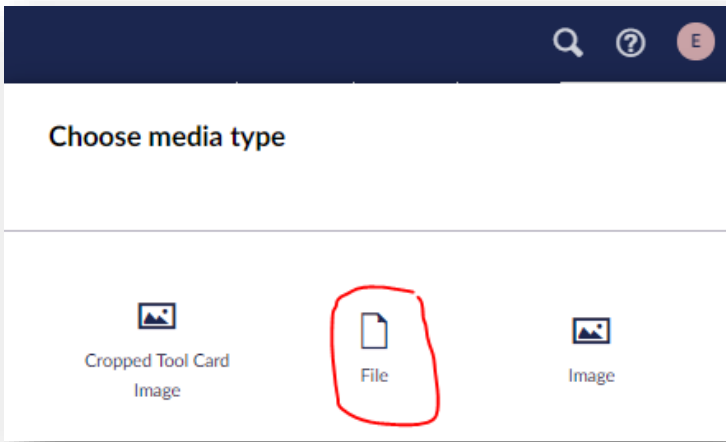
Full width images (on news items etc) – maximum 1400px wide (72ppi)

Journal card – maximum 500px high (72ppi)

Tool card – maximum 500px wide and high. These are square images (72ppi)

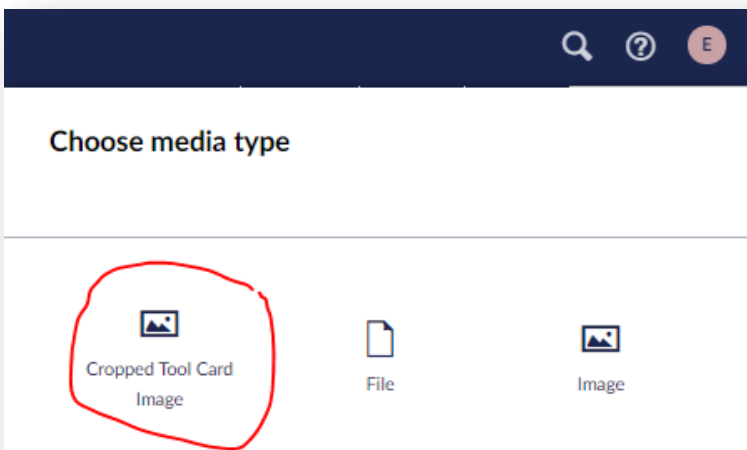
Adding files (PDF, Word documents etc) to folders

It is the same process to add a file to the media library as an image. The only difference is that, when you have found your item, you select 'File' instead to upload it. **Please do not try to load any files over 10mb in size:**



Adding 'Cropped Tool Card' images

These are square images that are used on fifth/tool cards (see the Cards section). You must ensure that images are square format before loading them to the Media library:



Adding copyright information to images

Please do this on every image you load to the site. First click on your image and you will see it is circled in pink. Then click on the image title (in this folder all images are titled with the photographer's name for ease of use):

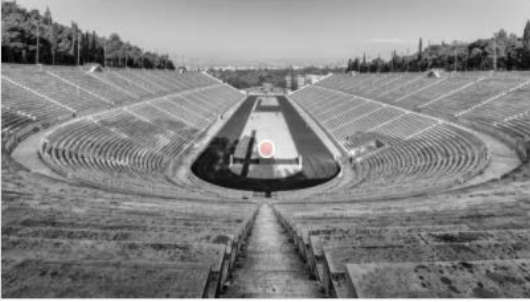


This will then bring up a page where you can add the copyright information. Most of the information will already be filled in but you should fill in the **'Alt Text'** which is used for search engines and accessibility (please add some short descriptive text here as it will be read out loud by software for those with impaired eyesight) and the **'Credit'**. You do not need to add anything other than the photographer's name as the word **'Credit'** will be overlaid on the page:

Charana Jayasuriya

Image

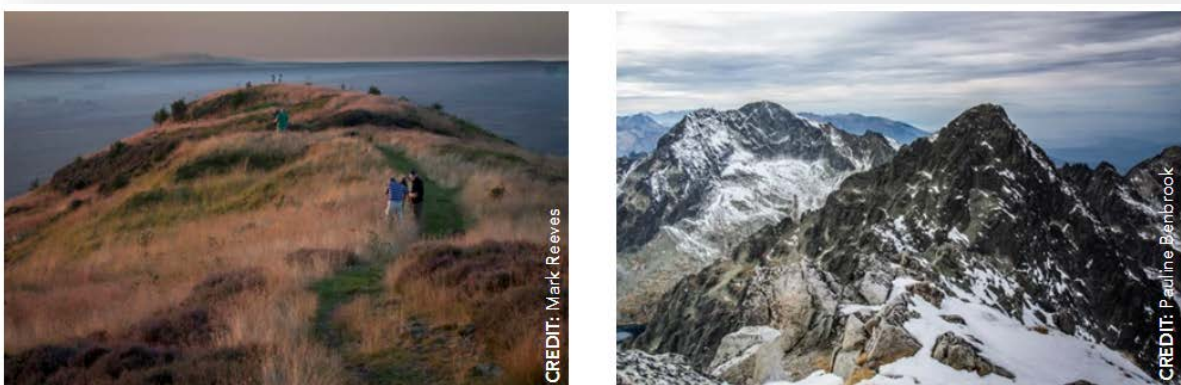
Upload image *



✖ Remove file(s)

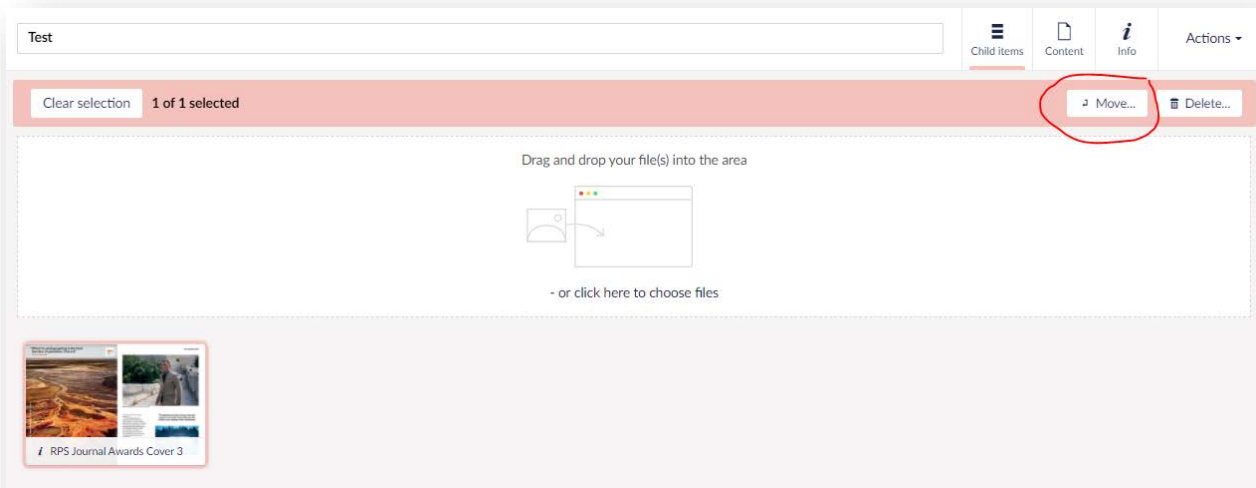
Width	1984
<small>in pixels</small>	
Height	1125
<small>in pixels</small>	
Size	1235512
<small>in bytes</small>	
Type	jpg
Alt text	A race track by Charana Jayasuriya
<small>Description of image used for SEO an accessibility purpose. Defaults to image name.</small>	
Credits	Charana Jayasuriya

Here is an example of what happens on the page when you fill in the 'Credits' field:



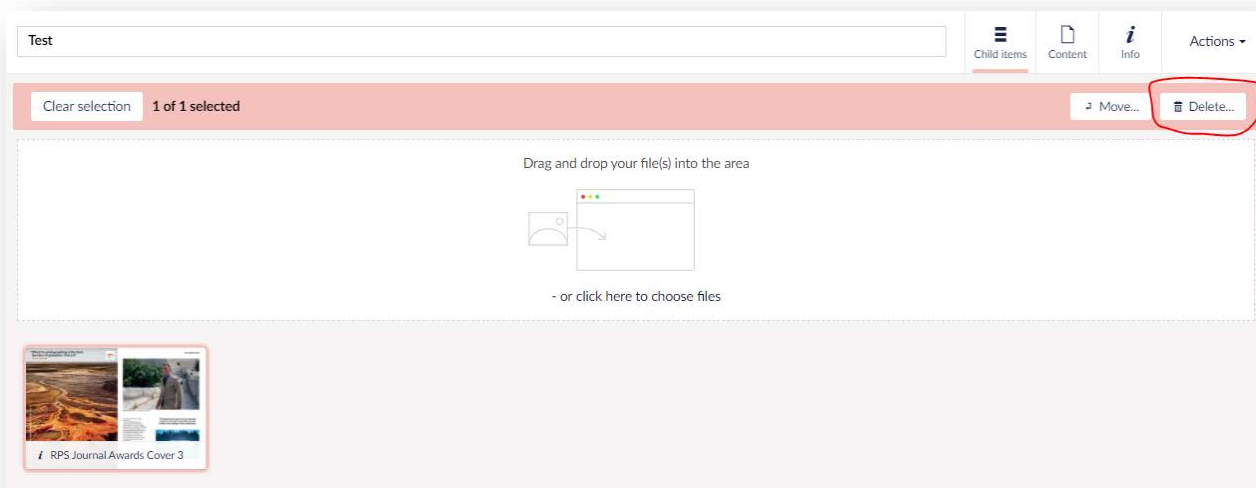
Moving images and files to other folders

To move an image into another folder, click the image so a pink border forms around it and then press 'Move' at the top right of the screen. This will then allow you to search for the folder you would like to move it into:



Deleting images or files

To delete an image or file, click it so a pink border appears and then select 'Delete' at the top right of the screen:



Cards

Cards are the building blocks for many of our pages. Think of them as elements like Lego pieces or Tetris of different shapes and sizes that mosaic together on a page to make a whole. For example, on the next page is a successful Distinctions panel. Each of the images you can see is a separate 'card' and the website has laid them out in such a way as to take up the least amount of space and with the minimum amount of white space showing.

Pages are generally broken up into columns of three and you can choose elements (called 'Cards') that just span one column, span two columns or even three columns.

All the cards will be explained next but to also see them in action on the website follow this link:

<https://rps.org/landing-test-page/>

Nick Brown LRPS

Print Submission

LRPS
Hanging Pin




1 2 3 4 5 6 7 8 9 10 11 12

Download: 1000x667px
Download: 1000x667px



The layout below has been created with colour harmony in mind. Colours have been chosen to mirror each other and are of similar tonal value. We will cover how this is achieved in the section for 'Promo cards':




2020 recipients announced

We are delighted to announce the 2020 recipients of the Royal Photographic Society Awards, celebrating excellence and innovation in photography.

Now in its 143rd year, the eighteen categories recognise those individuals who have made outstanding contributions in their fields which cover art, science, education, nature, film and publishing.

[Read more >](#)



2020 Press Release


The Royal Photographic Society is delighted to announce the 2020 recipients of its internationally renowned Awards.


Sally Mann, Steve McCurry, Edward Burtynsky, Chosh Hill, Pauline Seo, Lisa Smithey, Ellen van Unstoth and Professor Deborah Wills, as well as eminent scientists, artists, publishers and writers, are amongst the luminaries of the photographic world who are being honoured this year.

Picture copyright: Richard Mason 'Pool at Ulay's Palace' (from the Beach series)

[Read more >](#)

The Royal Photographic Society Awards 2020



Watch on  [YouTube](#)


Watch

Click the play icon on the film to the left to see images by the award recipients.

Video by [Cin Jermolova at iStockphoto](#)

The RPS is proud to be supporting a transition course developed by [iStockphoto](#), a leading British-based arts educational provider.

[20 Years Documentary Photography and Print](#), beginning September 2021, is a three-year course centred around the development of technical, creative and professional skills in the fields of publishing and documentary photography. [To learn more and apply click here.](#)



Journal Awards issue

Learn about the outstanding work of our 2020 award recipients in this special free edition of the RPS Journal. Featuring an exclusive interview with Steve McCurry, the technical masterphotography of Dr Iyer Srinivasan, a celebration of RPS members' achievements, and more.

If you enjoy reading this issue of the Journal, learn more about RPS membership [here](#).

RPS Journal cover image by Edward Burtynsky from RPS and part of a feature on Lisa Smithey in *The Times to Go*, an RPS Production and Metro-Goldwyn-Mayer Studios Film. Credits: Nicola Davis

[Read here >](#)


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RPS Journal cover image by Edward Burtynsky from RPS and part of a feature on Lisa Smithey in *The Times to Go*, an RPS Production and Metro-Goldwyn-Mayer Studios Film. Credits: Nicola Davis

[Read here >](#)



Events

In this ongoing series of 'in conversations', hear from leading individuals talk about how they use photography as artists, scientists, educators, publishers and writers.

All our speakers are recent RPS Award recipients who have been recognized for their contribution to the medium. They are discussing their work with those who know them and their work.

All events are online and are free but booking is essential.

[Browse and book >](#)

Events

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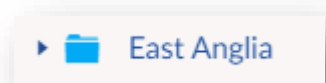
[Browse and book >](#)

Here is an example with a mixture of different types of 'cards'. It looks neat, tidy, busy and interesting:

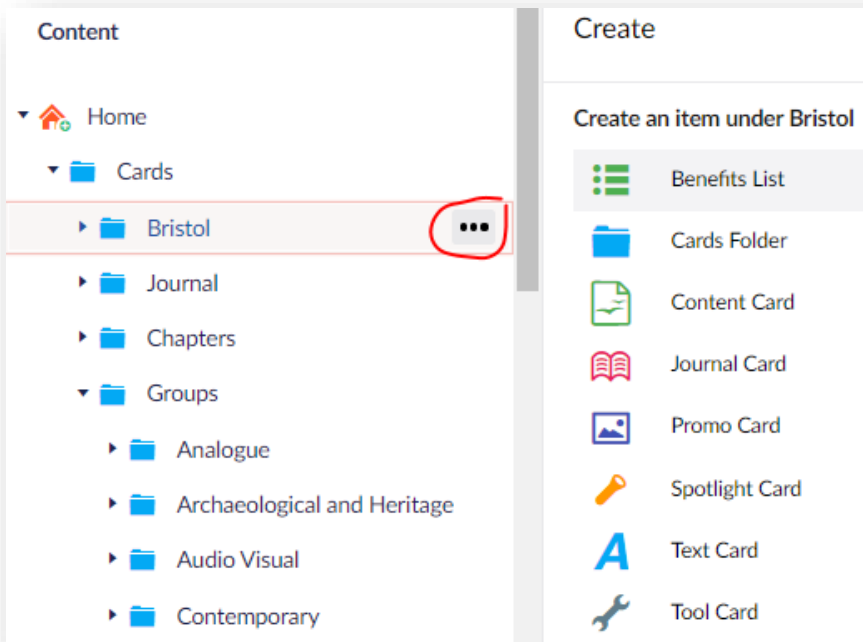


Creating cards

There are several types of 'cards' you can use to make up a page. Go to the main 'Content' tab and then find your blue folder – it should be named as your Chapter, Group or Region e.g. Western. **It is important to note that you cannot preview cards – you can only preview pages – so you would need to put a card onto a page to view it.**



Click on the folder so the line goes pink and then press on the three dots and it will give you a list of card options:

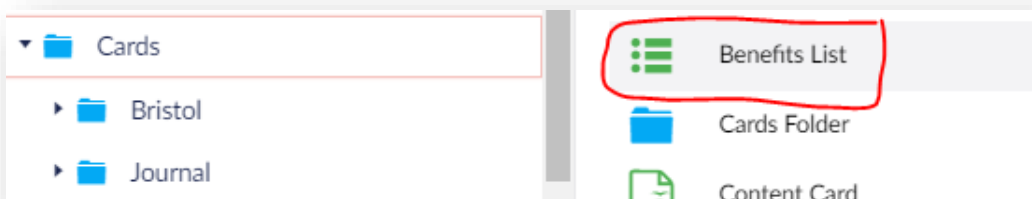


Benefits List card

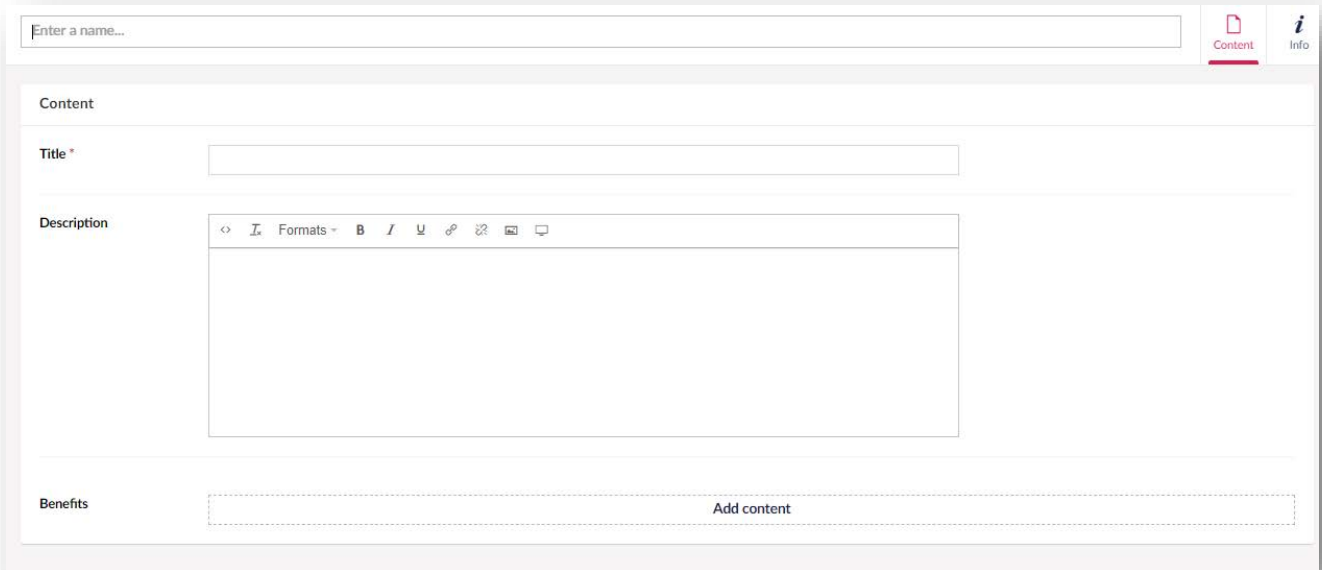
These cards are used to list the benefits of being a member of something such as the RPS or your CGR. These cards always go across the width of the page:



To create one, click on this Benefits list item:



And it will bring up this screen:



'Enter a name' and **'Title'** are mandatory and should be the same (so 'Member Benefits' for example).

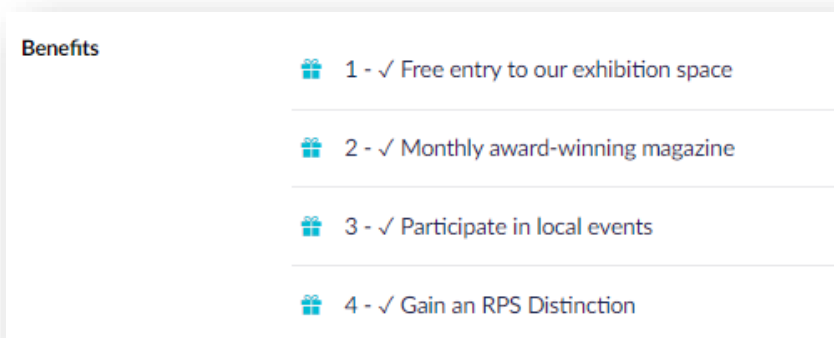
'Description' could be some supporting text, an image or a film to use as an additional sales tool.

'Benefits' – this is where you list your benefits. You don't need to worry about layout or numbering as the website will do this. Click 'Add Content' and the following will appear. Keep clicking 'Add Content' to add more benefits:



Within each benefit box **'Title'** is what will appear on the page. You can also add a **'Description'**.

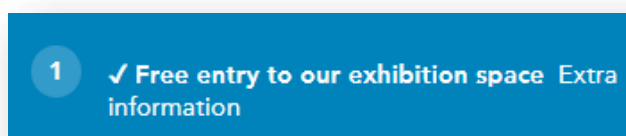
Here are some from our example on the previous page. You can drag and drop these into your preferred order. The gift symbol is simply so you can identify each individual benefit:

- 
- 1 - ✓ Free entry to our exhibition space
 - 2 - ✓ Monthly award-winning magazine
 - 3 - ✓ Participate in local events
 - 4 - ✓ Gain an RPS Distinction

Here is benefit 1 with the 'Title' and 'Description' fields filled out:

🎁 1 - ✓ Free entry to our exhibition space	
Title	✓ Free entry to our exhibition space
Description	Extra information

And how it would look on the page:

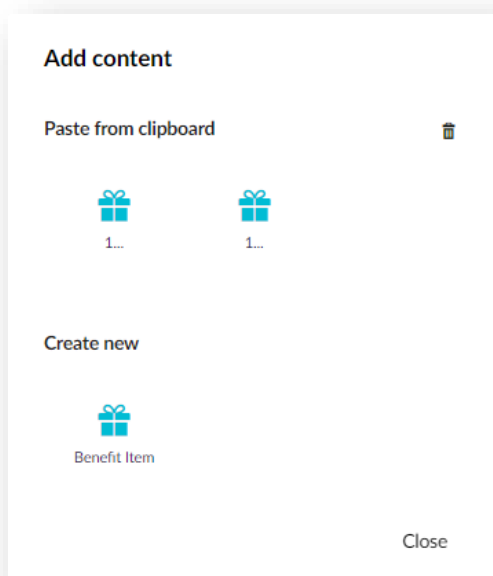


This looks a bit messy so we would recommend only using the Title field.

You can copy a benefit by clicking the circled icon (perhaps if you had several similar benefits such as 'Group magazine. Edition: Summer', 'Group magazine. Edition: Landscape' etc. so you only needed to change one word):



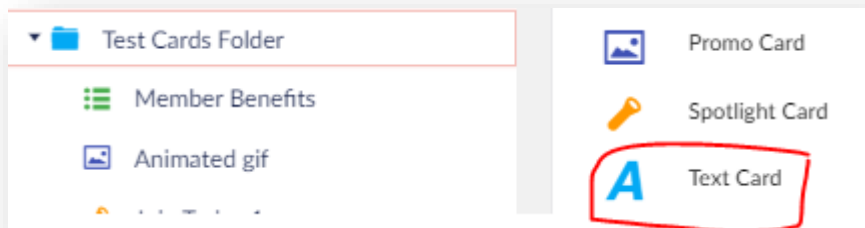
Which will give you the option to use these duplicates when you 'Add content'



Once you have created your card, press 'Save and publish' at the bottom right of the screen.

Text card

These cards are really useful and can be used for a whole range of things. To create one click on the three dots and select the Text card option:



When you create a 'Text card' the following screen will come up:

A screenshot of the 'Text Card' configuration screen. At the top is an input field labeled 'Enter a name...'. Below it is a 'Content' section. Under 'Size', there are three radio button options: 'Single', 'Double', and 'Triple'. Below the size options is a 'Description' section containing a rich text editor with a toolbar featuring icons for bold, italic, underline, link, unlink, and image.

You first need to give your text card a name in the 'Enter a name' section so that you can easily find it. Once you have done this you need to choose the width of the card – Single, Double or Triple. Mostly pages are broken up into three so a 'Single' would only go a third of the way across the page, a 'Double' would go two-thirds across the page and a 'Triple' would be the width of the page. Here is an example of that spacing:

Single Text Card - Lorem ipsum is placeholder text commonly used in the graphic, print, and publishing industries for previewing layouts and visual mockups. Lorem ipsum is placeholder text commonly used in the graphic, print, and publishing industries for previewing layouts and visual mockups.

Double Text Card - Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Triple Text Card - Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Here is an example on a live page with a triple used under the Summary and three singles used under Taking Part:

Summary

We aim to support our members in developing their skills in creating landscape imagery, whether this is with a traditional or a more contemporary approach. To this end we offer the following benefits:

- Professionally led workshops on a variety of topics
- Member led field trips to locations across the UK
- A regular eNewsletter
- A print magazine every 8 months
- Print and eCritique circles
- Processing circles
- A members only Facebook page
- An Instagram feed
- A biennial AGM and conference weekend featuring speakers, workshops and sharing work
- A biennial AGM and speakers day, in alternate years to the AGM and conference weekend above

Taking Part

Print Circles

Physical prints are circulated for constructive critique amongst the print circle members. The optimal number of members in each circle is 8 - 10 people. 2 or 3 pouches are circulated concurrently, each person being asked to try and turn the pouch around in 2 weeks (maximum 3 weeks). Currently the average time for the pouch to complete a round is circa 6 months though the circles are working to reduce this time. One of the print circles has a fun scoring system in place where members are asked to pick their 3 favourite images.

Our print circles are managed by David Fiddes, Doug Lodge and Diane Wynn.

eCritique Circles

Digital images are circulated amongst the eCritique circle members each month. The optimal number of members in each circle is about 10 as not everyone is able to submit and critique each month. One of the circles uses WeTransfer to circulate images and comments, the other uses Dropbox. One eCritique circle developed naturally into a wider discussion group with emails circulating amongst the members regarding equipment and seeking advice.

Our eCritique circles are managed by David Travis and Martyn Bennett.

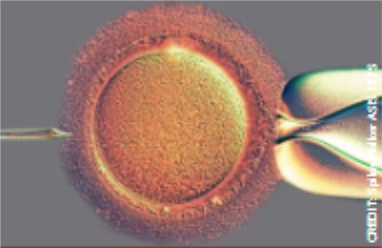
Processing Circles

Unprocessed images are circulated amongst the processing circle members using WeTransfer. Each month one member of the group is asked to share an unprocessed image with the circle. The members of the group process the image as if it were their own, make notes of the reasons for their edits and how they made them and share their edited images and notes with the other members of the circle.

Our processing circles are managed by Irene Stupples and Jim Stupples.

If you have questions about any of the circles, or would like to join, please contact [David Travis](#)

Here is another example with a single text card used on the right to fill a gap:




CREDIT: JEFF ALLEN/ARND BRONKHORST

Imaging Scientist Qualification

RPS Imaging Scientist vocational qualifications are open for application from those who have professional careers within the fields of engineering, science and technology.

[Learn more >](#)



CREDIT: Dr Michael Fratched RPS

Creative Industries Qualification

RPS Creative Industries qualifications are suitable for those working in the media including picture editors, art directors, curators, and designers as well as those within elements of education.

[Learn more >](#)

These qualifications are designed to enhance career prospects and acknowledge achievements by recognizing professional competence.

Imaging Scientist levels:
Stage 1: (QIS & LRPS) Qualified Imaging Scientist
Stage 2: (GIS & ARPS) Graduate Imaging Scientist
Stage 3: (AIS & ARPS) Accredited Imaging Scientist
Stage 4: (ASIS & FRPS) Accredited Senior Imaging Scientist.

Creative Industries levels:
Stage 1: (QICI & LRPS) Qualified in Imaging in the Creative Industries & Licentiate: for those with academic qualifications below degree level.
Stage 2: (GICI & ARPS) Graduate in Imaging in the Creative Industries & Associate: for those with a first degree.
Stage 3: (AICI & ARPS) Accredited in Imaging in the Creative Industries & Associate: for those with postgraduate experience in the creative industries.
Stage 4: (ASICI & FRPS) Accredited Senior in Imaging in the Creative Industries & Fellow: the senior professional qualification.

Text cards can be styled to look attractive – here are two examples next to another type of card (spotlight) to show you how they can be used:

Contents

Portfolio Group
Find out more about our friendly peer review forum for Creative Eye members.

Members' Exhibition 2021
Entry form available [here](#).

Members' Exhibition 2020
Results, venues and further information.

Members' Websites
Explore some of our members' websites

Documents and Downloads
Reports, minutes, entry forms, tickets [here](#)

Committee & Volunteers
Meet the Group's committee members and volunteers

Events
Exhibitions, photowalks and lectures [here](#)

News
News and updates [here](#)

Documents & Downloads
Reports, minutes, entry forms, tickets [here](#)

Committee
Meet the Creative Eye Group committee members and volunteers

[Meet the team >](#)

Covid-19: For updates regarding the Coronavirus outbreak and its effects on RPS events please visit www.rps.org/covid-19

About the Creative Eye Group

Originally conceived in 1991 the Creative group (as it was known then) was formed to give members more freedom in their photographic visions.

Our aim is to encourage the development of photography as a means of expression and as a vehicle for the author to make a personal photographic statement. The medium can be print or projected image, monochrome or colour, for it is the personal input of the photographer which makes the description of creative appropriate. We think imagination is the key to creative photography and is surely unique to each of us. It is often said that two photographers standing side by side will not see the same picture. The creative photographer will think that bit differently, see that bit differently and consequently end up with a more unusual, interesting or thought provoking interpretation. The creative process can be in-camera or processing in the digital or analogue darkroom.

Join the Creative Eye group [here](#).

Members' Exhibition 2021

The annual Creative Eye Members' Exhibition is now open for entries. This year's exhibition will be projected image only, and you can download an entry form [here](#).

Deadline for entries: Sunday 10th January 2021

And they can include film. Here is an example of a double text card containing a YouTube video on the left which will play when clicked and a single explanatory text card on the right:

Watch

Click the play icon on the film to the left to see images by the award recipients.

Video by *Lin Jermakova* at *boomsatsuma*

The RPS is proud to be supporting a brand-new course developed by boomsatsuma, a leading Bristol-based arts educational provider.

BA (Hons) Documentary Photography and Print, beginning September 2021, is a three-year course centred around the development of technical, creative and professional skills in the fields of publishing and documentary photography. To learn more and apply [click here](#).

'Description' box – a guide to the icons:



This button is for editing the HTML code and should probably be avoided unless you are quite technically advanced.



This is a really important button. Whenever you copy and paste text over from a programme such as Word into any of the cards, you should select all the pasted text in the box and then press this button – it will clear any hidden formatting that Word might have applied to your text.

Formats ▾

Ignore this button.

B

To create **bold** text (use sparingly as bold font is like shouting).

I

To create *italic* text – this is good for picture credits and things such as book or film titles.

U

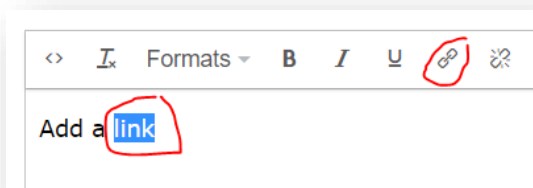
To create underlined text. Please avoid this as it looks like a link and can be confusing to users if it isn't one.



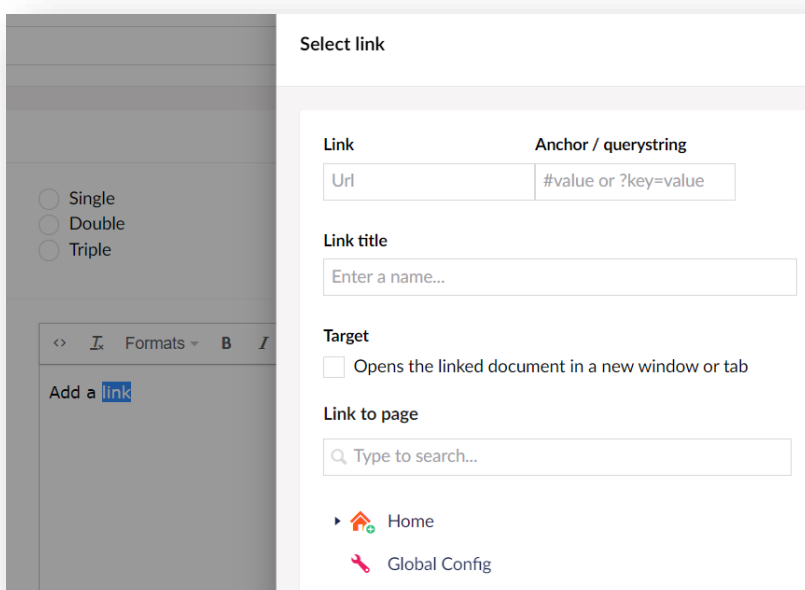
This button is to add a hyperlink to a page.

Text card – adding a link

To add a link do the following. First highlight the word you want to link then press the link button:



Once you have done this the following screen will appear:





There are several ways you can add a link on a text card:

Link

To link to external sites - copy and paste a link into this box. When linking to an external website make sure you tick the option to open the link in a new window. It's better to link to internal items using the method below.

Link to page

- ▶  Home
-  Global Config

Or...

Link to a page on the RPS website. You can either search for it using the page title in the search box or use the little arrow next to Home to navigate to it. You may decide to tick the box to open it in a new window if the link was going to take the user away from your microsite.

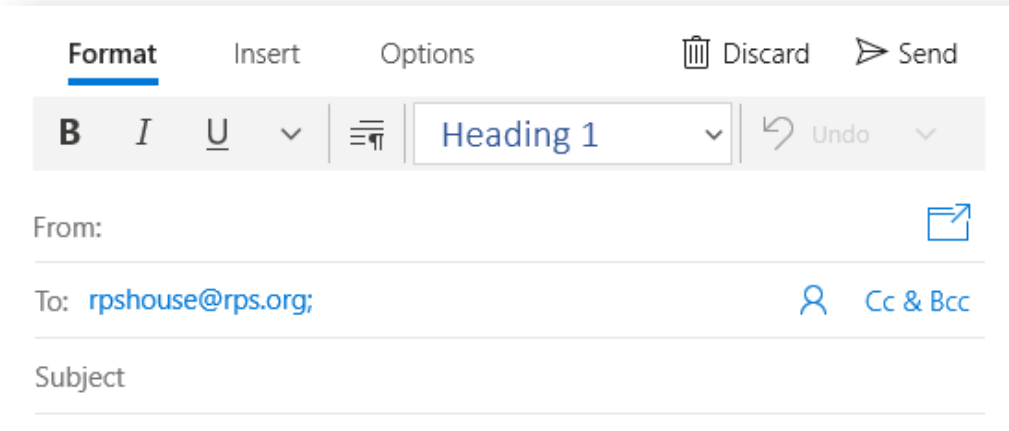
Link to media

Or...

Link to a file (such as a PDF) or image in your media library.

Text card – adding an email

If you add a link to an email address it will open a new email window with the address already filled in. You can link to the email in the text (as described in the 'adding a link' section above) or via a button on a card. This is what will happen when the user clicks the link:



The screenshot shows an email composition interface. At the top, there are tabs for 'Format', 'Insert', and 'Options', along with 'Discard' and 'Send' buttons. The 'Format' tab is active, showing options for bold (B), italic (I), underline (U), and a dropdown menu set to 'Heading 1'. Below the formatting options is the 'From:' field. The 'To:' field contains the email address 'rps@house@rps.org;'. To the right of the 'To:' field are icons for adding recipients and a 'Cc & Bcc' link. The 'Subject:' field is empty.

To achieve this, add your email address to the 'Link' box with 'mailto:' in front of it as in the example below:

Link	Anchor / querystring
mailto:rps.house@rps.org	#value or ?key=value

There is no space after the colon/before the email address e.g.: <mailto:rps.house@rps.org>

To also add a **'Subject'** line when someone clicks on the link (here the subject is 'Hire a space at RPS House'):

Format Insert Options Discard Send

B *I* U ▾ Heading 1 ▾ Undo ▾

From: emily@rps.org

To: rps.house@rps.org; emily@rps.org; | Cc & Bcc

Hire a space at RPS House

Put the following before your text: ?subject=

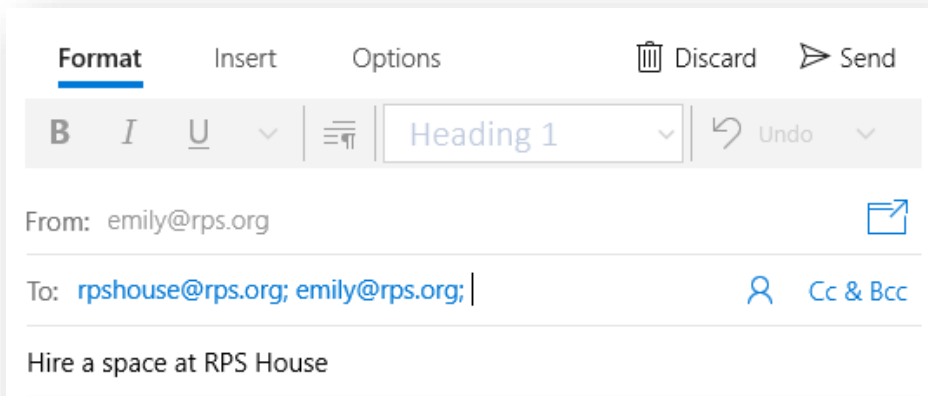
And then paste all of it into the Anchor box:

Link	Anchor / querystring
mailto:rps.house@rps.org	?subject=Hire a space a

So, this is what was pasted in:

?subject=Hire a space at RPS House

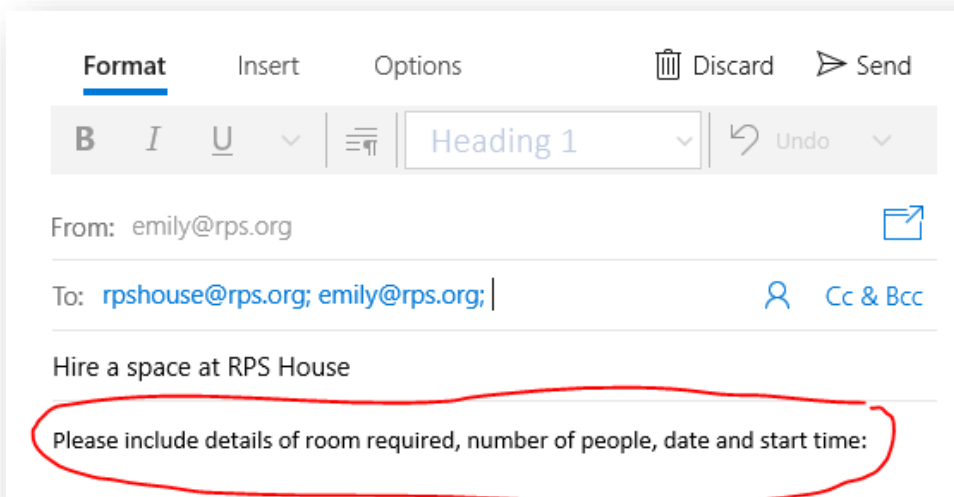
To add a **second email address** into the 'To' field like this:



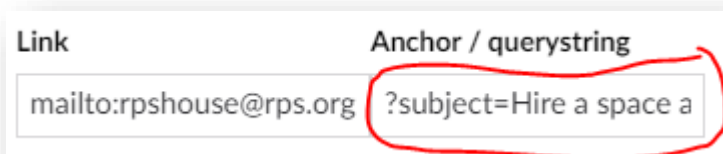
Use a comma to separate the two email addresses.

mailto:rps@house@rps.org,emily@rps.org (separated by a comma)

To add **body copy** to an email like this:



please fill in the Anchor box:



By using adding in this: **&body=**

And then the text you want to include. The information in the anchor box will now read:

?subject=Hire a space at RPS House &body=Please include details of room required, number of people, date and start time:

The red font is simply to indicate how to format the text – you do not need to use red font.



This button will remove a link in the text. Highlight the link and then press this button.



This button will enable you to add an image. It will open a new window in which you can navigate to the image you want by clicking the folder titles in your media library. When you get to your choice of image click on it and then and press 'Submit'.



This button will allow you to add a video (see below for more)

Text card – adding a video

When you click the above button, the following screen will come up.

Embed

Url

Retrieve

The Royal Photographic Soc...
THE RPS AWARDS - 2020 -

Width

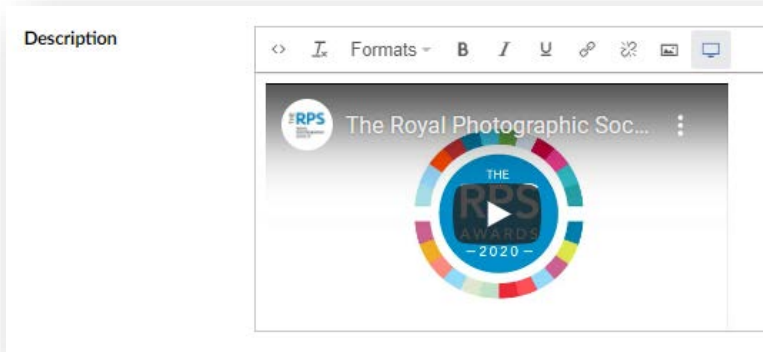
Height

Constrain

Close Submit

We have copied and pasted a YouTube link into the URL box and then pressed 'Retrieve' this will pull in a picture of the video and set the correct sizing. Do not edit the '**Width**', '**Height**' or '**Constrain**' options. Once your video is ready press 'Submit'. Please note, it is important to use the link from the start of the film – if you try creating the link some way through the film it might not work.

This is how it will appear in the 'Description' box:



Use of tables

There is no function for adding/creating tables in the editor. You should also avoid trying to create your own tables as they may not be responsive (grow or shrink correctly depending on the device that is being used – phone, tablet or PC for example - as everything else on the website is designed to do).

Content card

These cards are surprisingly versatile and can be created with or without a button (the bottom two images show cards with buttons):


Historical features



Researching Historical Photographers

A feature by Dr Michael Pritchard FRPS, RPS Director of Education and Public Affairs. "Many people wish to research historical photographers. Perhaps you are tracing your family history, a distant relative was photographer or you are trying to date an old photograph you have."

Newsletters



NEWSLETTERS

2020

This year's eNewsletters

- [Vol. 5, Issue 8 - November 2020](#)
- [Vol. 5, Issue 7 - September 2020](#)
- [Vol. 5, Issue 6 - July 2020](#)
- [Vol. 5, Issue 5 - June 2020](#)
- [Vol. 5, Issue 4 - May 2020](#)
- [Vol. 5, Issue 3 - March 2020](#)
- [Vol. 5, Issue 2 - February 2020](#)
- [Vol. 5, Issue 1 - January 2020](#)




CREDIT: Mark Renwick

ARTICLE

Tips for better abstract landscapes

Frustrated by your attempts at abstract landscapes? Here's a helpful article from Amateur Photographer

[Read](#)



CREDIT: Mark Renwick

ARTICLE

Techniques to Show Detail

An excellent summary of five techniques that some landscape photographers might call "essential". This article comes to us courtesy of the Fstoppers website and makes an interesting read even if you don't spend a lot of time on post production.

[Read](#)

Here is an example of a vibrant news page made using these cards with the most recent card always added to the top left:

THE RPS ROYAL PHOTOGRAPHIC SOCIETY


What's on Qualifications Opportunities Resources Support us About

Shop Search Basket Login

BECOME A MEMBER

President's News

RPS President Simon Hill HonFRPS




CREDIT: Simon Hill HonFRPS

17 MAY 2021

Multigrade

Frank Forster Renwick HonFRPS (1877-1943)

"Ilford Multigrade is a variable contrast black and white printing paper invented by F.F. Renwick HonFRPS, a Past President of the RPS."




CREDIT: Simon Hill HonFRPS

30 APR 2021

Distinctions

Practical competence and achievement

"RPS distinctions are one of the most widely recognised and respected photography qualifications throughout the world."




CREDIT: Simon Hill HonFRPS

19 APR 2021

Helios

"What did the Greeks ever do for us?"

From Monty Python, via the Ancient Greeks and Soviet Russia, to the new RPS Strategy 2021-2026 "Photography for Everyone".




CREDIT: Simon Hill HonFRPS

05 APR 2021

Propaganda

"The greatest propaganda machine in history"

The control of modern government and the propagandist power of social media find a 'connection' to Hitler's Third Reich.




CREDIT: Simon Hill HonFRPS

22 MAR 2021

Kodachrome

"... don't take my Kodachrome away"

"Kodachrome is more than a film, it's a pop culture icon," said Todd Gustavson, curator at the George Eastman museum.



CREDIT: Simon Hill HonFRPS

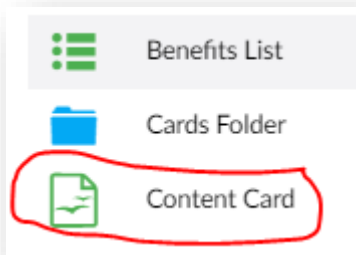
08 MAR 2021

Without Fear

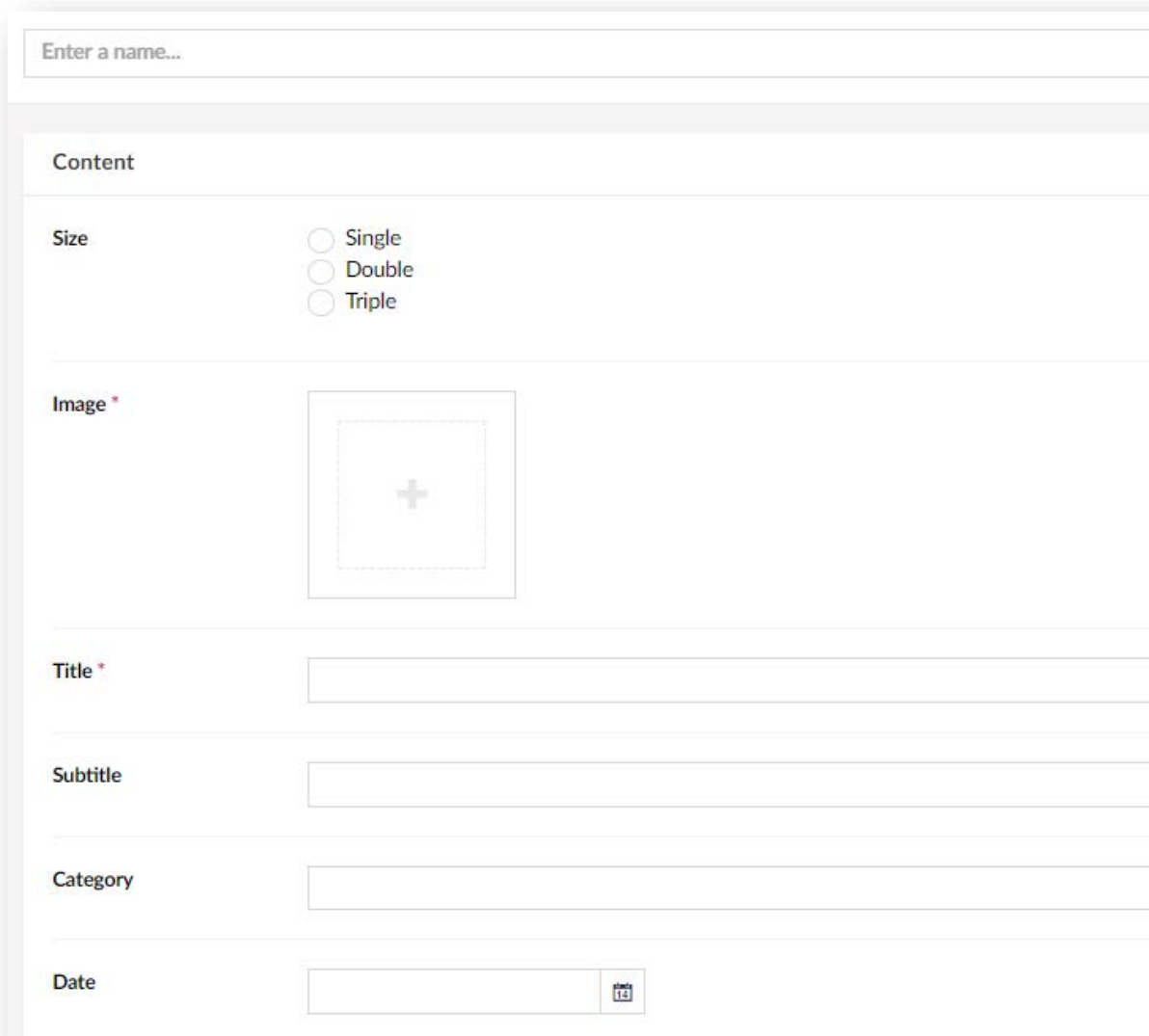
"Ma'am, what are you doing here?"

To coincide with International Women's Day a celebration of the women journalists who covered the Vietnam war.

To create a content card, click on your cards folder so the three little dots appear and choose the following:

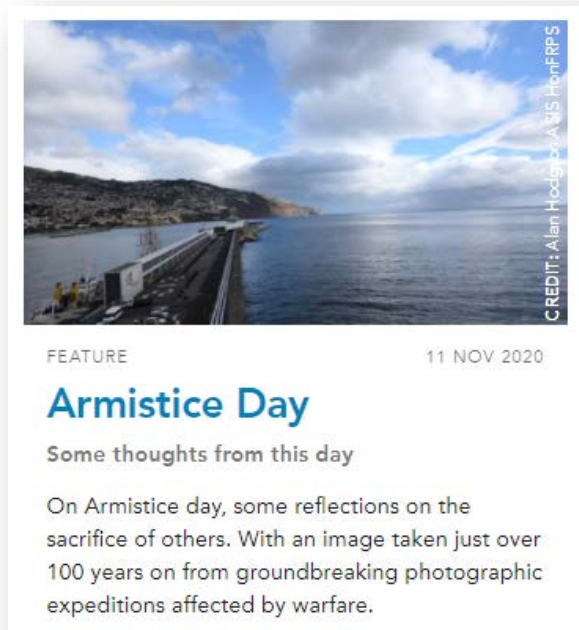


Then start to fill your card details in:

A form for creating a content card. It has a text input field at the top labeled 'Enter a name...'. Below that is a section titled 'Content' with three radio button options for 'Size': 'Single', 'Double', and 'Triple'. There is an 'Image *' field with a dashed box and a plus sign. Below that are text input fields for 'Title *', 'Subtitle', and 'Category'. At the bottom is a 'Date' field with a calendar icon.

'Enter a name' and **'Title'** should be the same (you can just copy and paste from one box into the other). **Never use all capitals for your title as this is like SHOUTING:**

Choose the size for your card (single, double or triple) – the example below is a single.



'Image' this is mandatory. Click on the cross and then navigate to the image you've already loaded. Click on a folder title (not the actual folder) and it will open up to reveal its contents. When you find the image you would like to use, click on it so it goes pink and then press 'select'

'Subtitle' is not mandatory but is nice to have. In this example it is the sentence that starts "Some thoughts..."

'Category' is where it says 'Feature' in the example to the left.

'Date' is the date you would like to show (usually the publishing date).

Here is our example all filled out:


Armistice Day

Content

Size

Single
 Double
 Triple

Image *



Title *

Armistice Day

Subtitle

Some thoughts from this day

Category

Feature




Date

2020-11-11 x 📅

For instructions on filling out the **'Description'** field, see creating a 'Text card'. To add a 'CTA' (Call To Action) or link like the one below that says 'Read' click 'Add' and then following the instructions on links in 'Text card – adding a link'. Finally, you just need to select whether you would like a blue button, as in the example below, or for there to

be no button and the blue title text on the card only to be clickable. Choose one of these options in the 'CTA behaviour' section.

Description

<> I Formats B I U   

CTA

Add

Add up to 1 items

CTA behaviour

If nothing selected uses "Clickable card" option.

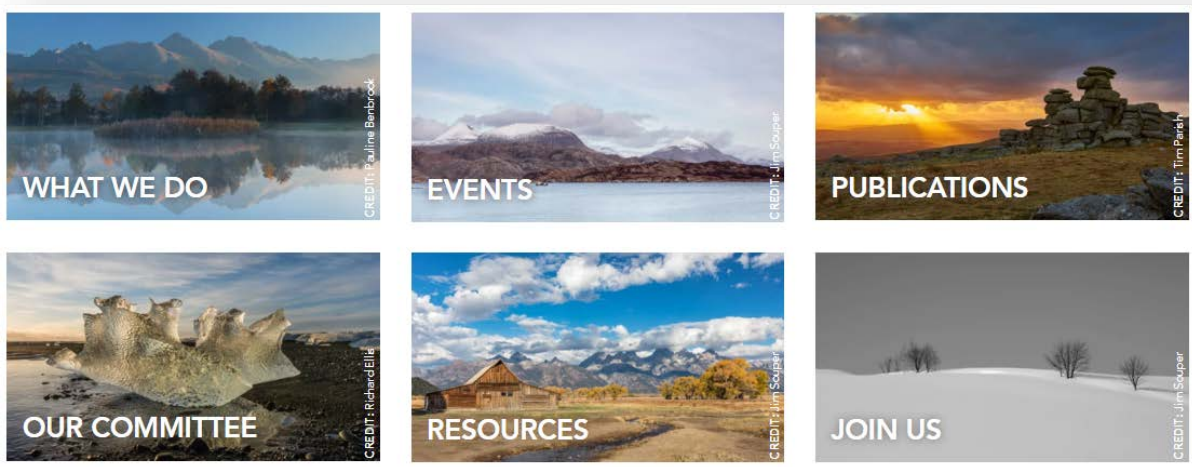
Clickable card

Show button



Promo card

These cards are great if you would like to use an image to help convey a simple message. Here they are used as beautiful buttons to link to other pages:



Please following the instructions for adding a 'Content card' for the size, title etc. The only thing that is slightly different is that 'Title' is not mandatory, so you can leave this out and just have a clickable picture if you want.

To make the card into a link, first establish where you are linking to by clicking the 'Add' function next to 'CTA':

The screenshot shows a configuration panel for a Call to Action (CTA). It is divided into three sections: 'CTA', 'CTA behaviour', and 'Style'.
1. **CTA**: Contains a dashed rectangular input field with the text 'Add' centered inside it. Below the field is the text 'Add up to 1 items'.
2. **CTA behaviour**: Includes the text 'If nothing selected uses "Clickable card" option.' and two radio button options: 'Clickable card' and 'Show button'.
3. **Style**: Includes three radio button options: 'Default', 'Boxed', and 'Centred'.

and then follow the instructions on links in 'Text card – adding a link' (starting from the second image).

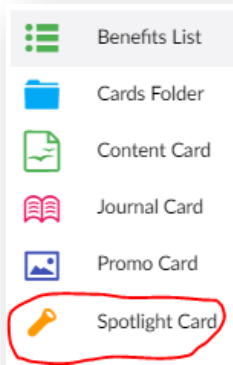
You then need to select whether you want the card to be clickable or to show a button. Here is an example of a button added that says 'Read more':



Finally, you need to select if the 'Title' should be 'Default' (below left), 'Boxed' (middle) or 'Centred' (below right):



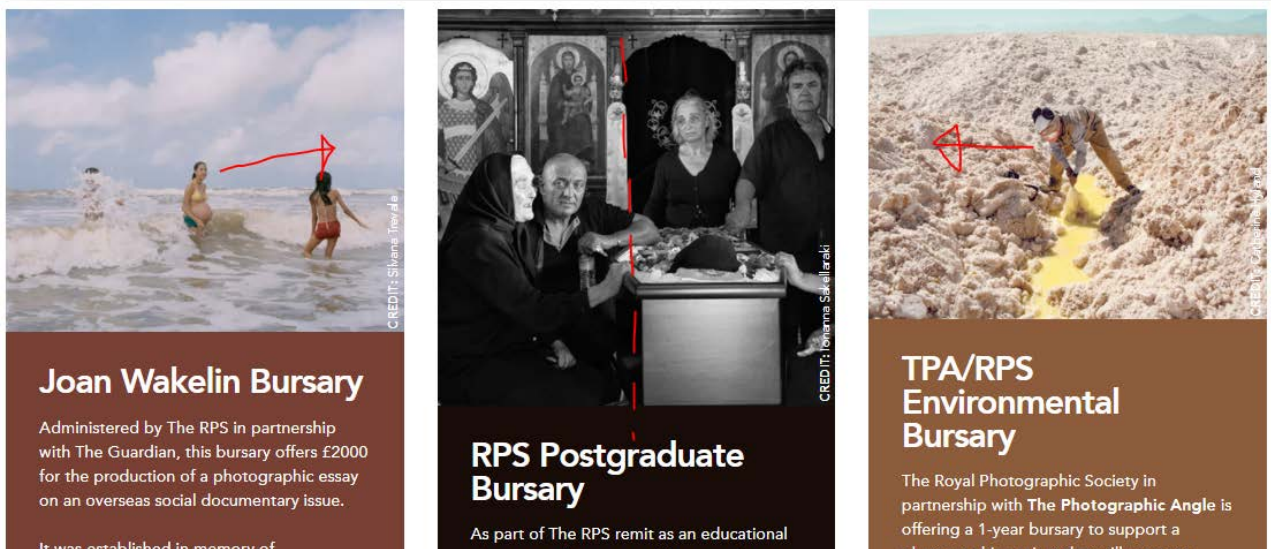
Spotlight card






These cards have a coloured background that draws a dominate colour from an image and uses that as the background for the text (usually a darker colour). The only way to change the colour of a Spotlight card is to change the image. Sometimes it may not be obvious why it has chosen a certain colour but it is often due to a colour cast on the image (where there is a colour tint that is often across the whole image). This may not be very obvious to the naked eye but the algorithm will pick up on it.

There are various design principles it is good to apply to these boxes where possible – none are mandatory, but they are fun to do and can look really effective:

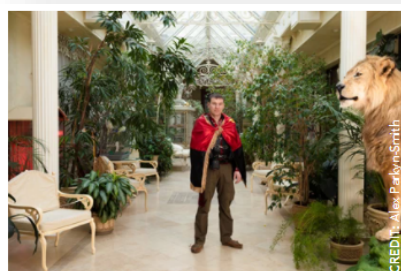
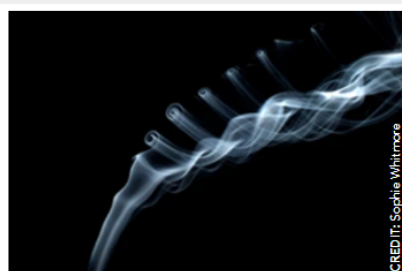
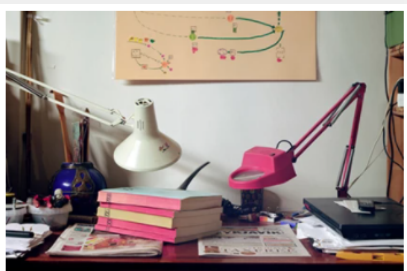
Panelling – In the example below, the two outer images are pointing towards the inner one due to the gaze of central characters, while the middle image has a strong line in the middle of the picture that draws the eye:



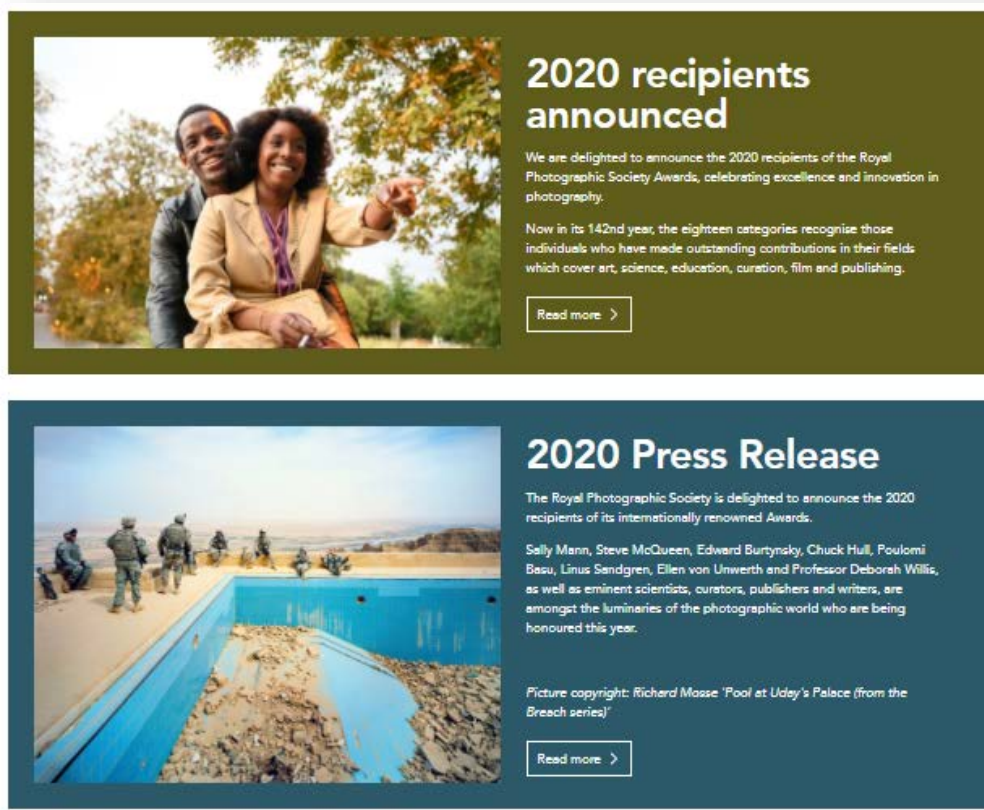
Line up bottom of boxes using carriage returns – the Fellowship box has an arrow to show where an extra carriage return (press the enter key on your keyboard), has been added:

 <p>Licentiate (LRPS)</p> <p>To become a Licentiate of The Society, applicants must show variety in approach and techniques but not necessarily in subject matter. Demanding but achievable for most dedicated photographers.</p> <p>Learn more ></p>	 <p>Associate (ARPS)</p> <p>Requires a body of work/project of a high standard and a written Statement of Intent. Strong technical ability using techniques and photographic practices appropriate to the subject.</p> <p>Learn more ></p>	 <p>Fellowship (FRPS)</p> <p>Our highest level of Distinction. Requires a distinctive, distinguished and cohesive body of work/project accompanied by a written Statement of Intent.</p> <p>Learn more ></p>
--	---	---

Use the same format images across all three boxes if you are using single Spotlight cards (e.g. all landscape, square, portrait, full-format or cropped) so their length looks harmonious:

 <p>International Photography Exhibition 162</p> <p>The IPE 162 resources includes artist interviews and an introduction to the exhibition and its history. You will also find learning and teaching resources, for schools, colleges and individuals.</p> <p>View resources ></p>	 <p>Science Photographer of the Year</p> <p>Step by step guide on how to create beautiful images with everyday materials.</p> <p>View here ></p>	 <p>Sugar Paper Theories</p> <p>The Sugar Paper Theories exhibition resources includes interviews with the artist, curator and some of those involved in this fascinating case. Alongside these you will find learning and teaching resources, for schools, colleges and individuals.</p> <p>View resources ></p>
---	---	--

Coloured spotlight boxes that have similar tonal values (neither is outshining the other):



2020 recipients announced

We are delighted to announce the 2020 recipients of the Royal Photographic Society Awards, celebrating excellence and innovation in photography.

Now in its 142nd year, the eighteen categories recognise those individuals who have made outstanding contributions in their fields which cover art, science, education, curation, film and publishing.

[Read more >](#)

2020 Press Release

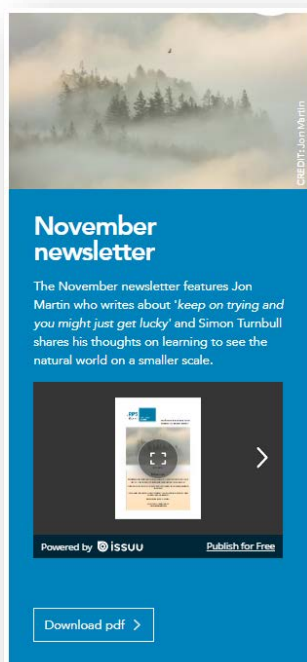
The Royal Photographic Society is delighted to announce the 2020 recipients of its internationally renowned Awards.

Sally Mann, Steve McCQueen, Edward Burtynsky, Chuck Hull, Poulomi Basu, Linus Sandgren, Ellen von Unwerth and Professor Deborah Willis, as well as eminent scientists, curators, publishers and writers, are amongst the luminaries of the photographic world who are being honoured this year.

Picture copyright: Richard Mosse 'Pool at Uday's Palace (from the Breach series)'

[Read more >](#)


You can also add other elements to a Spotlight box such as more images (below right) or links to your newsletter (below left). Add them in the 'Description' box.




November newsletter

The November newsletter features Jon Martin who writes about 'keep on trying and you might just get lucky' and Simon Turnbull shares his thoughts on learning to see the natural world on a smaller scale.

[Download pdf >](#)

Powered by  ISSUU [Publish for Free](#)



Young Science Photographer of the Year

The winner in the Under-18 category was Jason Chen of the USA for his image "Growl". This shows a plastinated dog's head used for training anatomy to veterinary students. The selection panel noted the angle from which the image was taken and the fierce appearance of the animal, preserved forever with an expression many vets will become familiar with. Although not part of the selection criteria, it was noted that this image was captured on a smartphone.

Jason also sent us a well-executed light micrograph of blood cells inside a tiny blood vessel. The sample has been stained to emphasise various biological structures.


[Download pdf >](#)

You can choose from the single, double or single Spotlight cards. It is important to remember that for singles and doubles the image always goes above the text, while in triples the image always goes to the left of the text:



Monthly Competition Winner


Our November monthly competition winner was Joe Bloggs with this beautiful image of the Trossachs. Find out more about how you can enter our monthly competition below.



Double Spotlight

Lorem ipsum is placeholder text commonly used in the graphic, print, and publishing industries for previewing layouts and visual mockups.

[Read more >](#)



Triple Spotlight

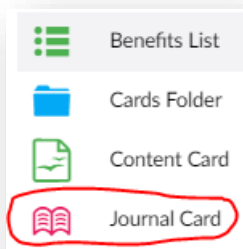
Lorem ipsum is placeholder text commonly used in the graphic, print, and publishing industries for previewing layouts and visual mockups.

[Read more >](#)

For all other elements that make up a Spotlight card, please read the information on how to add Text cards and Content cards.

Remember to keep the link text short – ‘Read more’, ‘Learn more’, ‘Browse and book’ etc.


Journal card



These cards are for linking to a PDF or ISSUU version of your publications. **Always choose the single width option as doubles and triples don't work well on these cards.** Here is an example of some Journal cards:



Size Single
 Double
 Triple

Cover Image * 

Publication
e.g. The Journal

Title *
e.g. September 2019

Card Link
/media/uzhlfqxw/080-summer-2020-journal-final-for-screen.pdf

Left: To create a Journal card:

- 1) Choose 'Single',
- 2) Link to the publication cover which you will have added to the media library before starting on the card (max 500px high should be sufficient – **always use a portrait format image or it will appear squashed**),
- 3) Fill in 'Publication' and 'Title' – the above left example is the finished article and below is how the boxes have been filled
- 4) Link to the PDF of the publication you have already loaded to the Media library or to ISSUU.

Right: When adding the link to the PDF or ISSUU, makes you tick the 'Target' link so that it opens in a new window. Always tick this box if you are sending people to an external website so you don't lose them from your own site.

Select link

Link Anchor / querystring

Link title

Target Opens the linked document in a new window or tab

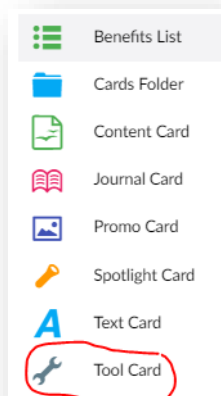
Link to page




Home Global Config

Link to media

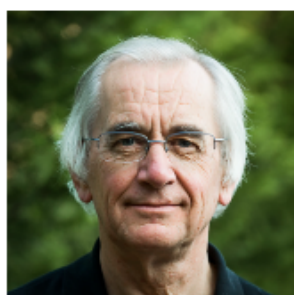
Tool card

These cards are useful for administrative/less visual things or where space is limited.



 HOW TO EDIT YOUR PROFILE A step-by-step on adding to and amending your profile including your portfolio. PDF download	 MEMBERS CODE OF CONDUCT This document sets out the relevant standards of behaviour expected by the Royal Photographic Society. Please read	 CONTACT Contact and find us. Our gallery is open to the public Thursday to Sunday and bank holidays. Find us
---	---	--

They are also useful for Committee pages and look really lovely combined with a nice welcoming picture. Try and regulate any text so that the boxes all end at the same point:



ANDREW WILLIAMS
LRPS

A life long photographer, my photographic interest could be described as 'most things' (although I'm not keen on portraiture). I do find myself drawn to more abstract work but that might be just a phase!

Currently struggling for a topic for my ARPS without much success.

Myself and John look after the DIG NW part of the website, preparing images, posting events and creating publicity.

[Email](#)



DIGITAL COMMUNICATIONS:
KATH PHILLIPS ARPS

Kath first used a camera when she was very young but bought her first serious camera (Pentax K1000 SLR) for a trip to India and Israel as the result of a Goldsmiths' Company Travelling Grant in 1977. She was hooked from then on! Travelling and photography have featured large in her life since and she



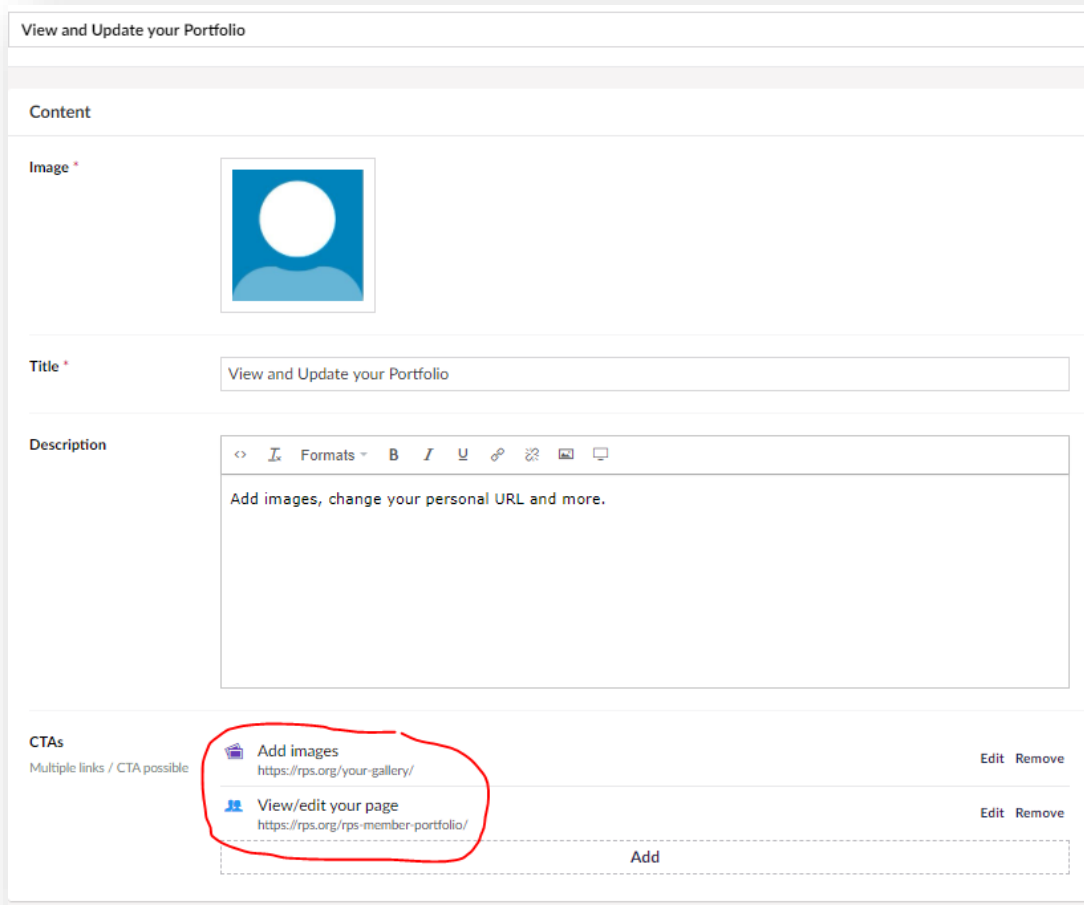
SUE VAINES, WEB EDITOR

I am looking for Members' work for our Features area.

If you have a set of images you would like featured please get in touch with me for more information.

[Email](#)

Add content as per the Content cards but remember that the image should be a square image. When uploading images for use in a Tool card, it might be worth saving them in a sub-folder called 'Tool Card Images' as these need to be saved specifically as 'Cropped Tool Card' images and won't work in other sized cards. Unusually, you can add more than one link to these cards:



View and Update your Portfolio

Content

Image *

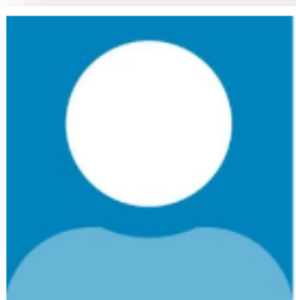
Title *

Description

CTAs
Multiple links / CTA possible

- Add images
https://rps.org/your-gallery/ Edit Remove
- View/edit your page
https://rps.org/rps-member-portfolio/ Edit Remove

Add



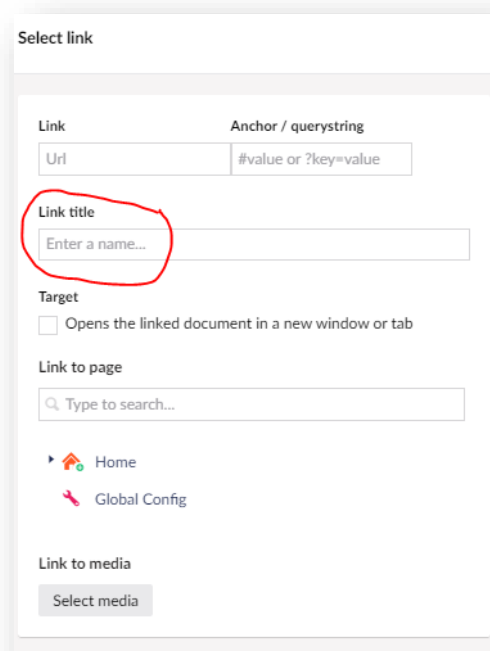
VIEW AND UPDATE YOUR PORTFOLIO

Add images, change your
personal URL and more.

[Add images](#)
[View/edit your page](#)

And this (left) is how it will look on the page.

To edit the text for the link, make sure you write something in the 'Link Title' when adding each link (right). This should be short, as in the example, so each link doesn't run onto more than one line.



Select link

Link Anchor / querystring

Url #value or ?key=value

Link title
Enter a name...

Target
 Opens the linked document in a new window or tab

Link to page
Type to search...

- Home
- Global Config

Link to media
Select media

Pages

There are two types of pages you can create on the website:

- 1) Content pages (very simple text pages)
- 2) Landing pages (pages on which you can use cards)

Content pages

These pages are great for very simple text pages. You cannot use 'cards' on these pages.

To create a Content page, click your Chapter, Group or Region, then select the three dots and choose 'Content Page':



Here is an example of the top of a Content page:



And here is the same page in Umbraco:

History


Content

Content blocks <> 1 - 'The interchange of thought and experience among Photographers'. 1853 and

[Add content](#)

Hero

Hero image *



Hero title
60 characters maximum.

History

Hero description
220 characters maximum.

There is no full history of The Royal Photographic Society. This article examines the


History

Content

Content blocks <> 1 - 'The interchange of thought

Hero

Hero image *



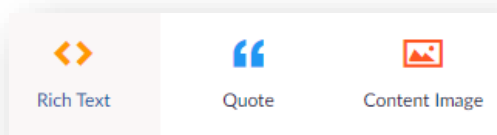
Hero title
60 characters maximum.

History

Always fill the two highlighted fields (**'Enter a name'** and **'Hero title'**) with the same thing. This should be the main page title. Calling them the same thing makes it easier to find them in Umbraco.

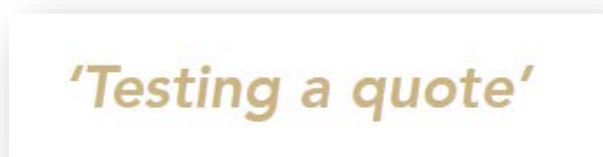
'Hero description' is the sub-heading.

To add the rest of the page content click on **'Add Content'** in the **'Content Blocks'** section and the following three options will appear:

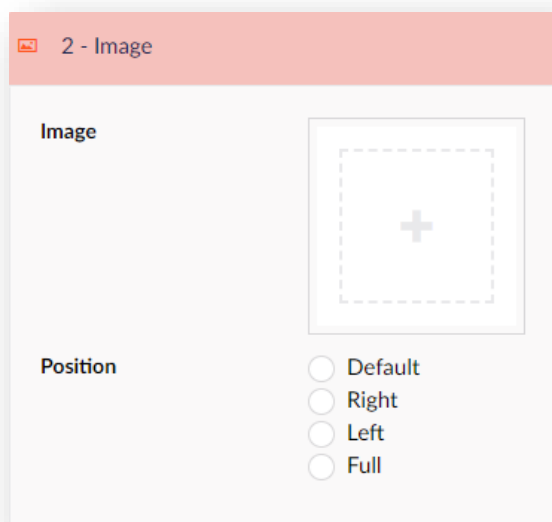


'Rich text' is the usual body copy box (details of how to use are in the 'Text card' section).

'Quote' is a large quote that you can add anywhere on the page. Like the 'Spotlight card', it will create the quote in a colour that is influenced by the colours in the main image:



'Content image' – you find the image in the Media library in the same way as usual with the cross. You must then choose if you want the image to be 'Default' (the width of the text), 'Right' or 'Left' which go on either side of the text or 'Full' which goes right across the page. At the bottom of the page is an example of the images on the 'Left' and 'Right' of the text:





Letters - Closed 13 September

Left: Urs Albrecht LRPS

Sport - Closed: 20 September

Right: Anna Withey LRPS



You can tag your Chapter, Group or Region so your page appears in the main RPS website Search. Just click on 'Add' and navigate to your CGR and click it. Groups are allowed to tag the Region their event is taking place in but please let the Region know out of courtesy if you are doing so:

Special interest	<input type="text"/>	Add
Region or Chapter	<input type="text"/>	Add

A tick will appear when you do so. Then just press 'Submit' (bottom right):

Special interest	<input type="text"/>	Add
Region or Chapter	<input type="text"/>	Add

- Regions
 - ✓ Bristol
 - Central
 - ▶ East Anglia
 - ▶ East Midlands

SEO stands for Search Engine Optimization. This is the place where you can help guide search engines like Google to your page.

SEO

Title
 Overrides default page title. Title will use page name if this field is left empty. Also used as Facebook and Twitter title.

Description
 Meta description tag also Facebook and Twitter description

Keywords
 Meta keywords and Facebook article keywords

Photographic history History of photography The Royal Photographic Society RPS

Type to add tags (press enter after each tag)...

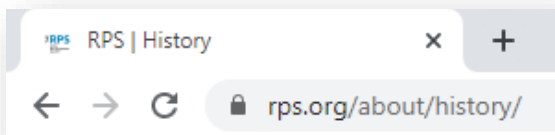
'Title' overrides the default page title. 'Title' will use page name if this field is left empty. It is also used as Facebook and Twitter title.

For example, if the creator of the RPS History page was to title it like this:

Title RPS | History

Overrides default page title. Title will use page name if this

This is how it would appear on a browser tab (left) and if someone adds a bookmark. Keep this extremely short and professional and include your CGR title.



Edit bookmark

Name RPS | History

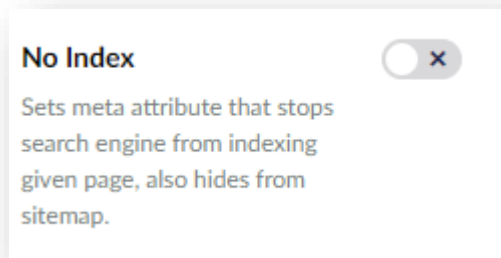
Folder Bookmarks bar

More... Done Remove

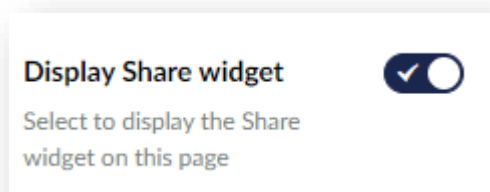
For example:
 RPS | Medical Group | Publications
 or
 RPS | NW | Committee

'Description' is the description of your page for Facebook and Twitter – again keep this short.

'Keywords' help the search engines by telling them the most important things about your page. It is a good idea to always put 'The Royal Photographic Society' and 'RPS' and maybe four others. After each word or string of words press return/enter on your keyboard. Keep them relevant and don't add too many – people can find which keywords you have chosen so adding things that aren't relevant won't look very good.

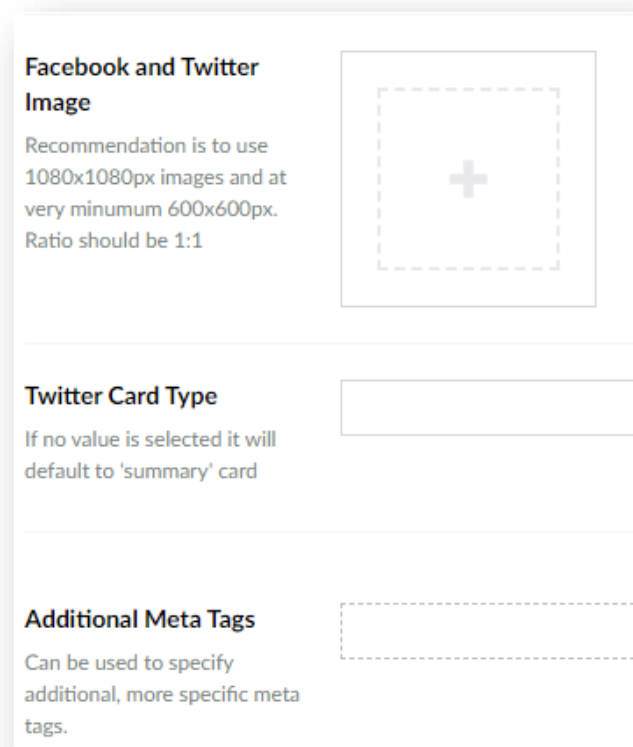


'No Index' means that the item will stop showing in the RPS Search but also start to disappear from things like Google. To do this just slide the button to the right so that a tick appears.

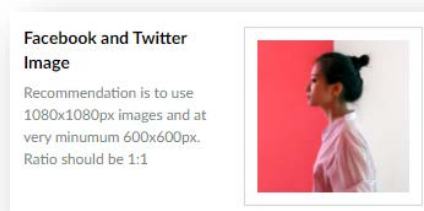


The share widget is the buttons that appear on some of the pages. We generally switch these off so that they don't show as they can cover the text on some pages (a fault that we would like addressed when possible so that sharing will be available without obscuring the content).

The social media section includes the following:



'Facebook and Twitter image' is really useful for how your page is displayed on social media. Images must be square and here is an example of an image loaded for a feature:



And how it appeared in Facebook:



The **'Twitter Card Type'** allow you to choose how the card will appear in Twitter ('summary', 'app', 'player' and 'summary-large-image') – if you don't choose anything it will default to 'summary'.

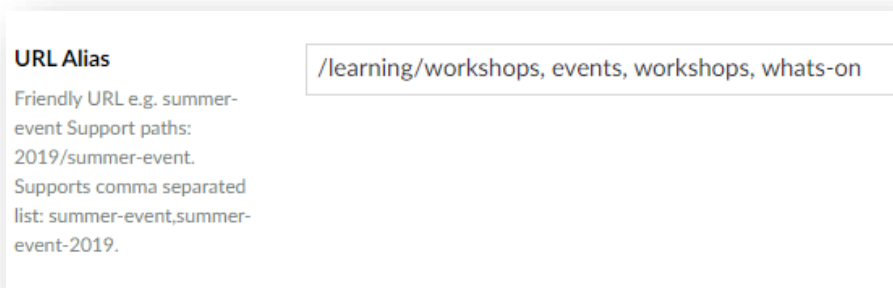
'Additional Meta Tags' are designed to help with more specific tagging in things like Twitter. Select 'Add content'.

'URL Alias' (also called Short URL) are a way of turning long and unwieldy URLs into something easier to remember:

<https://rps.org/events/bristol/2021/january/rps-awardees-in-conversation-anna-fox-honfrps-with-karen-knorr-honfrps/> could become this: <https://rps.org/AnnaFox/>.

CGRs should put their Chapter, Group or Regional name in front of the link to stop overlaps with ones created by the Bristol team. So, if the Digital Imaging Group were also running a talk by Anna Fox, their link could be <https://rps.org/DIG/AnnaFox>. If this isn't done the website could get confused and throw up an error page.

The Journal will often ask for these if they are going to feature something you've created, so it is worth pre-empting this and sending it to them at the same time as requesting something to be featured. You can create more than one short URL by separating them with a comma:

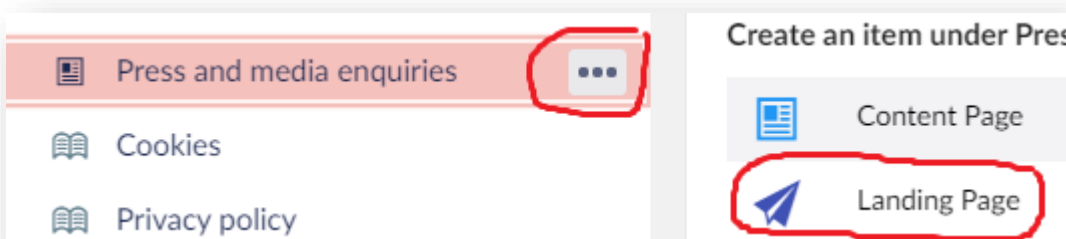


Landing pages

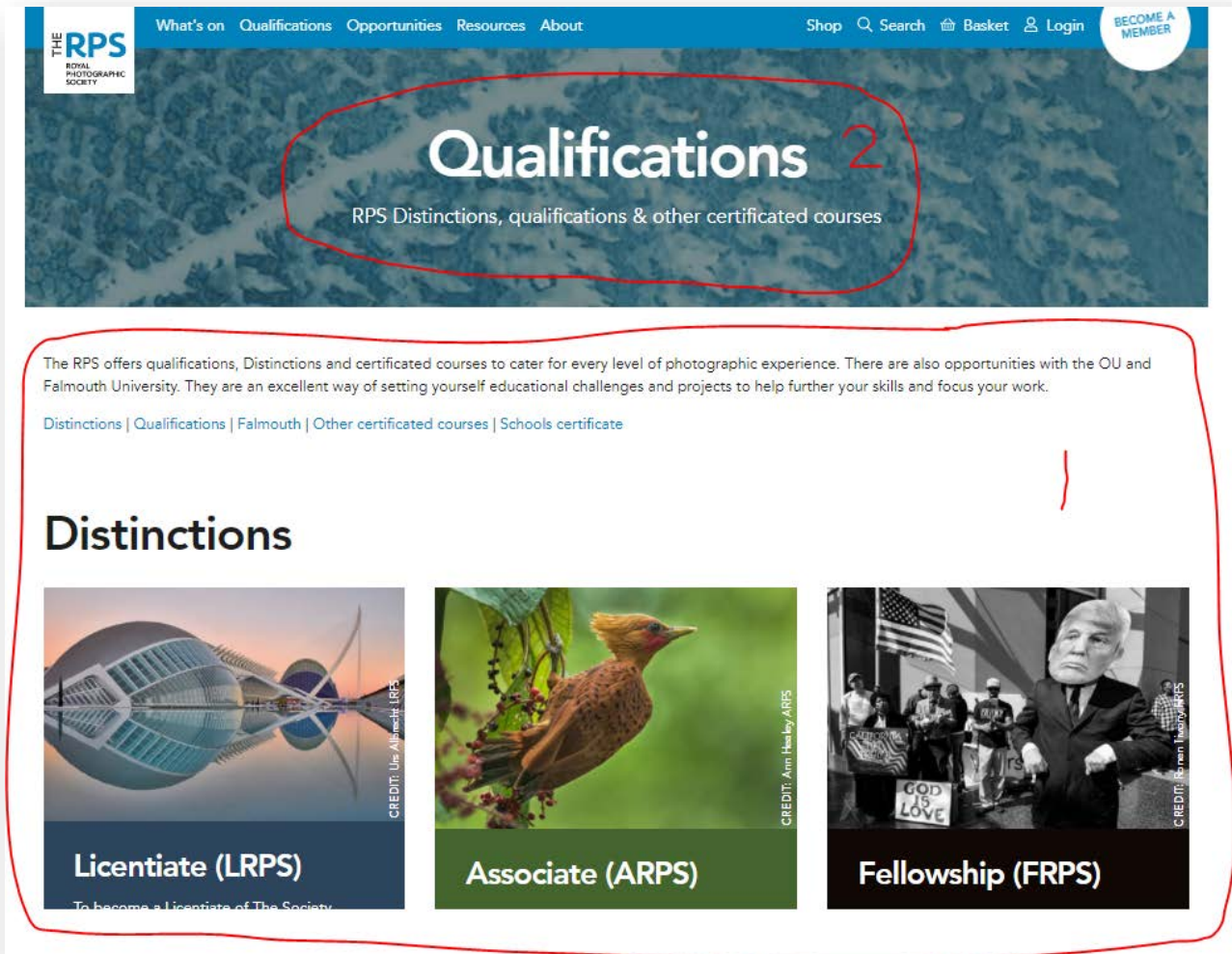
Unlike the 'Content pages' you can add 'Cards' you have made to 'Landing pages'. This allows for greater creative freedom and design.

For most of the lower sections on the Landing page see the Content Page information above.

To create a Landing page click the page or your CGR name so it goes pink, then click on the three dots and choose the Landing page option:

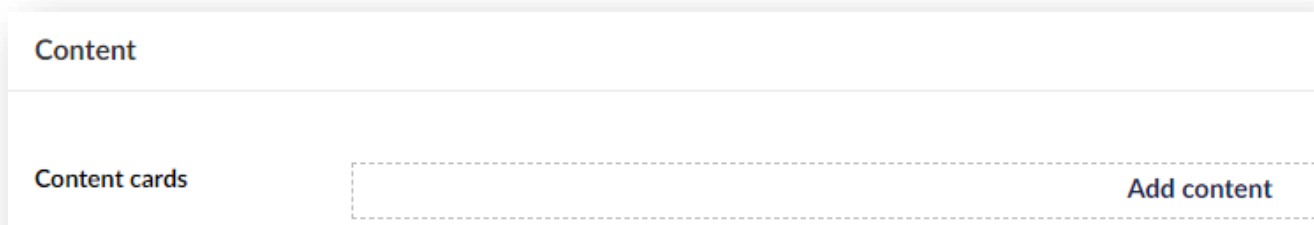


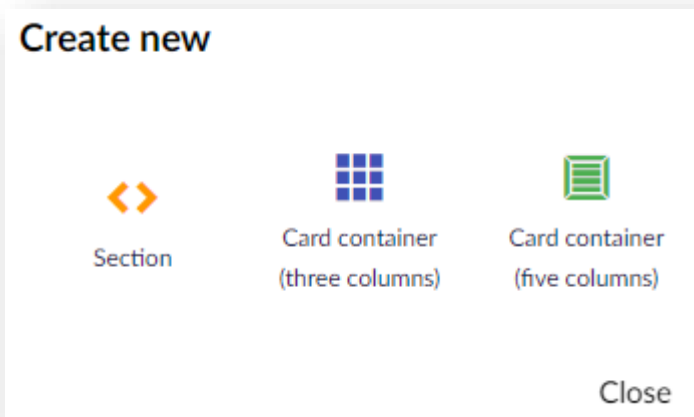
Adding cards – Landing pages are where we can add the cards that we have created. Using the Qualifications page as an example, there are two sections to the page we will look at in detail: 1) the cards and 2) the hero/header image section. Confusingly, the page has been built with these two elements upside down in Umbraco so you add the cards first and then the hero/header image:



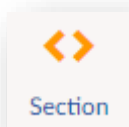
Before making your page you will have 1) added items to the Media library and then 2) made the cards for your page.

First click on 'Add content':

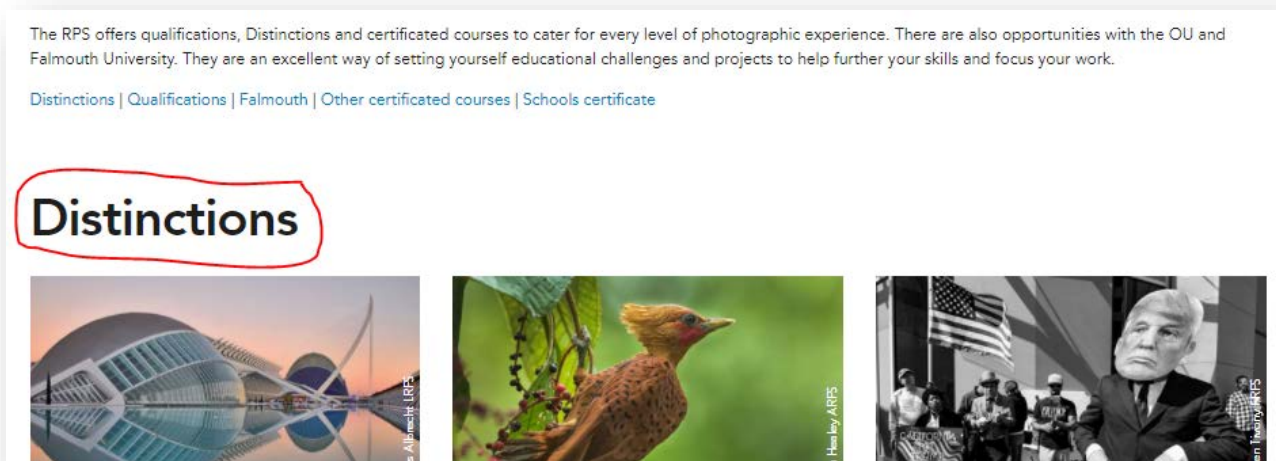




The options to the left will come up. You work your way in stages down the content area, in the order you would like the elements to appear on the page, using whichever of these three things you would like at a time.

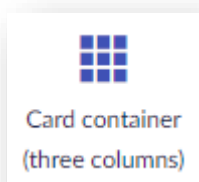


'Sections' are big headings that you can use to divide your cards into sections:



You can also add text to these in using the usual 'Description' box as outlined in the 'Text card' section, decide whether you want the copy to the left (default) or centred and add a link if you like.

After completing your section do 'Add content' again to add some cards.



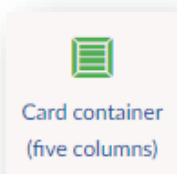
The **'three column card container'** is where you can add all the cards that you created excluding the 'Tool card' which are too small.

When you click on the three column container card picker option you will be sent to pick your cards. Find the blue folder that contains them. The ones you select will have a green tick:



You can select as many as you want at a time but if you select them in batches of three it will keep them in the order you have loaded while if you add more than three to the container it will 'mosaic' them – sorting them into an order that leaves the minimum of white space. If you want to control the order of your items only select three at a time and then add another container below. It will always show the first card in the first place if you mosaic but the others will be re-ordered.

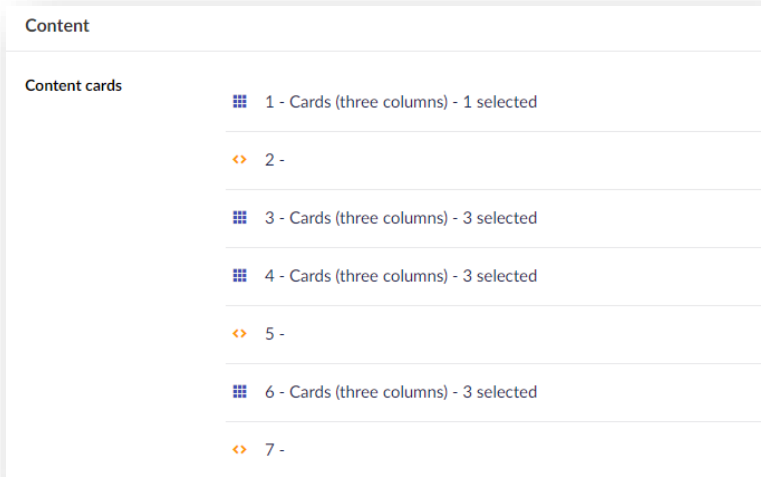
Once you have added your cards you can drag and drop them into order (which could be useful for dated items such as events or for the best visual impact) and remove some or add more.



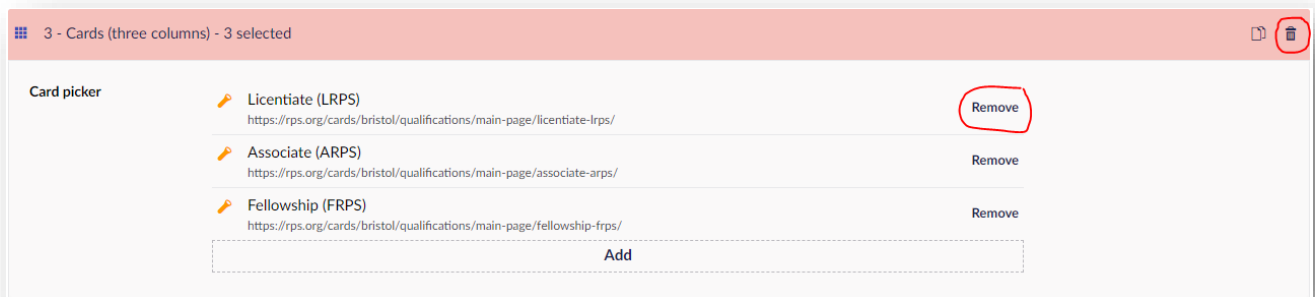
The **'five column card container'** is for your little Tool cards only. This container has all the same functionality as the three column version but the items are smaller:

<p><small>CREDIT: Andreas Scholz</small></p>	<p><small>CREDIT: Jason Dingle</small></p>	<p><small>CREDIT: Jason Dingle</small></p>	<p><small>RPS Journal July/August 2020</small></p>	
<p>BI-MONTHLY COMPETITION</p> <p>Theme: Food Closes: 14 January 2021 Open to all RPS members, at all levels of photographic ability.</p> <p>Enter here</p>	<p>MEMBER WORKSHOP DISCOUNTS</p> <p>The RPS offers a range of high-quality workshops. Members can enjoy 25% discounts when booking their place.</p> <p>Browse and book</p>	<p>GIFT MEMBERSHIP</p> <p>An RPS membership makes an inspiring present for someone who loves photography. Contact the membership team to purchase: +44 (0)117 316 4462 or email membership@rps.org</p> <p>Download</p>	<p>JOURNAL BACK ISSUES</p> <p>Download back issues and the current RPS Journal to read at your leisure here.</p> <p>Download</p>	<p>VIEW AND UPDATE YOUR PORTFOLIO</p> <p>Add images, change your personal URL and more.</p> <p>Add images View/edit your page</p>

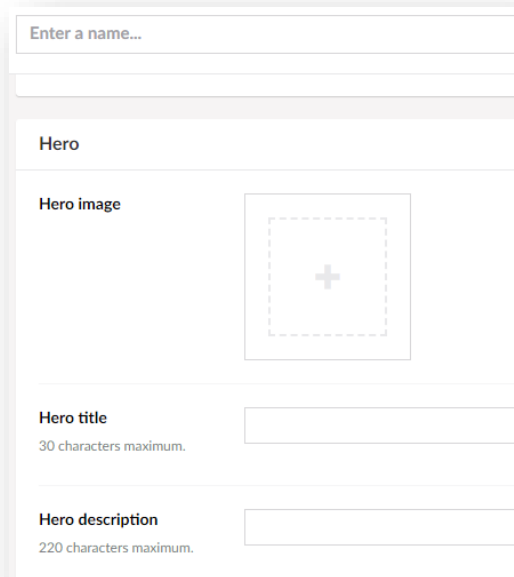
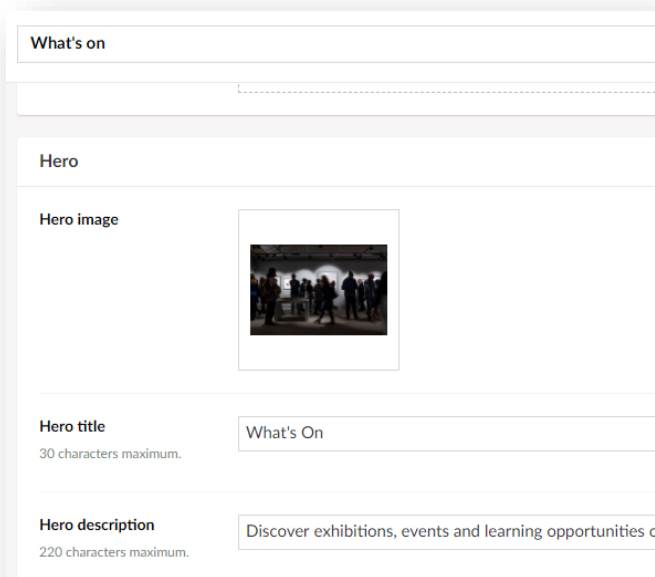
You may end up with something looking like this, with a mixture of elements, and can drag and drop things if you would like to change the order:



You can also drag and drop things in the containers and remove elements you no longer want on pages by clicking on a rubbish bin symbol or where it says 'Remove':



'Hero' – This is the top section of the page but is confusingly placed below the cards in Umbraco for some reason:



‘Enter a name’ and **‘Hero Title’** should be exactly the same so you can easily find things in both the live site and Umbraco – keep this really short (one or two words only preferably).

‘Hero image’ is the large image across the top of the page. Use the cross as usual to find it.

‘Hero description’ is a sub-heading – again keep this short.

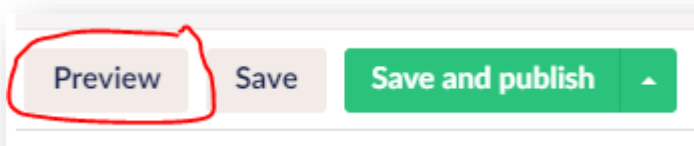
Below you can see the title, image and description in action:



For the rest of the sections on Landing pages see information on adding Content pages.

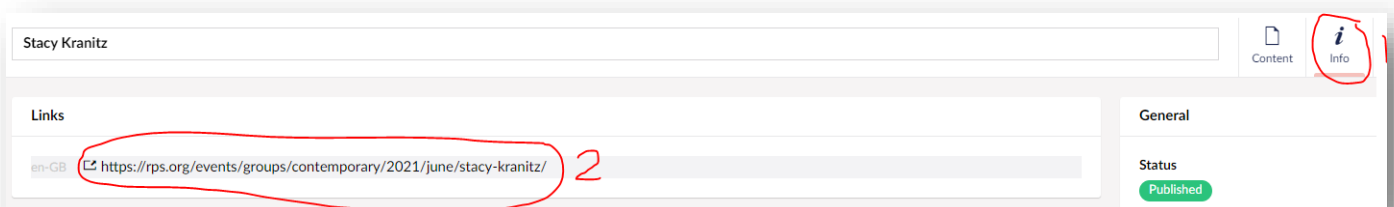
Previewing pages

You can preview pages to see your changes before you have pressed ‘Save and publish’ at the bottom right of the screen (you can only preview pages not cards so if you want to preview a card put it on a page and then preview the page):



Finding the link for your page if it's ‘no indexed’

First click on the little ‘i’ at the top right of the screen and this should show you your link:



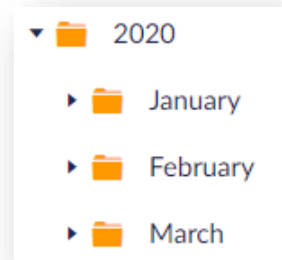
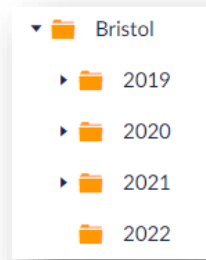
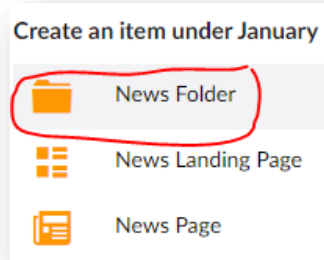
To get back to your page just click on ‘Content’ next to the little ‘i’.

News

News items are an advertising tool and great way to stay in touch with your members.

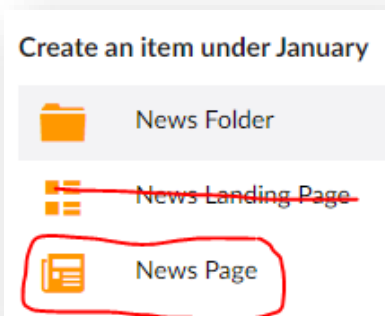
Before creating your news item, ensure you have loaded any images to the media library and have your text ready.

First click on your orange news folder and make a folder for the year you want to create a news item by clicking on the three dots. Then make a month folder within that if you are intending to regularly create news items. **It is important**



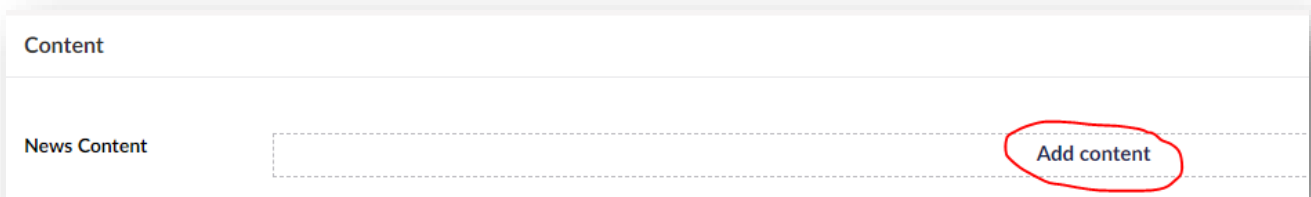
that you name the folders this way as they appear in the link for news item when you create it – please don't deviate from this system:

Next, click on the month you are going to add your news item to (usually the current month) and then click on the three dots and select 'News Page' – never use the News Landing page item as this was something that was made for RPS House and will not work for others:

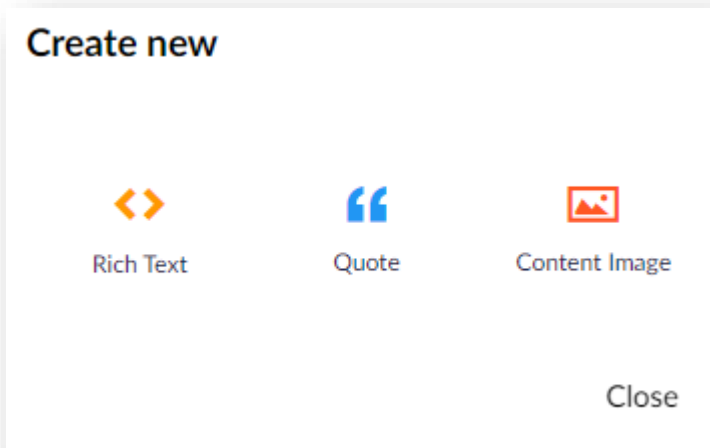


Adding content to news items

First, click on **'Add content'**:



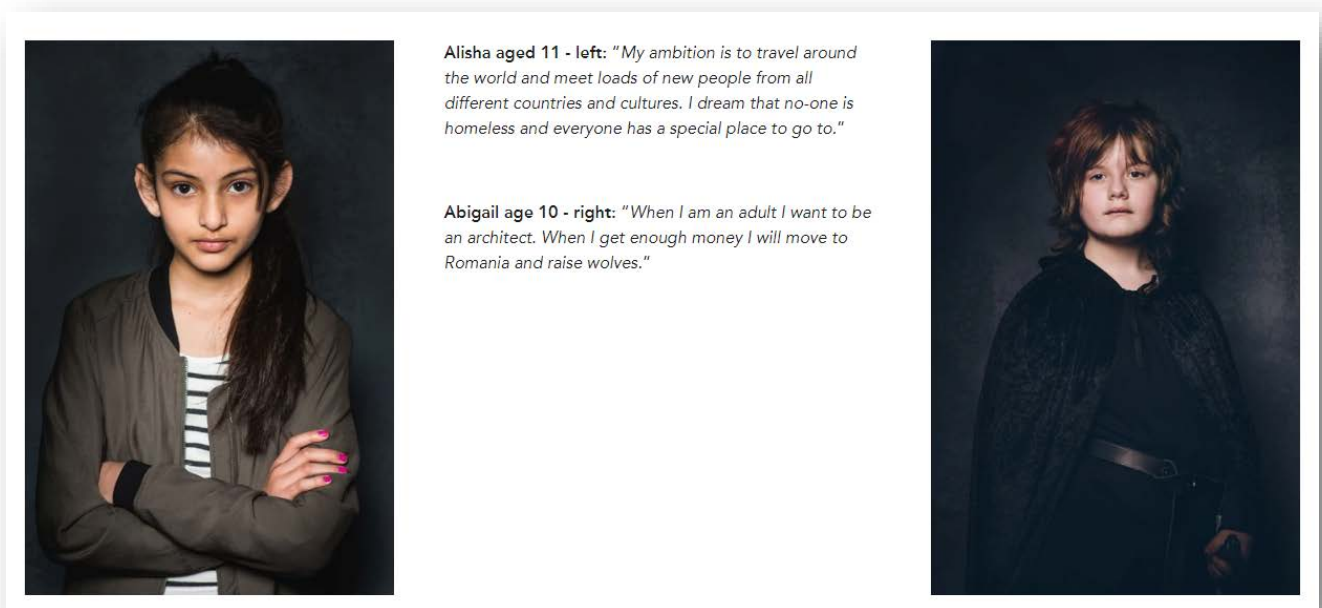
A pop-up will then appear offering you the following options:



For information on how to use these visit the 'Content pages' section of this document. It is important on News items that you do not choose 'image left' first as this will cover the 'Author' box.

News layout ideas

Choosing whether to put the images default, right, left or full can really have an impact on the design of the pages. Here are a few examples to give you some ideas:



To place text between two images, select 'Add content' choose the first image and select 'left'. Click 'Add content' again to load the next image, select 'right' when prompted, then 'Add content' again to add your text.

In the examples below we have summarised the selections you make for each element of content in the order you should add them to achieve the display you require.

Summary for the above layout: *Image left, image right, text* – carry this on down the page for a uniform image led feel.

Week 12 - theme 'Structure' (closed 17 July)



Malcolm Journeaux ARPS (UK)

This week was intriguing as when I chose the word 'structure' for our theme, I thought I would receive as many images of the nature world as of structures made by man. However, when I reviewed the images entered, they were nearly all of man-made constructions. Was this a reflection of us (humans) trying to find some sort of order while nature currently feels so unpredictable?

Text, default image, text. A nice clean way to display single images.



Myanmar

Canon 7D Mark II, f4.5, 1/800sec, ISO 1000

Caption:

"Travel photography does not always capture a landscape or a reportage. Very often it captures a macro world. These are elements of what surrounds you. Little joys in life that we don't pay attention to at home."



Plosky Tolbachik Volcano, Kamchatka, Russia

Canon 5D Mark III, f9, 0.5 sec, ISO 200

Caption:

"A volcanic eruption is best filmed at dusk. Then it is not too dark around, the sky has a beautiful colour, and the magma looks beautiful and glows. True, this can be very dangerous..."

Default image, text, default image, text.

Colin Prior diptychs unite bird eggs with habitats



Published 02 September 2020

COLIN PRIOR FRPS FOR THE RPS JOURNAL



During my lifetime I have witnessed first-hand the demise of myriad bird species in the countryside where I grew up and throughout Scotland. I have always felt a deep spiritual connection to the natural world, one that was nurtured during my childhood.

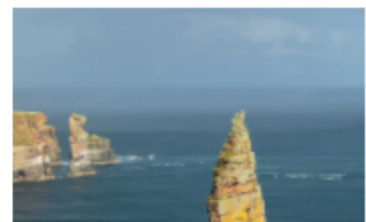
When I was eight my family moved to a suburb of Glasgow at the edge of extensive farmland, and before long I began to explore. The mixed woodland, arable land and a sizeable river course created a haven for wildlife, and in the early 1970s the birdlife was prolific. Moorhens, mallards and teals abounded on the River Kelvin while on the pastures lawnings, redshanks, grey partridges and skylarks were common, as were kestrels hovering over heathland.

The woods were home to a variety of birds including woodpeckers, mistle thrushes, sparrowhawks and woodpigeons. Each weekend and most evenings after school I would head to the woods and farmland to follow my passion. I began to recognise birds' distinctive plumage, calls, flight patterns and habitats. Most of the time I was alone. Solitude allowed me to connect more deeply with the landscape, and to witness and experience moments that would otherwise have been lost in conversation. On frozen, moonlit nights I would sometimes follow my own shadow over the land to track animal footprints in the snow and would return home in a state of elation.

All of this, and much more, formed the repository from which I gathered, almost imperceptibly, a first-hand knowledge of wildlife and fieldcraft which would shape my work with a camera.

In the 1970s egg collecting was prevalent among some adolescent boys, who arranged their collections in shoeboxes lined with cotton wool. On reflection it was a rather inglorious end for such objects of beauty; an activity in which I, too, participated briefly. However, the sense of wonder the eggs instilled has never left me. Almost 50 years later this same sense of wonder lies at the heart of my desire to share their beauty with others.

I favoured the concept of creating diptychs, spreads showing two photographs together, one a bird's egg, the other its habitat – essentially, two disparate images yet related on several levels.



Text/short introduction, image left, image right, image left, image right, image left, image right, image left, image right, text, text, text etc. This is a beautiful news item that looks most affective yet is simple to do.

Why Christy Lee Rogers finds beauty underwater

Submerge yourself in these images from an artist who plays with the boundaries of light, colour and movement



Published 02 February 2021

KATHLEEN MORGAN
for the RPS Journal

If you think the mere 'immersion' is overused in the world of photography, take a look at the work of Christy Lee Rogers. The visual artist uses the medium of water to break the conventions of photography – and create images reminiscent of the work of Baroque master painters.

Rogers, the winner of the Open Photographer of the Year category at the Sony World Photography Awards 2019, will showcase her mesmerising underwater work at The Photography Show, which is being hosted online on 6 and 7 March 2021. She has exhibited her work globally and been published in magazines including Vogue, Vanity Fair and Elle Decoration. Her series *Realities Unbound* is housed at Longleas House in the UK.

Here she shares images from the 2020 series *The Human Collection*, which has been exhibited on the streets of London during the Covid-19 pandemic.

christyleerogers.com [instagram.com/christyleerogers](https://www.instagram.com/christyleerogers)

Christy Lee Rogers features in the 'How I did this' slot in the forthcoming March 2021 issue of the RPS Journal. She will also be interviewed in a free virtual event at The Photography Show, 7 March, 1.00-2.10pm. Register for the event.

Watch this video to learn how Christy Lee Rogers creates her work.



The RPS Journal is available exclusively to members. Join us to receive our award-winning magazine and read more inspiring features. Explore full member benefits here.



Text, text box with video, text, image full. Mixing sizes and shapes of things can give a page a dynamic feel.

The Isle of Fehmarn

A Photographic Guide providing brief descriptions about the five most scenic locations on the Isle of Fehmarn.



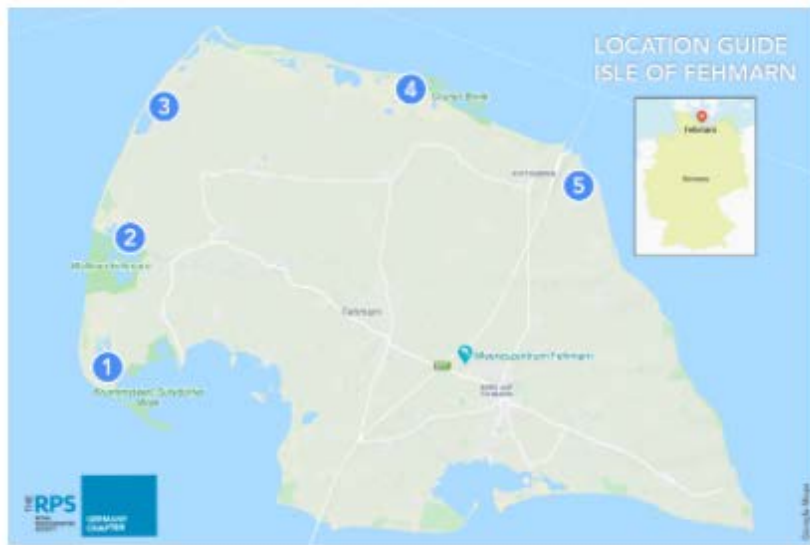
Published 12 September 2020



CHRIS RENK
Chapter Organizer
germany@ig.org

The island of Fehmarn - also known as "The Golden Crown in the Baltic Sea" is considered one of the sunniest regions in Germany.

The 166 square kilometer island with its diverse coastline and wonderful landscapes in the north of Schleswig-Holstein invites you to a variety of scenery tourism and is a paradise for wildlife and landscape photographers. We have visited the 5 most important places for you and captured them in pictures. Enjoy it!



#1 Krummatawet-Sulsdorfer Wiek

The Krummatawet-Sulsdorfer Wiek/Fehmarn nature reserve is located at the southeastern tip of Fehmarn. It has been in existence since 1980 and has been around 265 hectares in size since its re-designation in 2012. Together with the Sulsdorfer Wiek and the areas in between, the nature reserve forms a complex of four ecosystems. The spit peninsula of Grevelin Tarpel, the eastern part of the Ocher Bay, salt marshes with brackish water ponds and the Sulsdorfer Wiek.

As you can see from the description, it is a paradise for wildlife photographers. Landscape photographers also get their money's worth. Long level beaches invite you to take coastal landscape photographs. Furthermore, there is the lighthouse "Flügge" in the immediate area of the nature reserve. The lighthouse is accessible for visits and offers with its 27.6 meters a far-reaching view. If the weather is clear, you can not only overlook the beautiful island of Fehmarn from there, but even look as far as Denmark.



#2 Wellнау Waterfowl Reserve

Wellнау/Fehmarn Waterfowl Reserve is a nature reserve in the west of the Baltic Sea island of Fehmarn. It was established in 1977 and is an important nature reserve for migratory birds. The nature reserve covers an area of around 277 hectares, consisting of ponds, reed beds and meadows as well as part of the Baltic Sea and the beach area. The reserve is maintained by the Naturhistorisches Germany (NHG).

More than 270 bird species use the area of the nature reserve as a resting and roosting place at their migration.



Image right first ensures author box isn't covered just like putting text first, text, image full, image left, image right, image left, text, image left, image right, text etc. For those of you who are ok using HTML, the drop cap letter T at the beginning of the sentence was achieved using this code: `<p class="u-lede" align="justify">The island of Fehmarn - also known as "The Golden Crown in the Baltic Sea" is considered one of the sunniest regions in Germany. </p>`

MUC ZINE - Issue One "Wiesn"

In issue one, Paul visited the Oktoberfest for us and portrayed the hustle and bustle on the "Wiesn" in extraordinary photographs!

Published 16 January 2017



PAUL JOYCE LRPS
Germany Chapter
germany@lrps.org



Originally from Oxfordshire in England, Paul Joyce moved to the Munich area back in 1992 and has come to the point that he has lived more years in Germany than he has in the UK.

A lot has changed over the years since he first arrived in this country but life is so far treating him well.

Being so close to many countries, the mountains and experience this seasonal weather, it's no wonder people who come here stay longer than expected.

The MUC zine/issue showcases the photography of life in Munich, Bavaria, and beyond.

In issue one, Paul visited the Oktoberfest for us and portrayed the hustle and bustle on the "Wiesn" in extraordinary photographs!

So, come along and view Paul's images and follow his description of the Munich Oktoberfest!



"Wiesn"

In 1810, the people of Munich were invited to join in with a royal wedding celebration on the fields by the city gates. In honour of the bride the fields were named Theresienwiese ("Theresa's Meadow") and the name still exists today. Over the years the locals shortened the name simply to the Wiesn. To the rest of the world, the 10-12 day event held every year in Munich is known as the Oktoberfest, the world's largest beer festival and funfair. Originally running in October, it was pulled forward because days are longer and warmer at the end of September, it now lasts from mid or late September to the first weekend in October with more than 6 million people attending from around the world.

'According to the breweries, in 2017 the Oktoberfest guests drank 7.5 million litres of beer'

"The Parade"

To honour the marriage of Prince Ludwig and Therese of Saxe-Hildburghausen in 1810, a parade took place. Since 1850, the parade has become an annual event and an important part of the Oktoberfest celebrations. Eight thousand people mostly from Bavaria dress in traditional costumes and walk the streets through the centre of Munich to the Oktoberfest grounds. This event shows the decorated horse teams of the breweries and the bands that play in the festival tents. The parade always takes place on the first Saturday of the Oktoberfest.

'Tent security confiscated roughly 120,000 mugs at the tent and fairground exits'



This is made in the same way as the last example but also includes quotes.

Currowan State Forest Fire

Ted Richards ARPS documented the bushfires in New South Wales, Australia



Published 28 October 2020

CHARANA JAYASURIYA

International Members Web Editor
internationalweb@rps.org

'New Year's Eve 2019 was a "red smoke day" and conditions were classified as "catastrophic"'



My project was to record how last January's bushfires affected our community. I live in an area that was in the centre of the bushfires on the NSW South Coast last summer. There were many fires in NSW and ours was named the Currowan fire. It was started by a lightning strike in the Currowan State Forest on 26th November 2019.



In late December 2019 the Currowan, then 144,000 hectares, joined with the Tianjara fire (22,000 hectares) to become the monster fire that burned for 74 days and destroyed 499,621 hectares and 312 homes. At 8.00pm on 8th February 2020 the NSW Rural Fire Service announced that it was now officially extinguished.



These images all relate to the fire and were taken within ten kilometres from my home. New Year's Eve 2019 was a "red smoke day" and conditions were classified as "catastrophic". We lost all communication with the outside world, first losing electricity (and with it, auto-tellers, card payment for food or petrol and television). Mobile phone towers and radio transmitters were burnt out and all roads out of here were closed. The notice in the shop window was typical of the time.



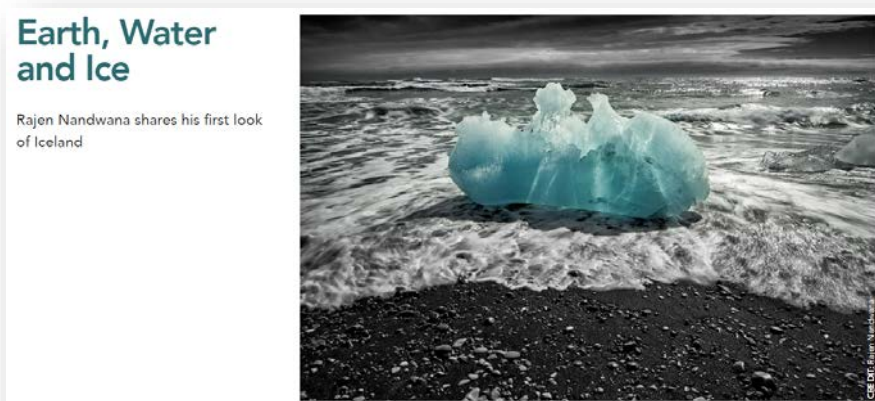
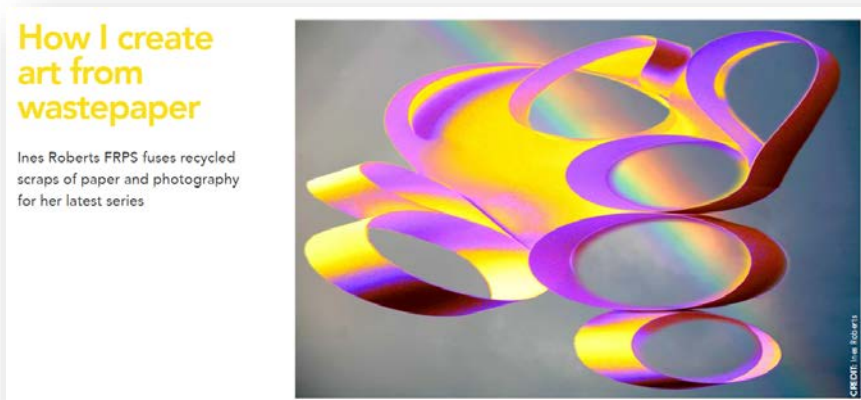
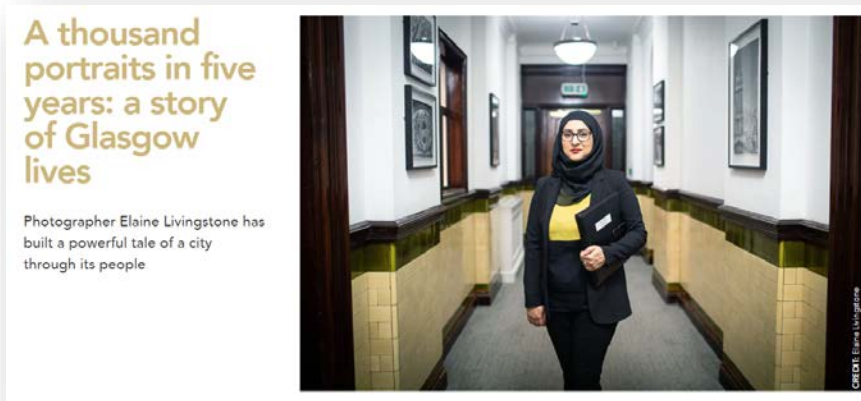
The burnt-out bush behind a stop sign is where a minor country road joins the Princes Highway, one of the main roads between Sydney and Melbourne that was closed

A strong quote has been used in this case to open the piece. This quote has also allowed the Author box to show as quotes are always positioned in the centre of the screen.

Header images, titles and subtitles

First, and most important, where possible only ever use landscape format images for the header image on a news item. If you use square or portrait format images, the text will be below the visible screen on a computer forcing the user to search for it.

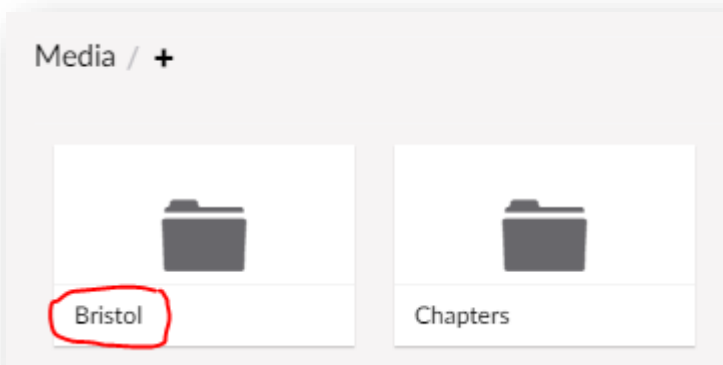
The website will choose a colour from the image (or a very near approximation) for the text colour in the same way as the spotlight cards. This can be one of the most exciting parts of the creative purpose and a way you can start making your mark for design. If you are unhappy with the colour chosen you will need to change the image as we cannot overwrite this. The colour can affect the feel of the piece. Here are some examples below of this in action.



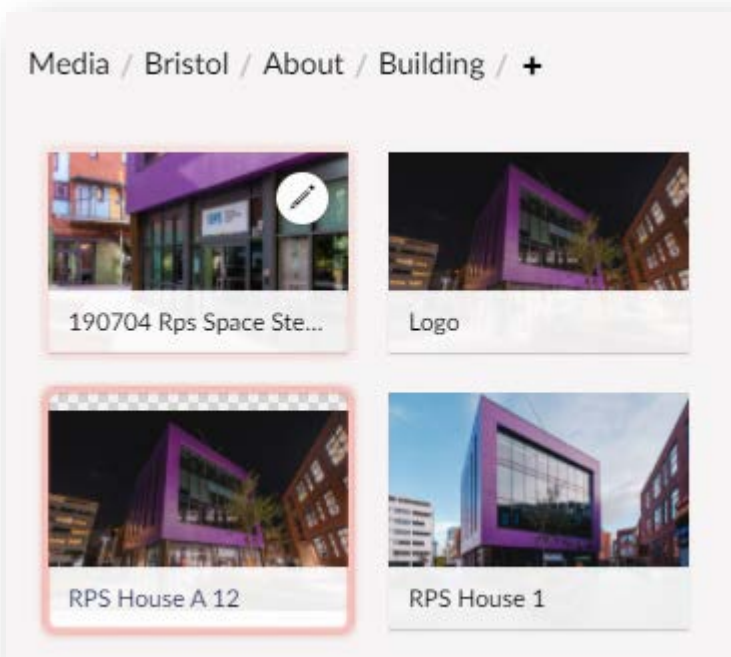
'Hero image' – first, click the cross:



This will open a pop-up window. Click on one of the folder names to open it:



Keep opening subsequent folders into this way until you have opened the folder with your required image:



Click on it so it is highlighted pink and then press select:

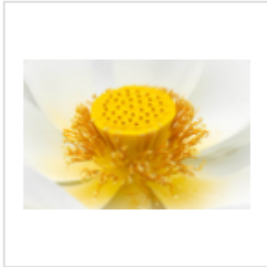
Close

Select

As usual, these images on news items should purely be a photograph – not contain, text, watermarks (these are overlaid by the website), cartoons etc.

‘Hero title’ – keep as short and snappy as possible. There is a character limit on the titles which will come up if you try to put in too long a title.

‘Hero description’ – is the sub-heading. Again, keep this short as in the following example:

Hero	
Hero image	
Hero title *	<input type="text" value="International Garden Photographer of the Year 2020"/> 10 characters left.
Hero description	<input type="text" value="RPS Fellow wins prestigious title"/>

Author

The Author box is a lovely way to introduce the writer to the reader. If this is not showing when you have filled information in, it may be that you have put an image in the ‘Content’ section before a block of text and that this image is covering it. To get it to show again simply put a line or two of text first in ‘Content’.



CHRIS RENK

Chapter Organizer
germany@rps.org



SIMON HILL

HonFRPS, President of the RPS
simon.hill@rps.org

Author

Author Name

Author Title
e.g. Photography Editor

Author Email

Author Image

+

‘Author name’ – please only include RPS post-nominals such as Jan Smith ARPS.

None of these boxes are mandatory so you can include and leave out what you like.

Published date displayed

This is the date that will be displayed on the page. Generally, you choose the date you will ‘Save and publish’:

Published date displayed

This date box can be used effectively with the scheduling function which is described later in this guide. You could create a news item on Sunday that you want to appear on the following Wednesday and if you set both this date and the scheduling date for the Wednesday it will appear on the website and look like you have created it on the Wednesday. One of the Regional Organisers used to create seven news items a week on a Sunday (as she loved writing) and would schedule them to appear over consecutive days of the week using this functionality.


News summary

This is really important as it is what will appear in the Search. Add a couple of lines of text in Umbraco:

News Summary
Used by news promo blocks on landing pages

As the Allied forces were forced to retreat from the German panzers at the Battle of Arras in North East France, a photographic scientist was announcing to the Royal Photographic Society a product that would revolutionise black and white printing.

And this is how it will appear in the Search. The example was slightly too long so it is cut it short using ...;



NEWS

Multigrade

As the Allied forces were forced to retreat from the German panzers at the Battle of Arras in North East France, a photographic scientist was announcing to the Royal Photographic Society a product tha...

PUBLISHED
17 May 2021

SIMON HILL

CREDIT: Simon Hill, HonFRPS

'News content type' is generally just one word like 'Feature' or 'News'. 'From' doesn't work so you can leave this blank:

News Content Type

Used on news promo blocks on landing pages

From

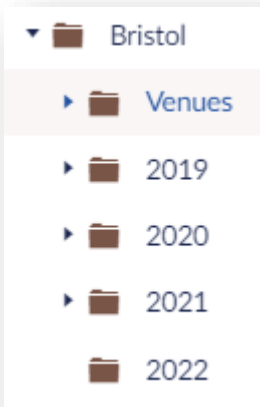
To fill in the other sections on the page, below the Author box (SEO and tagging your Chapter, Group or Region), see the 'Pages' section of this guide. When everything is filled in how you would like, press 'Save and Publish'.

Events

Everyone should have access to a brown folder with their Chapter, Group or Region name like this example:



And in this folder, should be a **'Venues'** folder and folders for years like this:



If you can't see these folders in your main events folder you can add them.

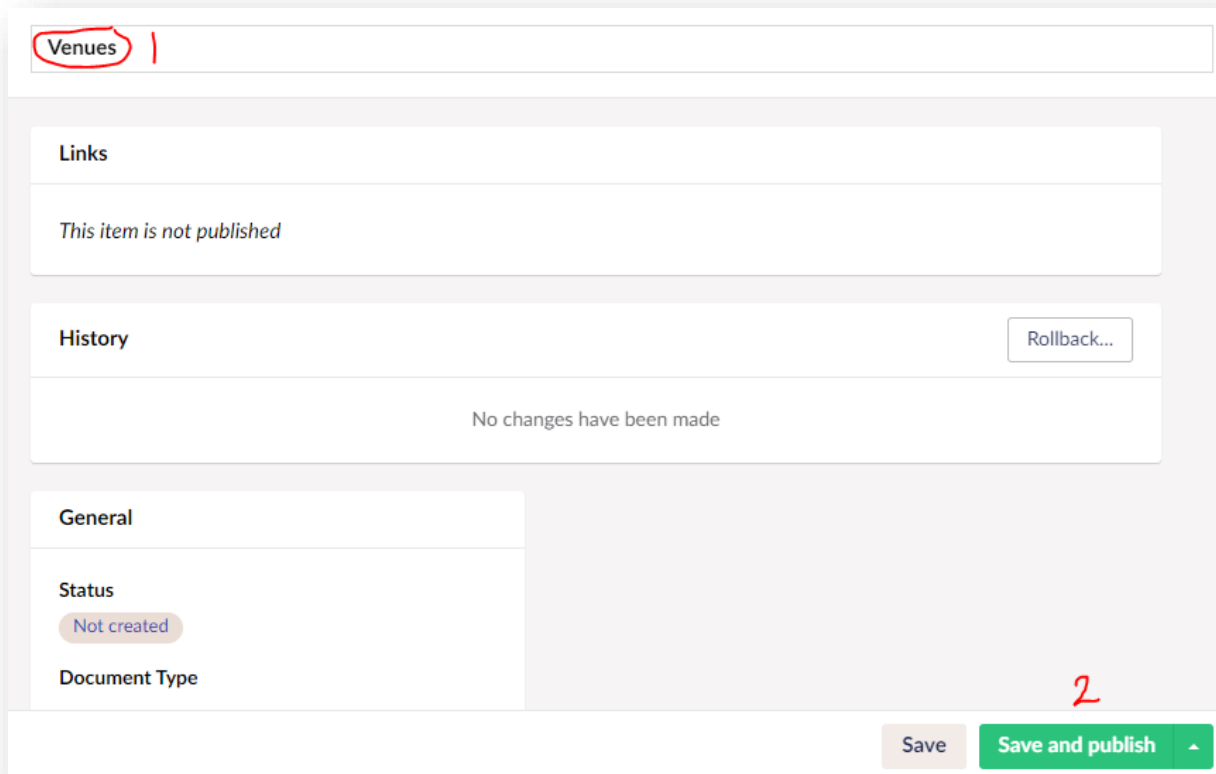
If you can't access your main brown folder please contact alan@rps.org.

Adding a 'Venues' folder

First click your main folder (here 'Bristol') so it turns pink, then click the three dots and then select the 'Event Venue Folder' option:

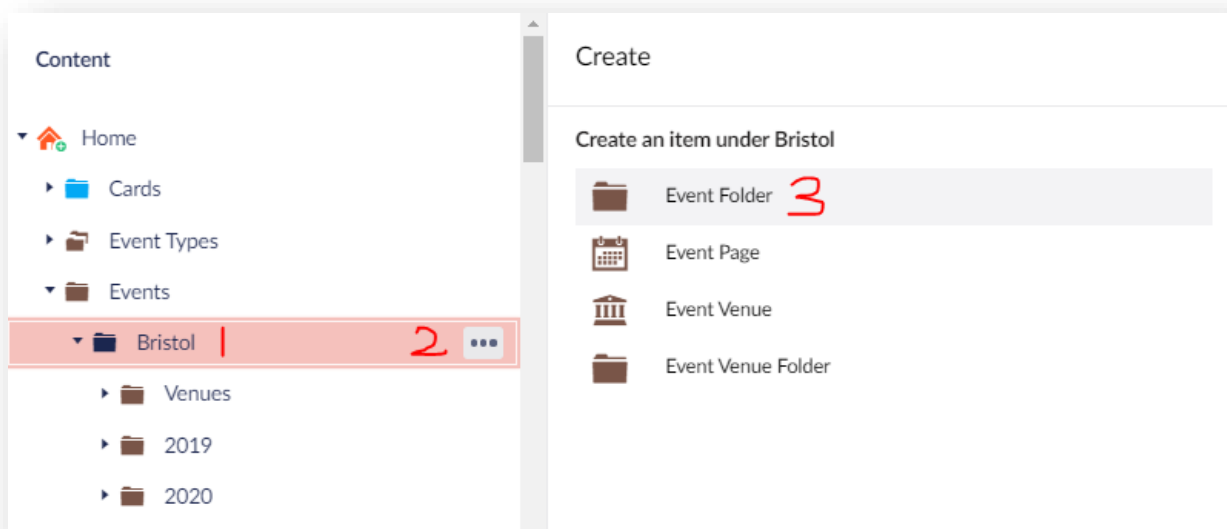


When a new window opens type in 'Venues' and then do 'Save and publish'.

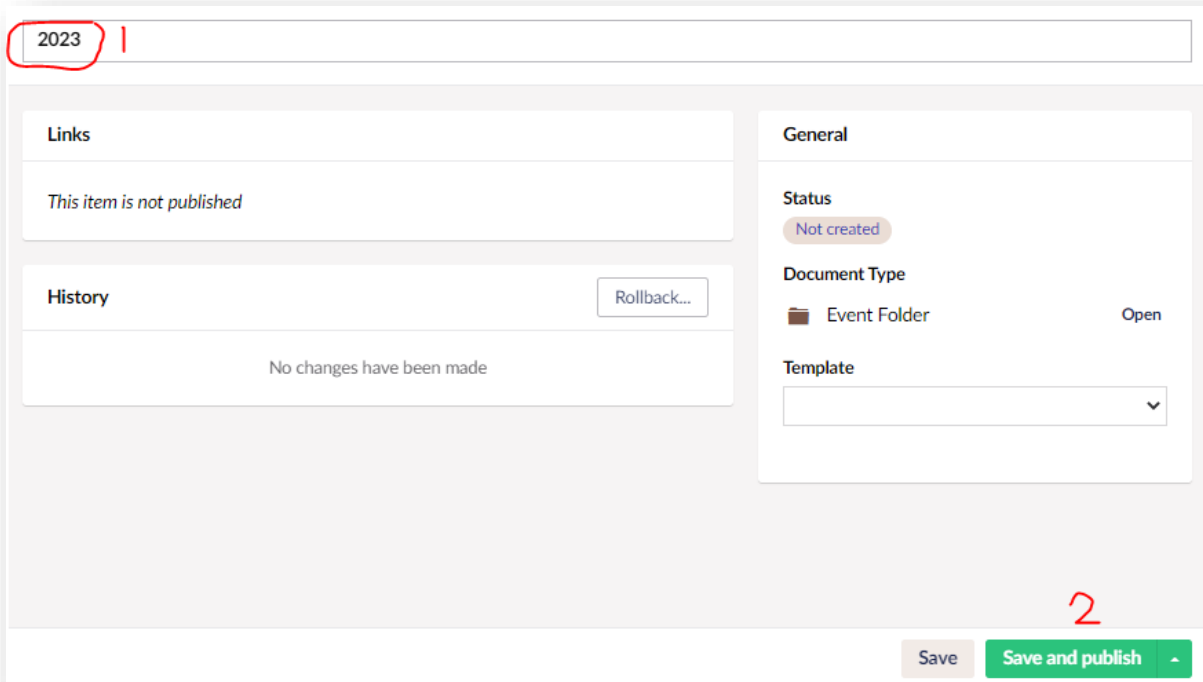


Adding year and month folders

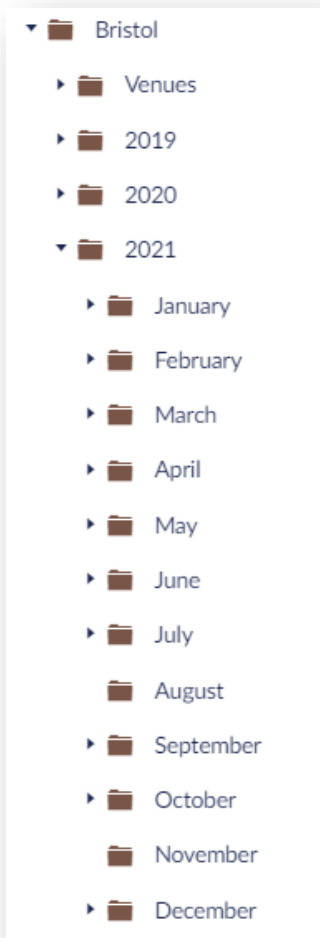
First click your main folder (here 'Bristol') so it turns pink, then click the three dots and then select the 'Event Folder' option:



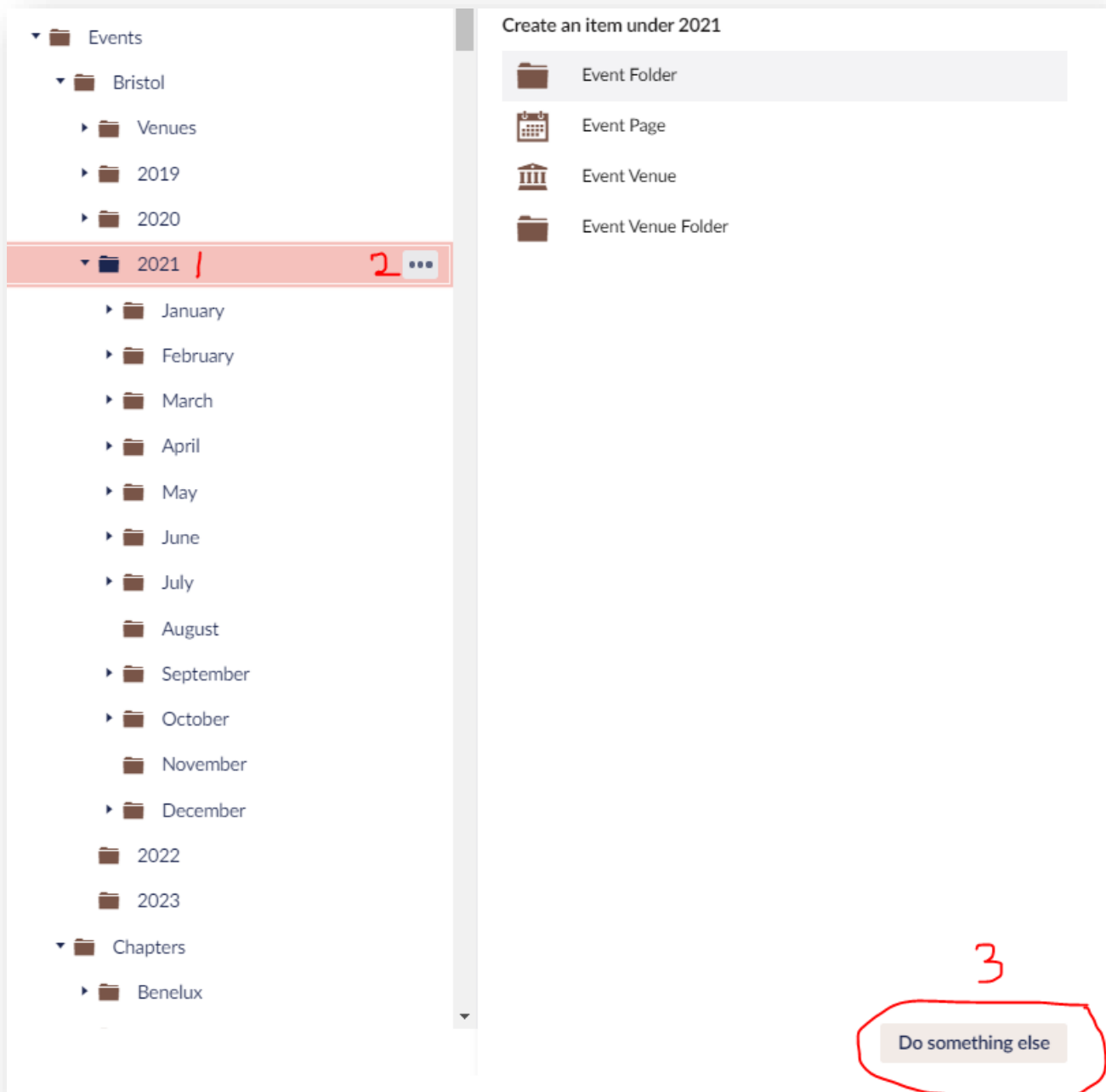
Name each folder by year e.g. '2021', '2022', '2023' etc.



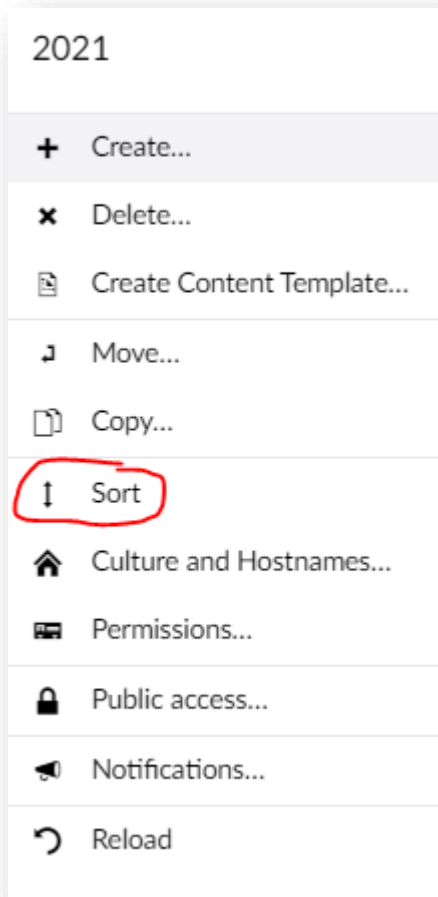
Once you have added your years to your main brown events folder, you can add months in the same way by clicking on a year folder such as '2021' and then pressing the three dots and finally adding an 'Event folder' which you can name by month. Here is an example:



To sort the folder so it is in the right order. Click on your year so it goes pink, click the three dots and then choose 'Do something else':



Then click 'Sort' and you will be able to drag and drop the folders into the right order before pressing save:

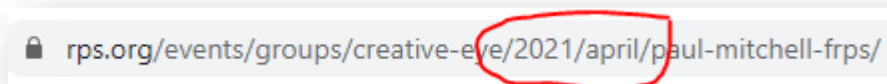


Sort

Drag the different items up or down below to set how they should be arranged. Or click the column headers to sort the entire collection of items

Name	Creation date
January	2020-10-07 09:02:39
February	2020-10-07 10:14:00
March	2020-09-30 14:26:16
April	2020-10-01 09:37:47
May	2020-10-01 10:46:35
June	2020-10-01 11:37:13
July	2021-01-21 15:55:59
August	2021-03-03 09:55:00
September	2021-03-03 09:55:12
October	2021-02-26 09:11:34
November	2021-03-04 20:52:41
December	2021-03-04 20:52:50

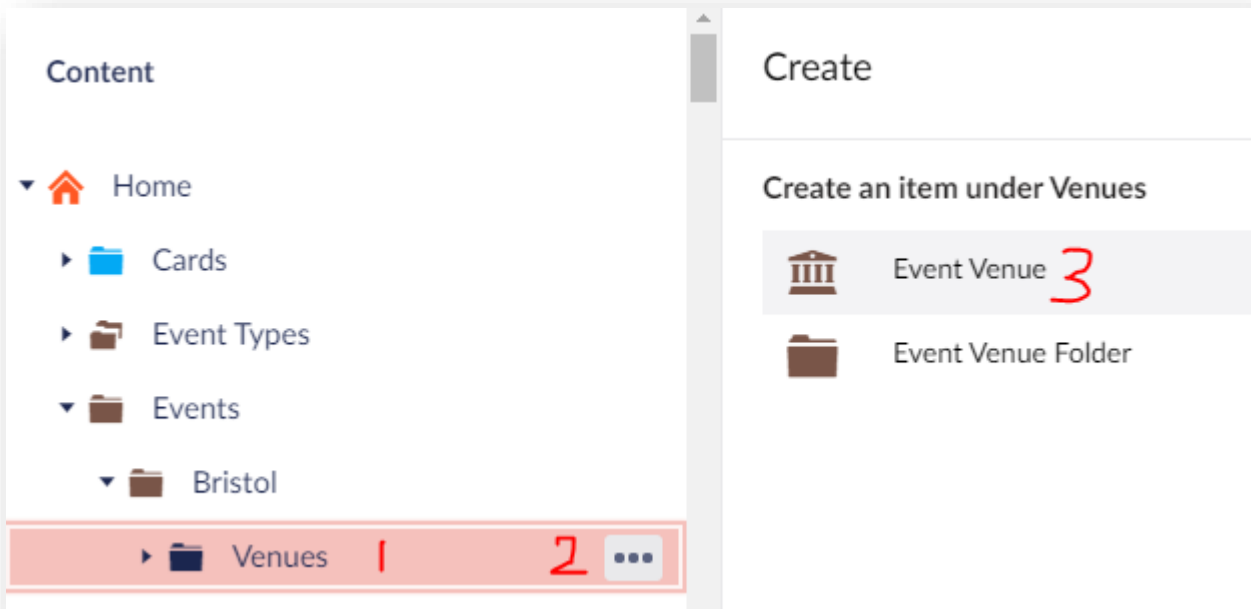
Please do not deviate from this naming policy as it affects the URL and also makes it easier for us to find your events to market and add booking buttons:



Adding Venues

To save a lot of time, this website has the facility to add venues which you can then link to when creating events. These are particularly useful when you use the same venue regularly as you don't need to fill in the details in again and again each time you add an event.

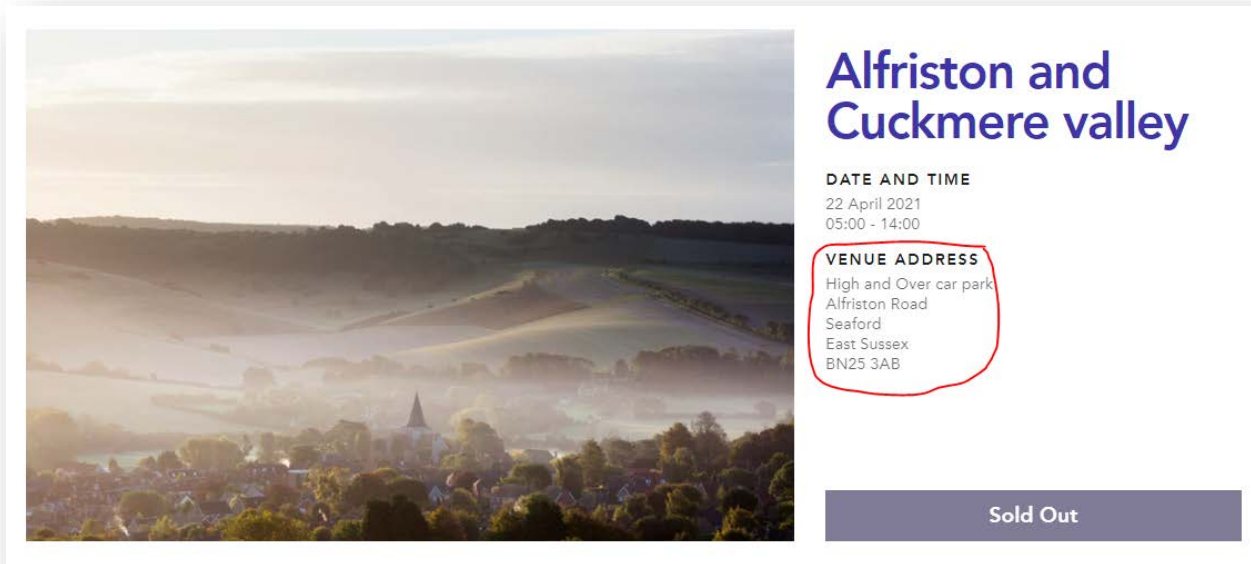
To create a venue first click on your 'Venues' folder so it goes pink, then click on the three dots and finally select 'Event Venue':



This will bring up a screen to fill in. The first part is the **'address'**. Here is an example – fields with a red start next to them are mandatory:

RPS House	
Address	
Venue display name	RPS House
Address line 1 *	337-340 Paintworks
Address line 2	Arnos Vale
Address line 3	
Address line 4	
City *	Bristol
Postcode *	BS4 3AR
Country	United Kingdom

This will appear next to the picture on your event:



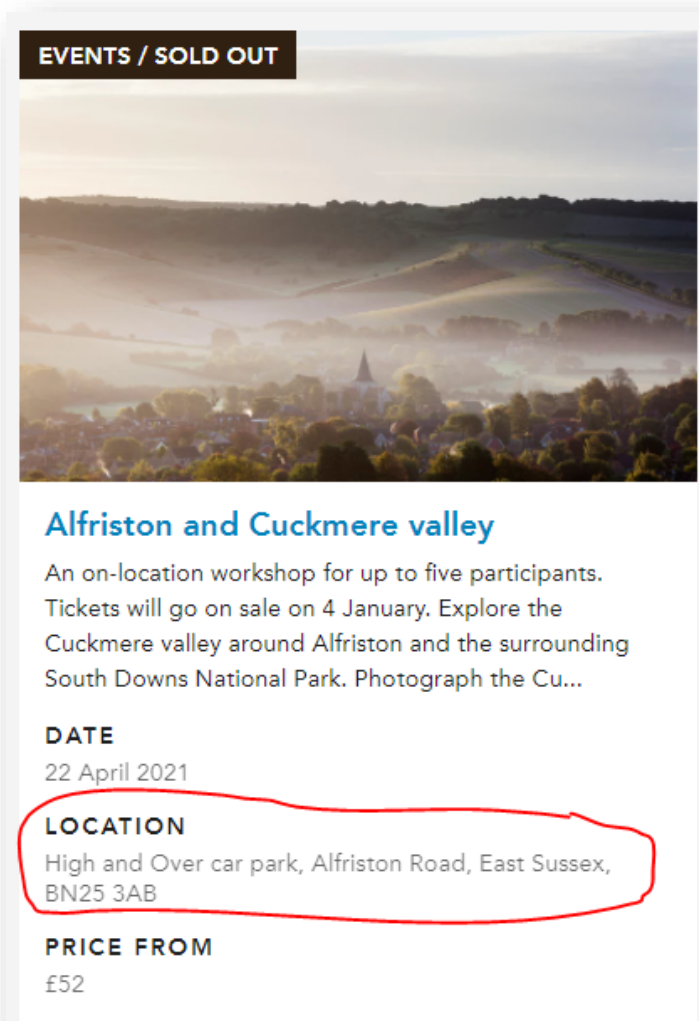
Alfriston and Cuckmere valley

DATE AND TIME
22 April 2021
05:00 - 14:00

VENUE ADDRESS
High and Over car park
Alfriston Road
Seaford
East Sussex
BN25 3AB

Sold Out

And on the Search:



EVENTS / SOLD OUT

Alfriston and Cuckmere valley

An on-location workshop for up to five participants. Tickets will go on sale on 4 January. Explore the Cuckmere valley around Alfriston and the surrounding South Downs National Park. Photograph the Cu...

DATE
22 April 2021

LOCATION
High and Over car park, Alfriston Road, East Sussex, BN25 3AB

PRICE FROM
£52

The next section to fill out is 'View on map' which brings up a map at the bottom of your event if you'd like one:

Location

ADDRESS

High and Over car park
Alfriston Road
Seaford
East Sussex
BN25 3AB

WEBSITE

<https://goo.gl/maps/7rpRx37NkPrVEk437>

VENUE INFORMATION

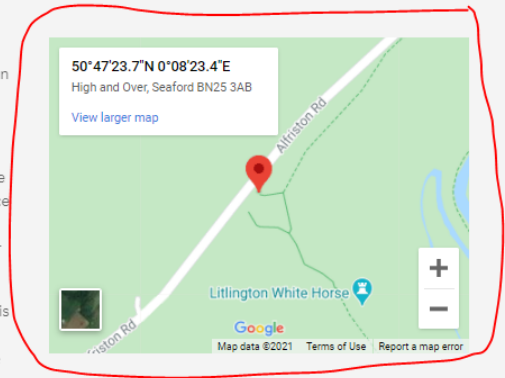
Public toilets are available in Seaford and Alfriston

CANCELLATION POLICY

Cancellation by You

If you wish to cancel your booking PLEASE let the event leader / organiser know with as much notice as possible. If nothing else, this can avoid them delaying the start of the event while they wait for you.

If you have paid for an event, please note that this fee/ticket price is non-refundable unless we are able to sell your place to somebody else. You are welcome to sell your place yourself but, again, PLEASE notify the event leader / organiser in



You have three options to choose from:

View on map

Venue Lat, Long

Latitude and Longitude used
by Event search

Please enter in this format:

51.443833, -2.563823

51.443833, -2.564842

Event location map display

Control how the embedded
Google map will display for
this venue

- Use venue address details (use this for Event building type venues)
- Use Lat Long (use this if Event is in unnamed outside location)
- Do not display Map

'Use venue address details' – this uses the postcode which can sometimes be inaccurate on Google Maps as there may be several addresses with the same postcode.

'Use Lat Long' (learn how to find this below) – this is by far the most accurate way of marking your venue location and is particularly good for outdoor activities (such as meeting at a particular section of beach) and for overseas locations.

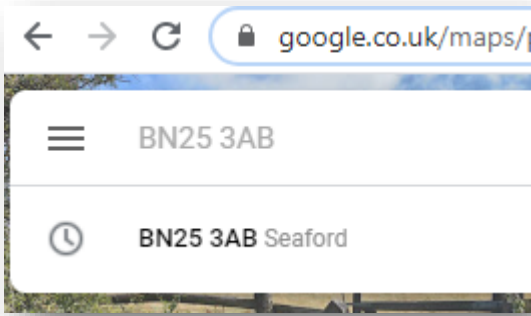
'Do not display map' – means that the map section will be removed (which is better for online activities).

Finding the latitude and longitude for your venue

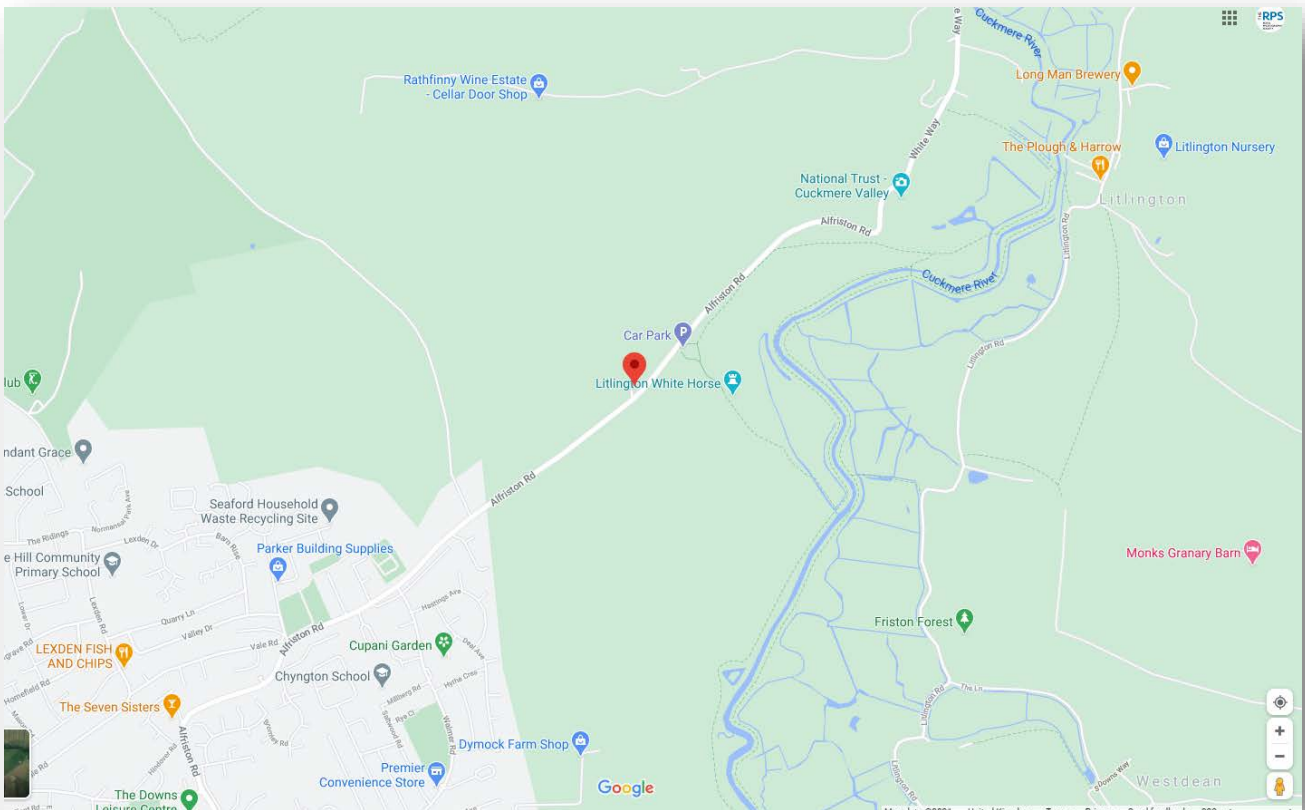
Google Maps is a really easy way to find the latitude and longitude of your event location.

First go to the Google Maps website: <https://www.google.co.uk/maps/>

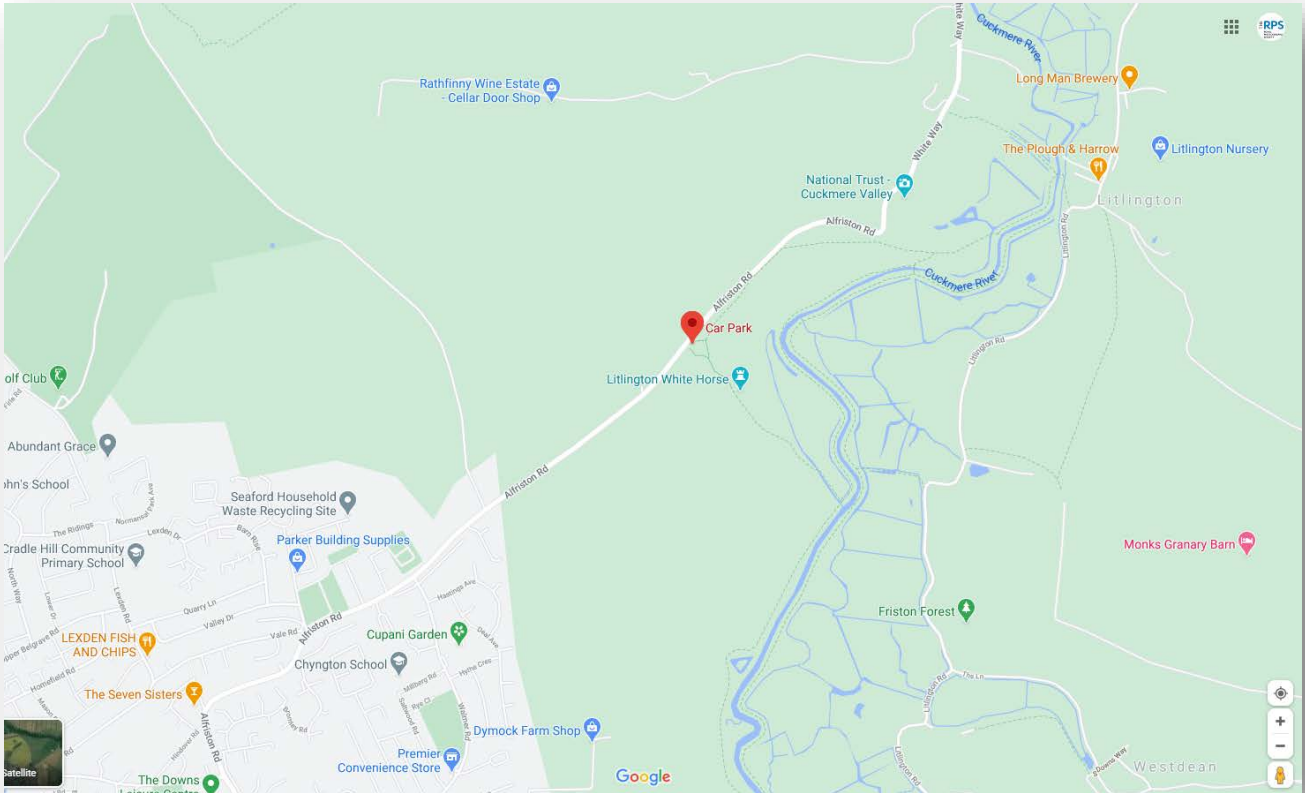
Then put in the postcode of the location at the top left of the screen:



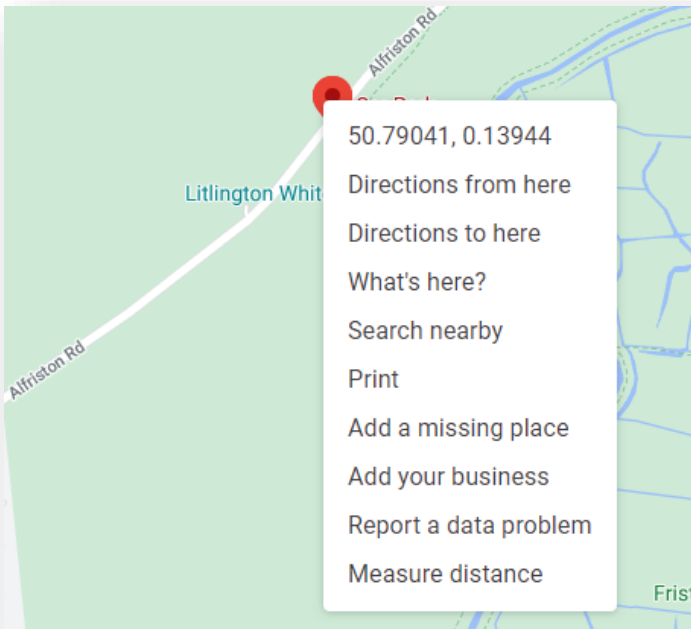
This will bring you up a map with a red marker on it:



Click on the map to move the marker to the correct location (you can see in the example below that the marker has now moved to the car park):

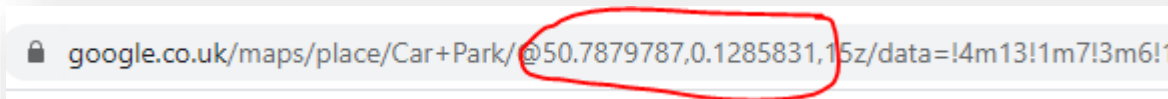


If you right click on the little red marker it will give you the longitude and latitude:



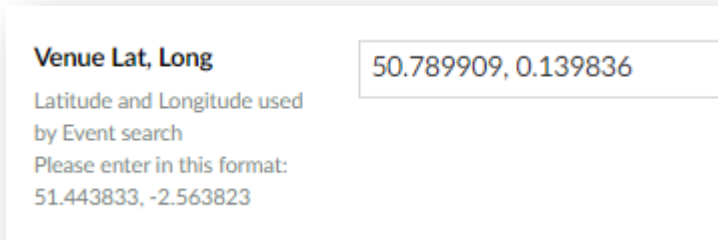
And if you left click on the numbers it will copy it to your clipboard.

It is also in the URL:



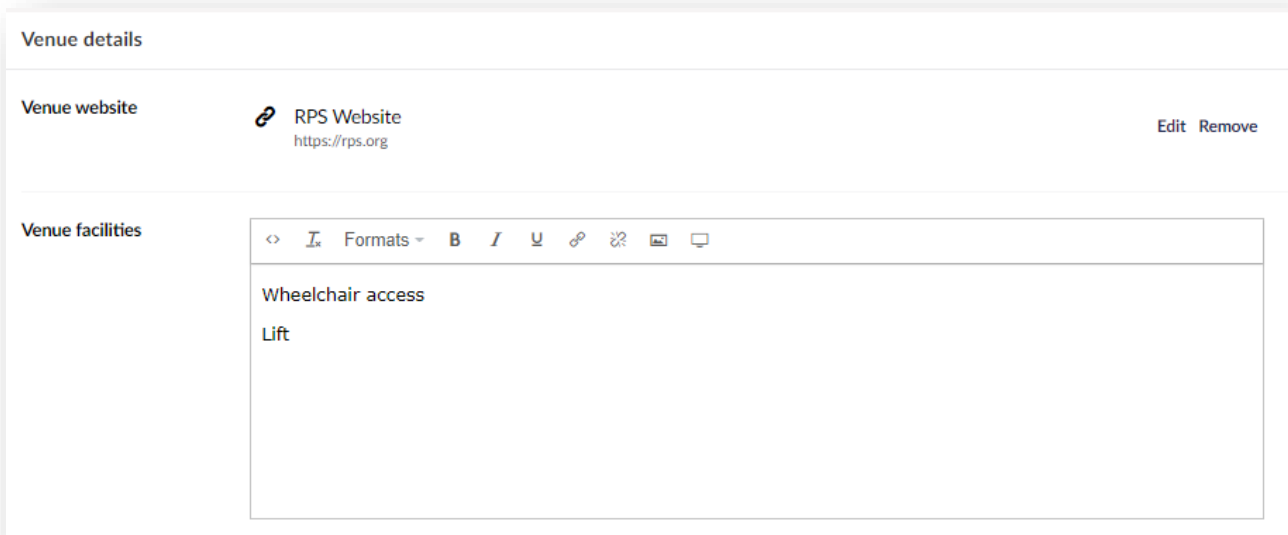
You can easily copy and paste from there: 50.7880197,0.128591

Here is a similar example pasted in:



Filling in the 'Venue details' section

This is your opportunity to provide users with all sorts of useful information about the venue. Firstly, you can direct them to a **'Venue website'**. In the example below you can see that we have chosen the RPS website as this is an event at RPS House. If you select 'Edit' once you have added a website, you get the standard link screen so you can edit the link text and ensure that the link opens in a new window if you are directing users to an external site. The option to add a website is not mandatory so you can leave this field blank if you prefer.



'Venue facilities' is where you should add information that may be useful to users such as 'Hearing loop available', 'Plenty of parking on-site' or 'Café open from 9am-4pm'. Please try and include as much helpful information as you can. Here are some examples:

VENUE INFORMATION

Due to tight stiles, this workshop is unsuitable for wheelchair users. The meadows are accessible via a short 5-minute walk to the rear of the village up a small but steep incline of around 50 yards. The meadows are relatively flat and easy to walk on so may be suitable for those with limited mobility.

There is a lot of free roadside parking available in Muker but it can be quite busy at this time of year. There is also a small car park but parking charges apply, so please bring some change with you.

VENUE INFORMATION

Free car park

Coffee shop

Disabled access and parking

VENUE INFORMATION

Public toilets are available in Seaford and Alfriston

Alternatively, you could just refer users to the venue website (if there is one) where they are likely to have information about access, parking, opening hours etc.:

VENUE INFORMATION

Please check venue's website for details

Online events

In your event 'Venues' folder, you should see two 'venues' we have created for you: 'Online' and 'Online – link attached'. Please use these and do not amend. Users know to look out for them now and any adjustments will cause confusion. It is also important for branding reasons to have consistency.

Link will be supplied – is for events when you want to send the link to people manually.

Link attached to event booking confirmation email – is for events when you want the link to be sent as each person books automatically via the website.

EVENTS / SOLD OUT



CREDIT: Dan Simpson

Abstract Photography - Nigel Wilson

Next date - 12th May. This on-line course will be looking at experimental and conceptual image makers and how you can apply some of their techniques to your own work. There is a rich creative traditio...

DATE

17 April 2021

LOCATION

Online, Join from your location, Link will be supplied, .

PRICE FROM

£64



CREDIT: Herbert Ponting with telephoto lens / courtesy Anne Strehle

Herbert Ponting: Scott's photographer and filmmaker

DATE AND TIME

Wednesday, 28 April 2021
from 1800-1900 (BST)

VENUE ADDRESS

Online
Join from your location
Link attached to event booking confirmation email

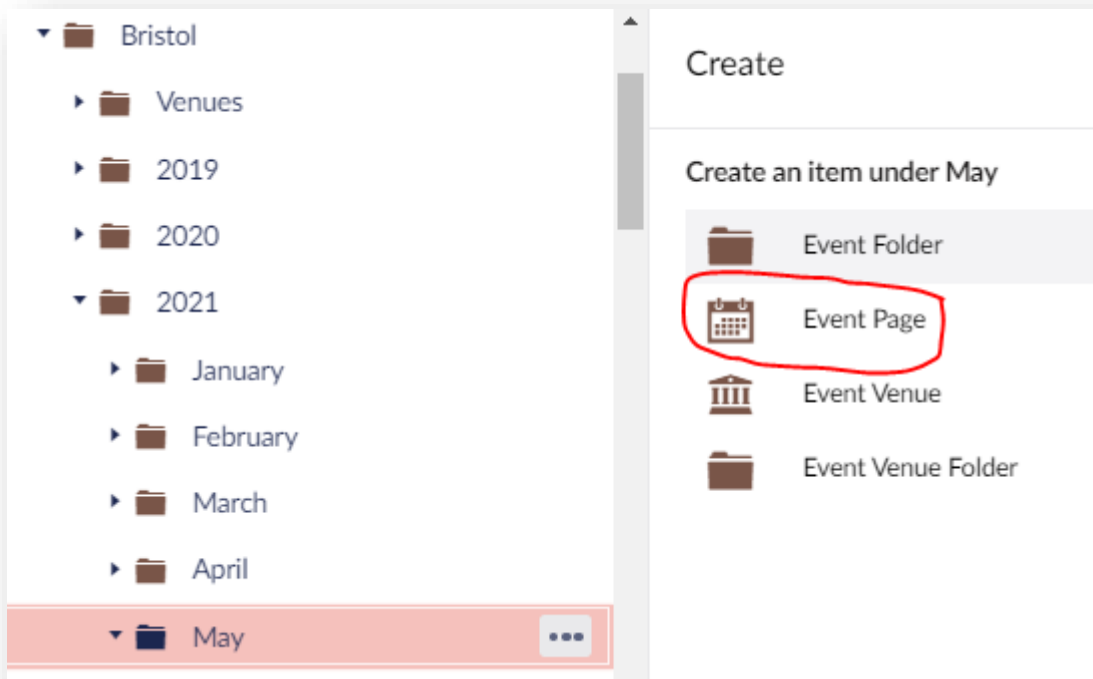
Book Online

£3 - £5

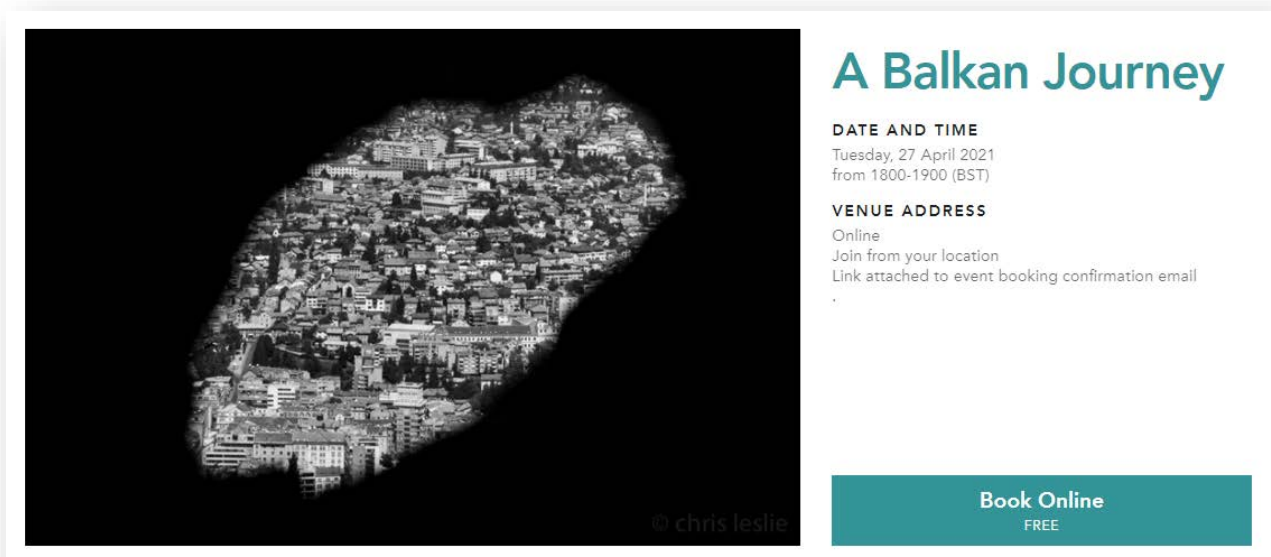
Creating an event

Now you have made your reusable venue and have loaded your image to the media library in the usual way, you are ready to create your event.

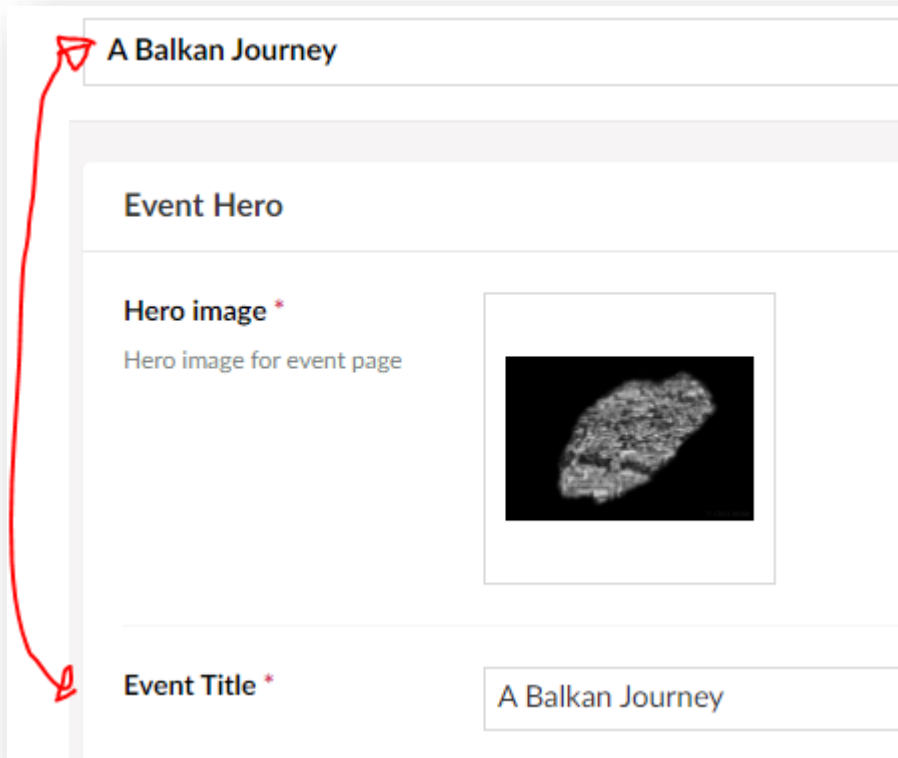
First, click on the month of the event so that it goes pink, click the three dots and select 'Event page'.



The next step is to start to fill in the boxes to create the event. Below is the top section of a real event:

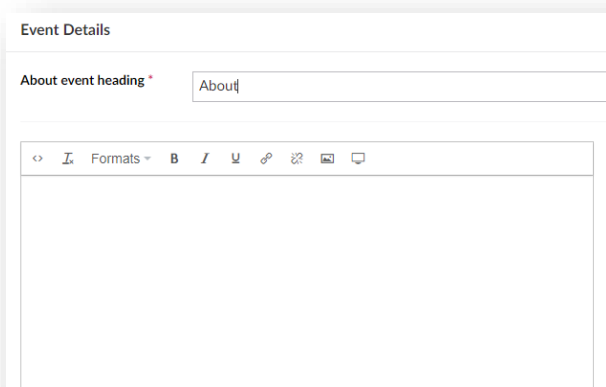


And here it is in Umbraco:



First, ensure that the top box (where it says 'Enter a name...') and the '**Event Title**' are exactly the same. This makes it easier for you to find, Alan to locate to put the Progress code in and others to locate if they are going to market it for you. Try to keep event titles as short as possible as they will also be used in the URL. It is also worth thinking about how the event will appear on the booking confirmation form for the user. For example, if you run a monthly book group and they are all called the same it won't be clear to the user what they have booked on to so you may consider thinking about the title accordingly e.g. Book group: Salgado.

Next, locate the image to illustrate the event you have already loaded in the Media Library (you can search for it by pressing the cross in the '**Hero image**' section and clicking on the folder names until you find it in the normal way). Please remember that images should be a single photograph only – no logos, cartoons, text or collages.



'**About event heading**' is mandatory but doesn't work so just put 'About' in it in case the developers suddenly fix it!

The box below 'About event heading' is for the main body copy for your event and can be used to really sell the event. To learn about using this box, please refer to the 'Text card' section of this guide. Below are some great examples of this box in action. The first is mainly text but it is presented neatly and is easy to read:



CREDIT: © 2021 Imogen Cunningham Trust. All Rights Reserved

How to Take Great Photographs of People - Creativity Live

DATE AND TIME

Wednesday 26 May 2021
18:30 - 20:30 BST

VENUE ADDRESS

Online
Join from your location
Link attached to event booking confirmation email

Book Online

£36 - £52

What does it take to nail that perfect portrait? Or street scene?

In this 2 hour workshop, we'll show you how to overcome your fears, shoot images of people that connect, tips on portraiture, street, documentary, and how we use light to spotlight our subject.

This workshop is for you if:

- You'd like to take compelling photographs of people and scenes.

What will you learn?

- What kind of people images can I take, and what's involved.
- How to approach each category confidently, and enjoying the shoot.
- Learn that less is more, how to draw out your voice, and making connections.
- Understanding how light can elevate your image to greatness.

The details

- A live online workshop, by Zoom, over 2 hours from 6.30 – 8.30pm (London)
- Consisting of 4 signposted stages, with lots of visual examples (so we show not tell), guided voting (to confirm your understanding), live demonstrations plus ongoing support post-workshop, so you can try the techniques for yourself.
- You won't need your camera, just a cup of tea, a pad and pen.

REGION:

Bristol, UK

Event Organiser

NAME

Emma Delves-Broughton

EMAIL

emma@rps.org



CREDIT: David Clapp FRPS

Talk: An architecture masterclass

DATE AND TIME

10 May 2021
20:00 - 21:30 (approx)
Event times are stated in UK time.

VENUE ADDRESS

Online
Join from your location
Link will be supplied

..

Sold Out

An online talk by David Clapp FRPS with up to 100 places.



Over the past fifteen years, David Clapp FRPS has been travelling the planet photographing architecture, landscape and travel. In this animated and exciting architectural talk, he unveils the complexities of architectural photography, unravelling composition and revealing the technical application necessary to take truly memorable and dynamic images. Techniques covered will include the use of tilt-shift lenses and super-wide angle lenses.



With examples to show from England and his travels to some of the world's most impressive cities, let this engaging, dynamic and entertaining speaker teach and inspire you with a collection of memorable images.



SPECIAL INTEREST GROUP

[Landscape](#)

Event Organiser

NAME

Mark Reeves

EMAIL

rps.landscape.events@gmail.com

TEL

07968616551

This picture led example shows the high quality and variety of the photographer's work.

Event Type

The **'Event type'** is how your event will be categorised and found on the website. To select an 'Event type', first click 'Add' and then navigate to the brown Event type folder. Click the little arrow to open this:

The screenshot shows a form with two main sections: 'Event Type *' and 'Event venue *'. The 'Event Type *' section has a text input field with an 'Add' button circled in red. Below it, the text reads 'Used by Event search. Please pick a single Event type' and 'Add 1 item(s)'. The 'Event venue *' section has a text input field with an 'Add' button. Below it, the text reads 'Please select the venue for this event' and 'Add 1 item(s)'. To the right is a sidebar menu with a search bar 'Type to search...' and a list of items: 'Home', 'Cards', and 'Event Types'. The 'Event Types' item is circled in red, and a red '2' is next to it.

-
- The screenshot shows a dropdown menu for 'Event Types' with a list of event categories. Each item is preceded by a hamburger menu icon. The categories are:
- Advisory day
 - Online meeting
 - Exhibition: HQ organised
 - Sold out
 - Assessment day
 - Exhibition
 - Festival
 - Field trip
 - Meeting
 - Online learning
 - Photographic holiday
 - Photowalk
 - Roadshow
 - Screening
 - Symposium
 - Talk
 - Workshop
 - Workshop: HQ organised
 - Online talk

In the folder you will see a number of types of event listed. Never add to this list. If you feel something fundamental is missing please email webadmin@rps.org about it.

'Online talk' and **'Online learning'** are for the very highest quality of events that you would feel happy sharing with a national and international audience. Please always consider if your event fits in this criteria before tagging.

'Online meeting' is for things like AGMs, meetings of local only interest, book clubs, discussions for group members only, group zoom meetings, online study groups etc.

'Assessment day' should only be used by the HQ Distinctions team.

'Sold out' events

'Sold out' should always be applied to events when all the places on them are gone. Please change the tag as soon as you can when you have found an event has sold out. For example, my event might be a 'Workshop' with twelve places. All the places are gone so I change the tag from 'Workshop' to 'Sold out'.

This frees up valuable space on the first page on the main talk and workshop feeds from the What's on page for other events with places still available (people get very fed-up if they have to keep clicking events and they don't have places left). There is a drop-off rate of about 50% for each consecutive page of events so the more we can clear the better for those events which move up onto page one or two (which may include some of your own!).

The events will still show in your CGR feed. Here is an example from the Landscape Group. It is very clear which event still has places left:

The image displays four event cards arranged in a 2x2 grid. Each card features a landscape photograph at the top, followed by a title, a brief description, and key details like date, location, and price. The top-left card is titled 'Alfriston and Cuckmere valley' and is tagged 'EVENTS / SOLD OUT'. The top-right card is titled 'Long exposures on the North Somerset coast' and is tagged 'EVENTS / WORKSHOP'. The bottom-left card is titled 'Photographing flat and minimal landscapes' and is tagged 'EVENTS / SOLD OUT'. The bottom-right card is titled 'Fine Art Printing with Lightroom III' and is tagged 'EVENTS / SOLD OUT'. Each card also includes a vertical credit line on the right side of the image area.

EVENTS / SOLD OUT

Alfriston and Cuckmere valley

An on-location workshop for up to five participants. Tickets will go on sale on 4 January. Explore the Cuckmere valley around Alfriston and the surrounding South Downs National Park. Photograph the Cu...

DATE
22 April 2021

LOCATION
High and Over car park, Alfriston Road, East Sussex, BN25 3AB

PRICE FROM
£52

EVENTS / SOLD OUT

Long exposures on the North Somerset coast

A hybrid online/on-location workshop for 6 participants. Tickets will go on sale on 13 January. Please note new date because of covid restrictions. This new approach to traditional location-based land...

DATE
04 May 2021

LOCATION
Online, Join from your location, Link will be supplied, .

PRICE FROM
£52

EVENTS / SOLD OUT

Photographing flat and minimal landscapes

A hybrid online / on-location workshop for 6 participants led by Alex Hare. Tickets will go on sale on 1 April. We're not all blessed with mountains and deserts on our doorstep and, as I live in Kent,...

DATE
04 May 2021

LOCATION
Online, Join from your location, Link will be supplied, .

PRICE FROM
£50

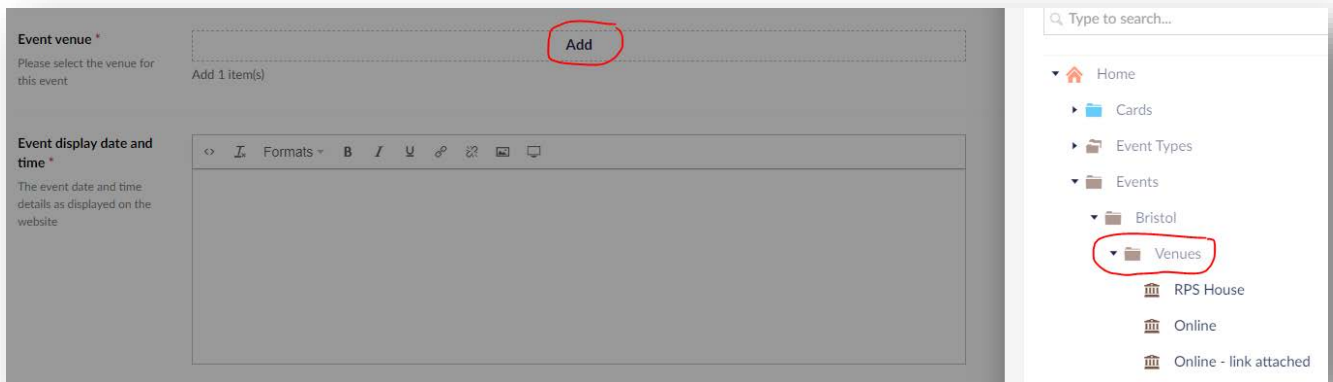
EVENTS / SOLD OUT

Fine Art Printing with Lightroom III

Your complete guide to printing in Adobe Lightroom Classic This will be an online interactive workshop series

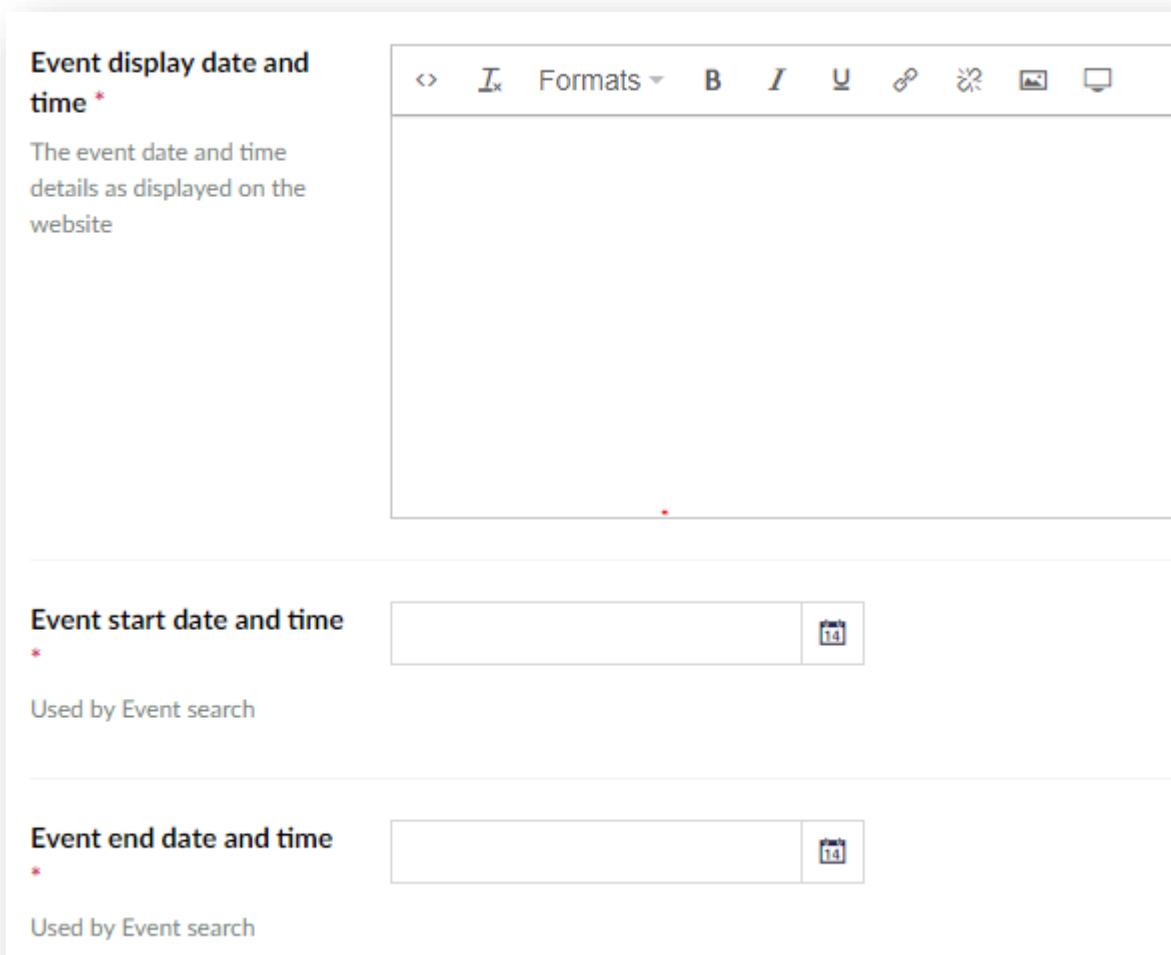
Event venue

To select your **'Event venue'** just click 'add' and then navigate to your brown 'Venues' folder and find the venue you have created:



Date and time

You will notice that there are two different types of date and time. They have different purposes and both need to be filled in.



'Event display date and time' is what appears next to the picture on your event. Here is a good example. Please try and include whether the event will be GMT or BST to assist international users:



RPS Awardees in conversation... Ingrid Pollard HonFRPS

DATE AND TIME

Tuesday, 20 April 2021
from 1800-1900 (BST)

VENUE ADDRESS

Online
Join from your location
Link attached to event booking confirmation email

[Book Online](#)

£3 - £5

The 'Event start/end date and time' are what appear in the Search:



Organising Images in Lightroom with Joe Houghton

Organising images using the Library Function in Lightroom. Ideally aimed at someone who has started using Lightroom and wants to know more about making the most of the organisational abilities that th...

DATE

28 April 2021

LOCATION

Online, Join from your location, Link will be supplied, .

PRICE FROM

£12



EVENTS / ONLINE LEARNING

How to create the perfect online portfolio

All photographers and creatives need a website that's attention-grabbing and a joy to browse. It should make potential employers, agencies and clients desperate to work with you. Whether you're amateu...

DATE

29 April 2021

LOCATION

Online, Join from your location, Link will be supplied, .

PRICE FROM

£15

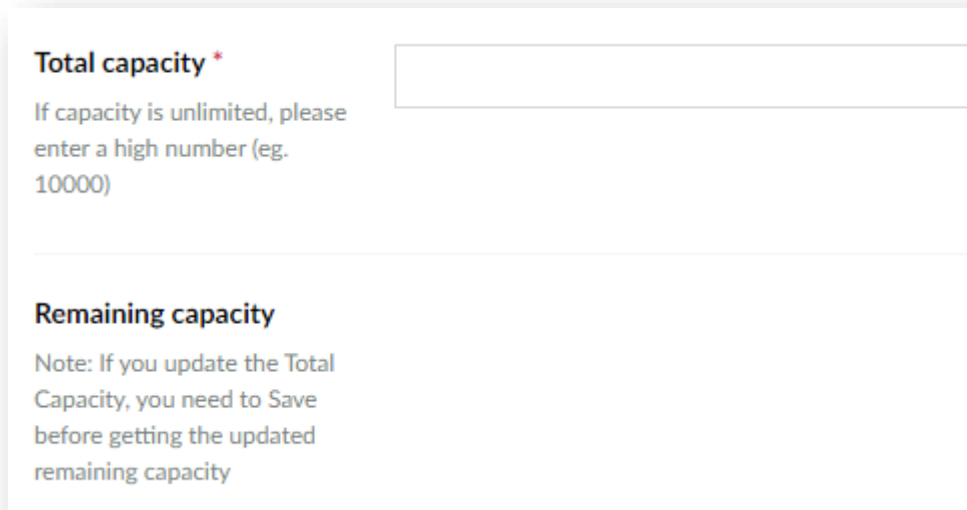


EVENTS / ONLINE MEETING

Event capacity

'Total capacity' is a mandatory box. If the capacity is unlimited (for an exhibition for example), put a high number capacity such as 1000. If you have a big number here it will still collate a list of attendees for you even if the event is free as they will need to book a ticket in the normal way. If you don't require a list of attendees, choose the 'Not bookable online' option shown below instead.

'Remaining capacity' is somewhere you can quickly check how many places are remaining (not been sold). If you have updated the 'Total Capacity' you will need to save before checking your remaining capacity.



Total capacity *

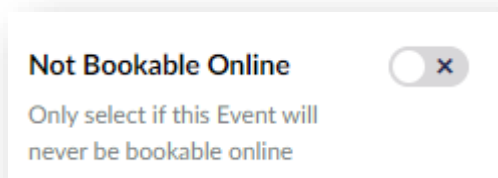
If capacity is unlimited, please enter a high number (eg. 10000)

Remaining capacity

Note: If you update the Total Capacity, you need to Save before getting the updated remaining capacity

'Not bookable online' is for events where you do not want/need a record of who attended. Simply move the slider so there is a tick:

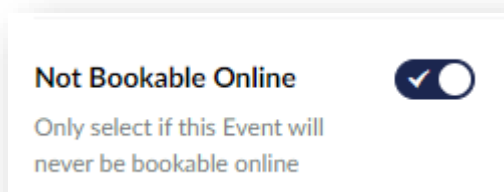
Bookable:



Not Bookable Online

Only select if this Event will never be bookable online

Not bookable:



Not Bookable Online

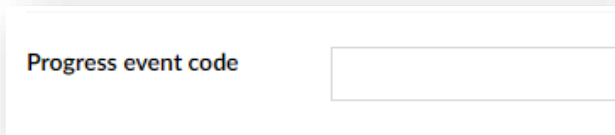
Only select if this Event will never be bookable online

Cancellation policy

The 'Cancellation policy' box is the usual text box you should now be familiar with (see information on the 'Text card' if you aren't sure). If you don't have a cancellation policy please speak to Volunteering Manager, Kate Constance (kate@rps.org) who should be able to help you.

Progress event code

Please ignore the '**Progress event code**' box – it is for Alan Hitch to fill in.



A screenshot of a form field. On the left, the text "Progress event code" is displayed. To its right is a rectangular text input box.

Booking email PDF (important for online events)

If you are creating an event with a link attached (Online – link attached), such as a Zoom link for example, here is where you would load the link. It is advisable to make a dedicated 'Event booking PDFs' folder in your media library and loading it before creating your event. Be sure to call the PDF something clear like 'RPS Jan Smith ARPS talk Zoom link and event details' to assist the user.

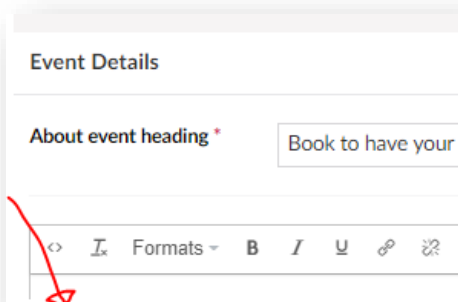
This might reiterate the event details, give further details for travel/parking, provide additional links people might find useful or include maps, whether to bring a packed lunch etc. which might be really helpful if you're meeting "off grid". It's not compulsory but does provide the attendee with a concise, easily saveable set of event details.

We would recommend saying in the PDF not to share the link as places are limited and they may find themselves locked out.



A screenshot of a form section titled "Booking Email PDF". Below the title, it says "This PDF will be attached to the Event booking confirmation email". To the right of this text is a large dashed rectangular box containing a plus sign (+), indicating where to click to attach a PDF file.

We recommend putting a sentence at the start of your text to inform readers about how they will receive the link e.g. "The Zoom link for this event will be in a PDF attached to your event booking confirmation email."



A screenshot of an "Event Details" form. It shows a heading "About event heading *" followed by a text input field containing the text "Book to have your". Below the input field is a rich text editor toolbar with icons for bold, italic, underline, link, and unlink. A red arrow points to the bottom left corner of the text input field.

When you have completed creating your event, please email alan@rps.org to put a code in for you.

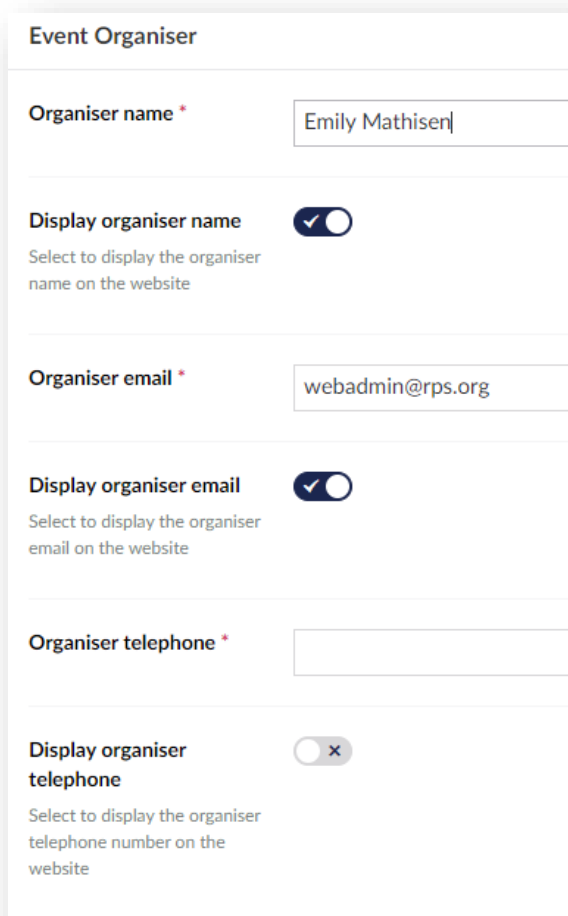
Event organiser details

This section is really important and has two uses which is why it is mandatory.

- 1) The details are visible in the back end of the website in case HQ need to contact the organiser if there is a problem with the event on the website.
- 2) For the website visitor to have a contact number and/or telephone number in case of problems on the day:



You can choose which of the details are displayed by moving the slider across so a little tick appears. Here for example the name and email will show on the front/public side of the website but the telephone number won't:



The form is titled "Event Organiser" and contains the following fields and controls:

- Organiser name ***: Input field containing "Emily Mathisen".
- Display organiser name**: Toggle switch (checked). Subtext: "Select to display the organiser name on the website".
- Organiser email ***: Input field containing "webadmin@rps.org".
- Display organiser email**: Toggle switch (checked). Subtext: "Select to display the organiser email on the website".
- Organiser telephone ***: Empty input field.
- Display organiser telephone**: Toggle switch (unchecked). Subtext: "Select to display the organiser telephone number on the website".

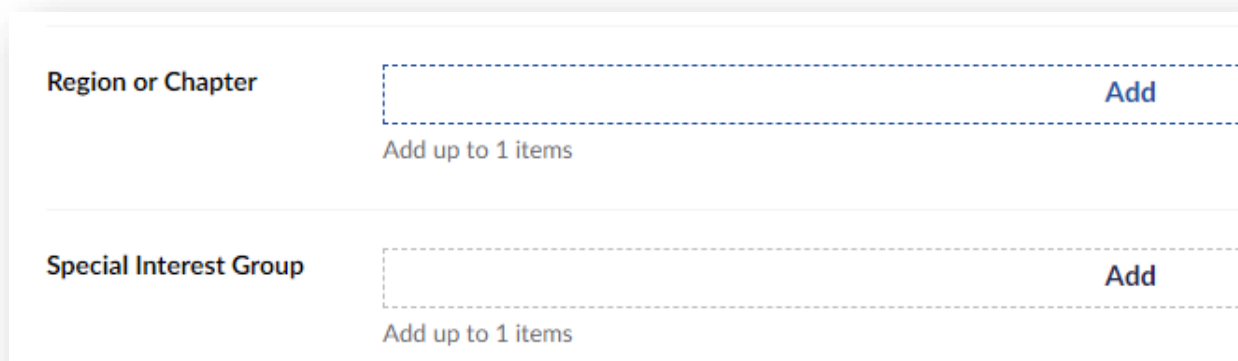
Event Organisers should be registered volunteers (or staff), not just the speaker, as there are GDPR implications since they are sent personal information about the delegates.

If the event needs to be cancelled or postponed, it's the event organiser's responsibility to ensure that all those who have booked are informed, offering a refund (if applicable) or retaining registration for rescheduled event as appropriate. Where they are to be refunded, the event organiser should inform alan@rps.org so he can make payment back to their card.

If you can cancel, reschedule or postpone any event that is taking online bookings please let alan@rps.org know so that he can amend the database accordingly.

Tagging your event

Linking your event to your Chapter, Group or Region will mean that it will show in your Search feed (which is also shown on the What's On page).



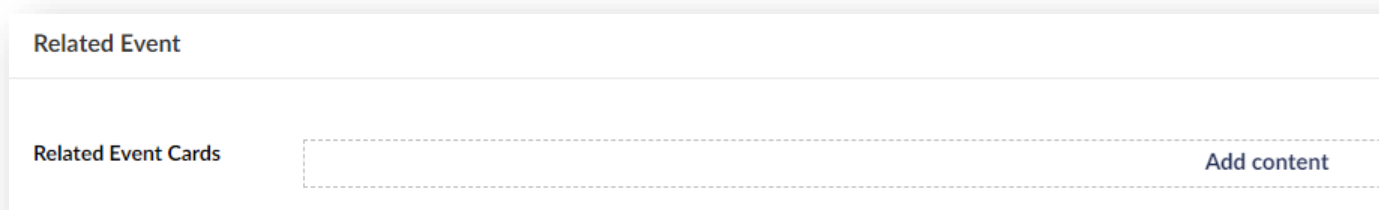
The screenshot shows a form with two sections. The first section is labeled 'Region or Chapter' and contains a dashed rectangular input field with the text 'Add up to 1 items' below it and an 'Add' button to the right. The second section is labeled 'Special Interest Group' and contains a similar dashed rectangular input field with the text 'Add up to 1 items' below it and an 'Add' button to the right.

To do so click 'Add' and then navigate until you find it. Chapters look like a little blue book, Regions like a pin in a map and Groups like an easel. Groups also have the capacity to tag the Region the event is taking place in:



Related events

You can add cards you have made to advertise other events onto the event you are creating. Just press 'add content', choose a three or five column container (explained in the Landing Page section) and find the cards in your blue cards folder. You can also add a title (such as 'Related events') by using the 'Section' option. As usual, you can drag and drop the 'Containers' and 'Sections' into the order you would like them to appear on the page:



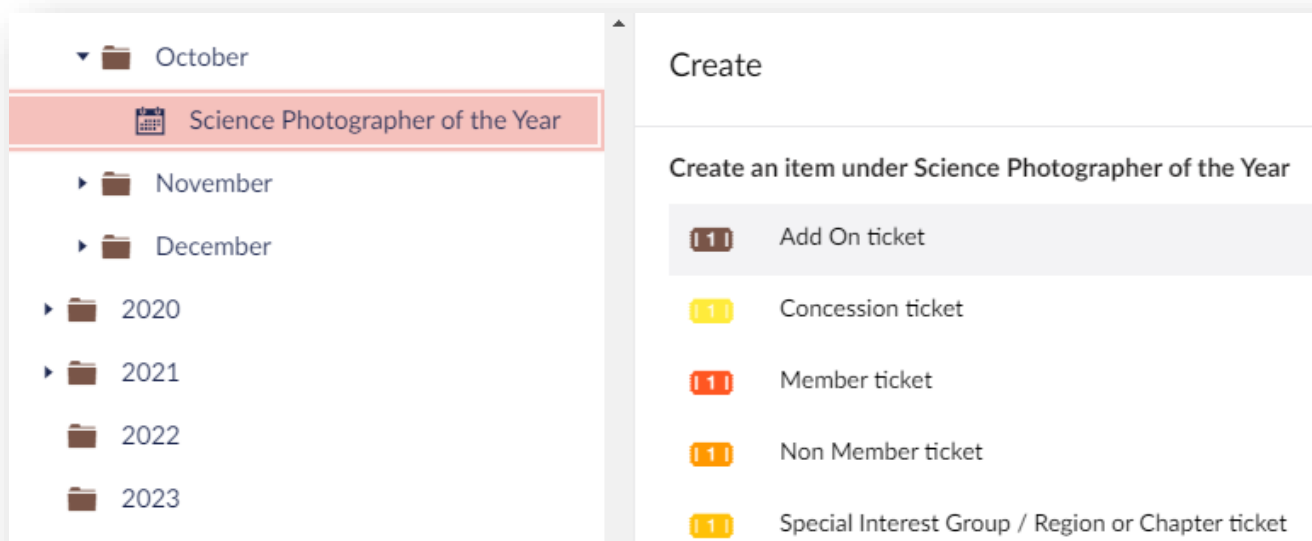
The screenshot shows a form titled 'Related Event'. Below the title is a section labeled 'Related Event Cards' which contains a dashed rectangular input field and an 'Add content' button to the right.

The rest of the event page (SEO etc.) should now look familiar to you but if not, please visit the 'Pages' section.

'Save' the event if you are going to add tickets. 'Save and publish' if you are not. Both of these options can be found at the bottom right of the screen.

Event tickets

To add tickets to your event first click on your saved event so it goes pink, then click on the three dots and choose 'Create' this will bring up the ticket options:

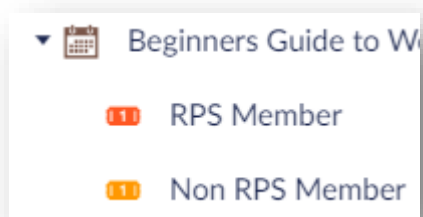


'Add-on' are additional things such as 'lunch', 'single room' or '9am talk' that can be added to a ticket. Users will be able to select a main ticket type and then will be offered the add-on ticket options and they will be totalled together before payment.

Creating a ticket

First click on the ticket type you would like to add choosing from 'Concession', 'Member' (which covers the whole RPS membership), 'Non Member' and 'Special Interest Group / Region or Chapter'.

Once they have been made, they will appear under your event (using the little arrow to show them) like this:



Here is an example of the Concession ticket fields to fill in:

Ticket details

Start date of sale

The date the ticket will appear on the website

End date of sale

The date the ticket will no longer appear on the website

Ticket price

(no need to enter £ sign)

Progress Ticket Name

Ticket description exactly as it displays in progress (ie. Non-Member Application)

Creating your ticket

First fill in the 'Enter a name...' field. For the 'Concession' ticket type, you could add a name such as 'Student Concession' or 'Over 65 Concession'. For 'Member' and 'Non-member' tickets you could just call them that and for CGR tickets you could call them 'India Chapter member', 'Northern Region member' or 'Documentary Group member'

The 'Start date of sale' is the date you would like them to go on sale. You could simply choose today's date or, to give Alan Hitch some time to add the booking button, you could say a week or two in advance. If you choose a date in advance, you could make a selling point of this saying something like: "There will be twelve tickets available which will go on sale on 1 June" at the top of your main text on the event. If you want your button to show as soon as Alan makes it active, please choose a date in the past. **Please note, the ticket start and end times are in GMT only (the website does not recognise BST). If the event takes place in British Summer Time please subtract an hour on your event start time.** For example, 5pm GMT is 6pm BST so if you want bookings to start/stop at 6pm BST then take 1 hour off so it shows as 5pm (GMT) in Umbraco. Please remember to select a start time as well as date or it defaults to 12:00 GMT (13:00 BST).

If you would like to offer your members **priority booking** on an event, you could set the non-member ticket start date for a later point in time. This will then give the booker a message when they try and purchase a non-member ticket that says: "Available from...". The ticket should automatically become available when the specified start date/time has been reached. Booking member tickets meanwhile will function as normal. This forward dating only works as long as at least one main ticket type is available for purchase:

Select tickets

John Thomson: his life, photography and photobooks

Select your tickets and any extras you'd like to purchase:

Tickets

Members — Free

0

Non-members — Free

Available from 28 June 2021

Product

SUBTOTAL 0

Add to cart

'End date of sale' – you may like to close sales on your tickets the day before your event or week before to give you more time for processing. You can also change the end date of the sale so that ticket type appears sold out. You might choose to do this if you have sold enough of that type of ticket or if you do it to all the ticket types available the event booking button will drop off entirely. If one of your tickets has expired (the end date/time has passed), it shows as "Ticket no longer on sale". If you haven't selected a time a default time of 12:00 GMT will automatically be applied. Remember when selecting an end time for your ticket to minus 1 hour if the event is in BST. To get rid of expired tickets, unpublish the ticket and it will no longer show.

'Ticket price' – do not include the £ sign for your price so for £20 just put 20.

'Progress Ticket name' – please leave this field blank as this is where Alan Hitch will add the database code to connect everything up.

The 'Special Interest Group / Region or Chapter' ticket option has an additional box:

Ticket type

Ticket type *

Options selected will be taken from the Event and displayed on the ticket.

You must select the relevant Special Interest Group or Region on the Event

In which you can select one of the following options for the type of ticket:

Ticket type

Ticket type *

Options selected will be taken from the Event and displayed on the ticket.
You must select the relevant Special Interest Group or Region on the Event

Region / Chapter
Special Interest Group
Special Interest Group and Region / Chapter

Please Note: The website will not cross-reference people buying this type of ticket against their membership so groups/regions will have to manually check people’s eligibility by cross-referencing those who purchase this ticket against their group or region membership list.

Please do not ever delete tickets once the event is live as this may impact the database. Instead use the ‘Unpublish’ option.

If you change the prices of tickets please let alan@rps.org know so he can reflect these changes in the database.

Add Ons

‘Add On’ are additional things such as ‘lunch’, ‘single room’ or ‘9am talk’ that can be added to a ticket. Someone cannot just purchase an ‘Add On’ – they have to be added to a ticket.

There are a couple of extra boxes that ‘Add On’ have that the ticket types don’t. ‘**Total capacity**’ and ‘**Remaining capacity**’. You might be running an event at a hotel who could have 200 people in their conference room (so you marked the total ticket capacity at 200) but there were only 2 single and 3 double rooms available for overnight accommodation. Once the room ‘Add On’ places are sold, they would show as sold out but the remaining tickets for the event could continue to sell until they reached 200.

You might be running an event over a day with lots of different talks. You might decide that there were 200 tickets available for the whole event but that talks only had a limited number of tickets each. So, there might be a talk at 9am, one at 11am and another at 2pm each with only twenty places available. Once these slots were sold out they would be marked as such but people would still be able to purchase other time slots that were still available:

Total Capacity

Total number of tickets that can be sold on the website.
Please enter 9999 if this is unlimited

Remaining Capacity

Note: If you update the Total Capacity, you need to Save before getting the updated remaining capacity

Here is an example of how you might fill in one of the single hotel room ‘Add On’:

Single hotel room

Ticket details

Display Name *

Start date of sale

The date the ticket will appear on the website

End date of sale

The date the ticket will no longer appear on the website

Ticket price

(no need to enter £ sign)

Progress Ticket Name

Ticket description exactly as it displays in progress (ie. Non-Member Application)

Total Capacity

Total number of tickets that can be sold on the website. Please enter 9999 if this is unlimited

Remaining Capacity

Note: If you update the Total Capacity, you need to Save before getting the updated remaining capacity

The **'Remaining Capacity'** is so you can monitor how many 'Add On' places are remaining.

'Save and Publish' at the bottom right of the screen when you are finished.

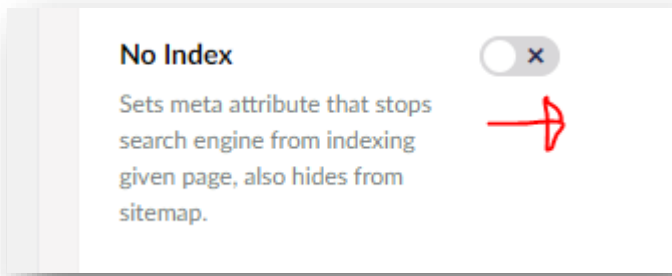
What happens next

When you create Events which require a 'Book Online' button, a code has to be added by Alan Hitch (alan@rps.org), this is to link it with the database to ensure you get paid. This can take a day or two so please be patient. People will not be able to book onto the event until this code has been added.

Once you have created your event send an email to alan@rps.org asking him to make it live. Make sure you include the Chapter, Group or Region and name and date of the event. Please also let alan@rps.org know if you add an extra ticket, change the date of your event, postpone, ticket prices etc. after the event has a button.

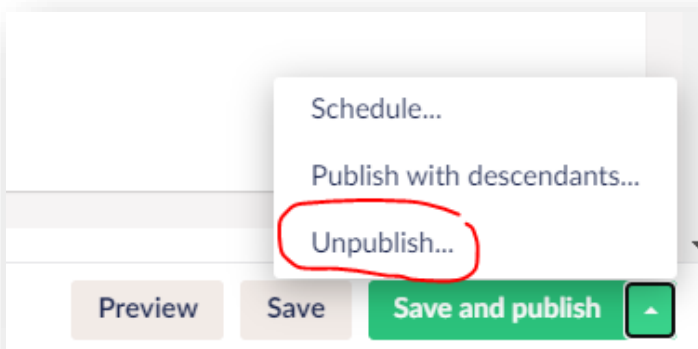
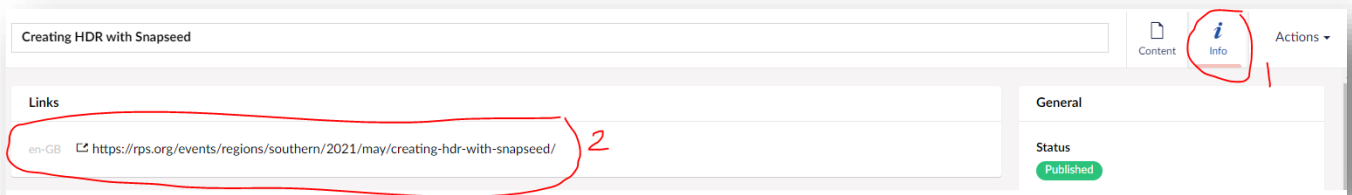
When an event has finished

You should do one of three things as soon as possible after the event has finished:

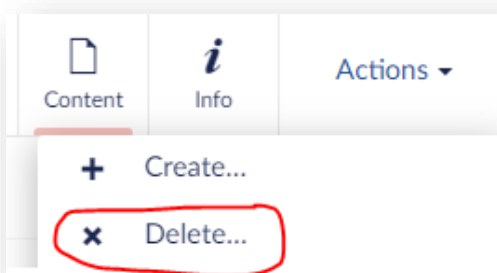


'No Index' means that the item will stop showing in the RPS Search but also start to disappear from things like Google. To do this just slide the button to the right so that a tick appears. This option allows you to still link to it as it will be live on the site just not searchable.

To find the link for your event if you would like to link to it from your microsite but no longer want it to appear in the Search. Click the 'i' at the top right of the screen and this will open a window including your link:



'Unpublish' at the bottom right of the screen (click the little arrow next to 'Save and publish'). This will mean it is stored in Umbraco but will not be visible in the public facing side of the website. You might decide to go for this option if you would like to use the event as a template in future (for example for a monthly meeting).



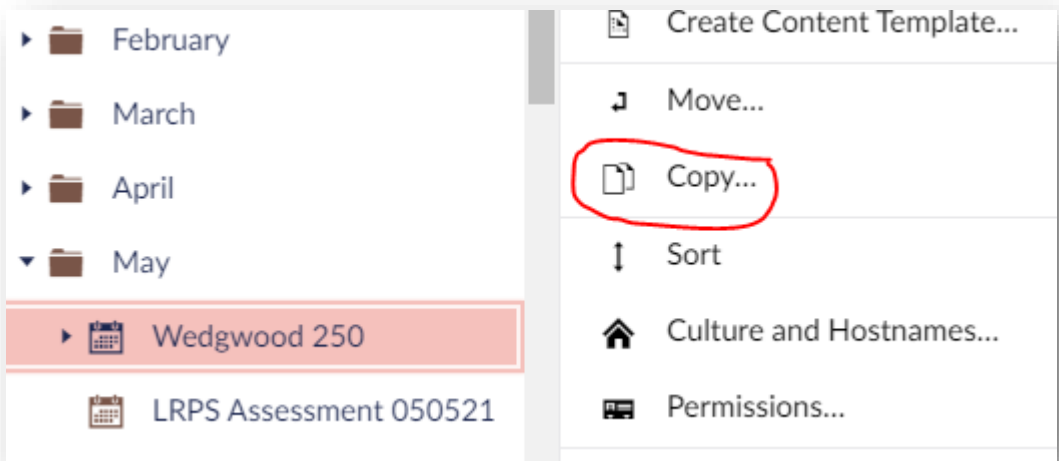
'Delete' will remove the event from Umbraco and the live website completely and permanently. You can do this by clicking the little arrow by 'Actions' or clicking the three dots on the event when it is highlighted pink and selecting 'delete'. The delete option will delete all registration details, so should be used with caution.

If you find that you are unable to 'Unpublish' your event and are getting a red error, take out the Progress event code and then try again:

Progress event code

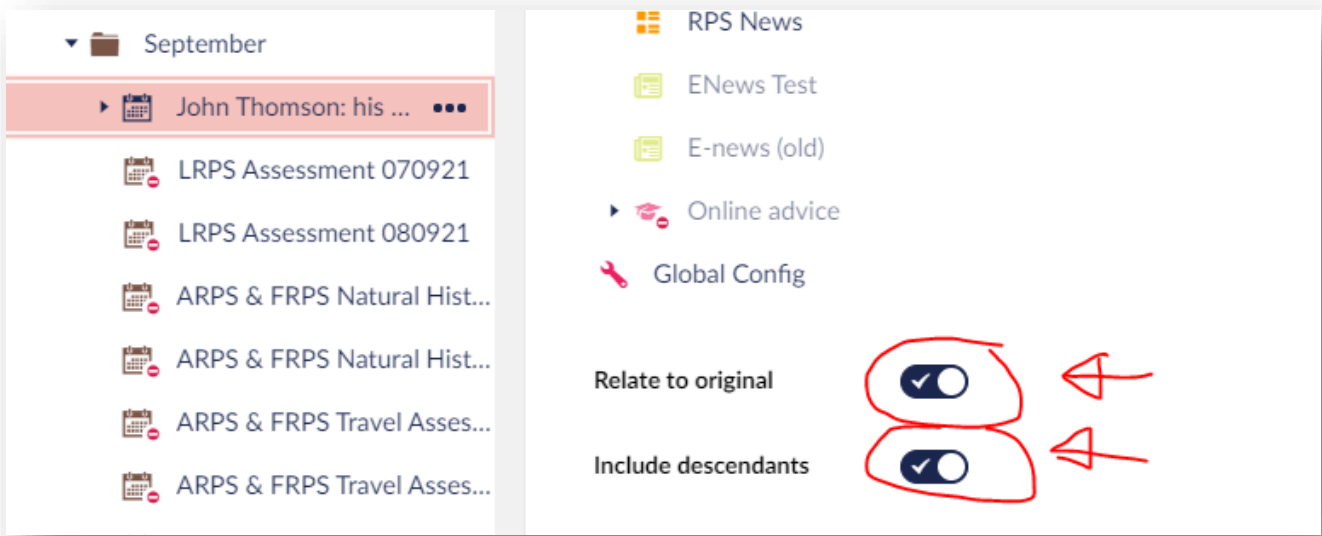
Copying an event

You can copy an event by right clicking on it and selecting 'Copy'. You then have to select the folder it goes into:



In the above list you will also see: 'Create Content Template'. Please do not ever select this as these are viewable to everyone!

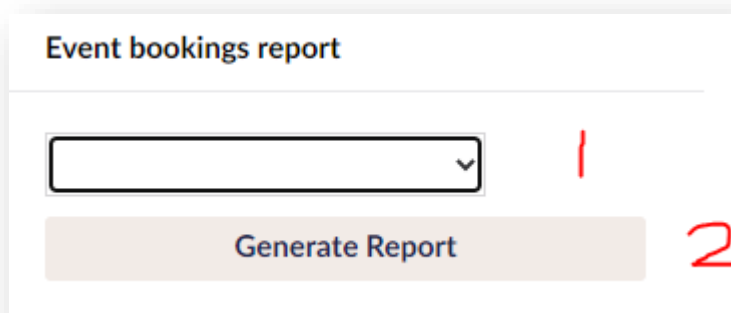
When you have chosen 'copy' at the bottom of the folder choice list you will see 'Relate to original' and 'Include descendants':



It is **important** to deselect 'Relate to original' so that any changes made on the copy don't transfer back to the original, and specific details of the original (like tickets already purchased) don't appear on the copy. To deselect, slide the buttons to the left so that there is a cross instead of a tick. If you would like to keep any add-ons or tickets, keep 'Include descendents' ticked. If you don't require any of the add-ons or tickets, untick it.

Reports – lists of attendees

At the top left of the screen, next to 'Content' and 'Media' you should see a third tab called 'Reports'. When you click on this it should offer you the option of producing an 'Event booking report' where you can see a list of everyone attending in one place. First, click the little arrow (by the number 1 below) – this will bring you up a list of your events. Click on your chosen event. Then click 'Generate report' (number 2). The website will then generate a report for you in Excel form (it may take a minute or two as it has to talk to the database).



Make sure you generate your report before you 'no index', 'unpublish' or 'delete' the event after it has closed or it will not show in the list – to make it show again if you have already done this simply publish it again, generate the report and then 'no index', 'unpublish' or 'delete' again.

Cancelling a ticket/removing an attendee from the event registration report

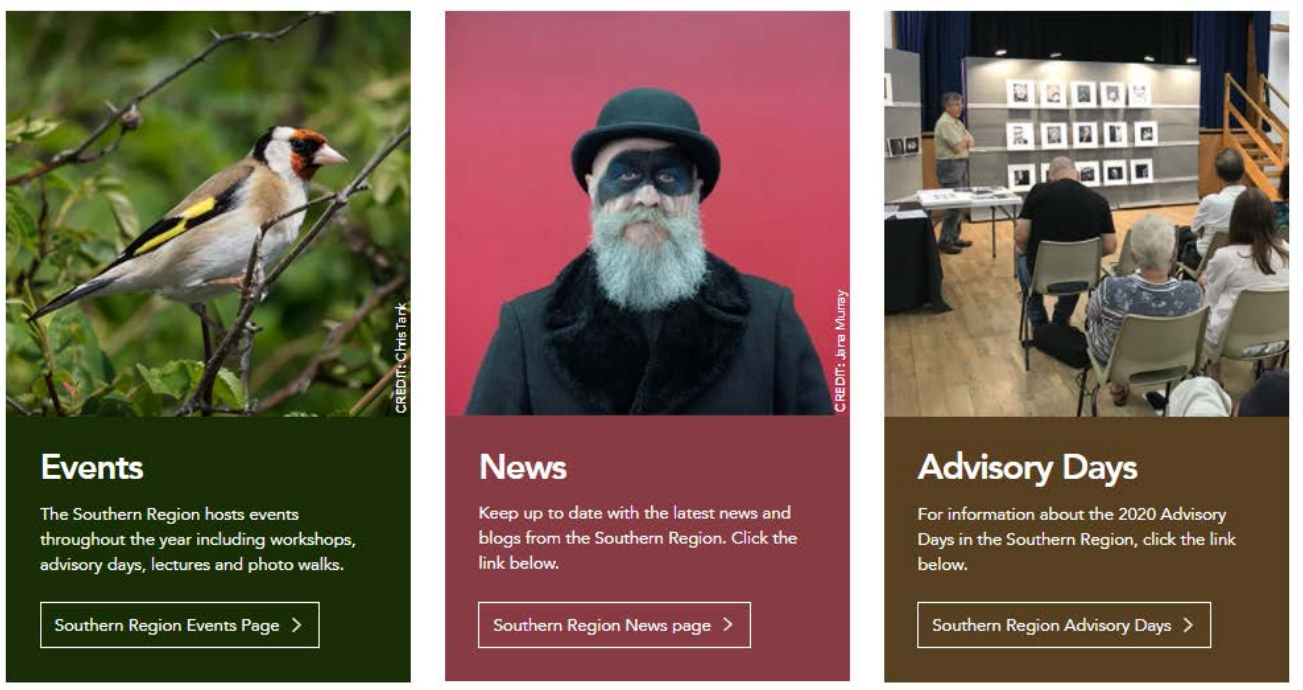
If someone cancels their place on an event, it is possible to remove them from the event booking report. Download the event report, highlight the person/tickets to be cancelled and send it to alan@rps.org where he'll be able to take them off for you. This will also automatically adjust the event capacity to allow those tickets to be re-purchased by someone else.

	A	B	C	D
1	Attendee Id	Event Name	Booking Date	First Name
2	97	Miniclick - Guy Martin	28/11/2019	Billy-Jay
3	100	Miniclick - Guy Martin	28/11/2019	JO
4	101	Miniclick - Guy Martin	28/11/2019	JO

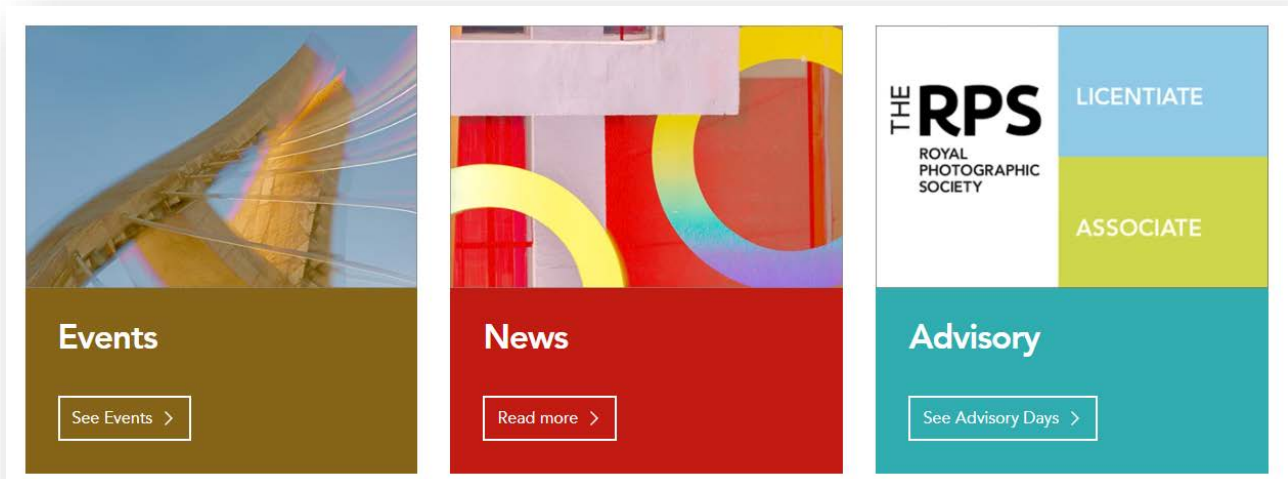
Designing your main Chapter, Group or Region page

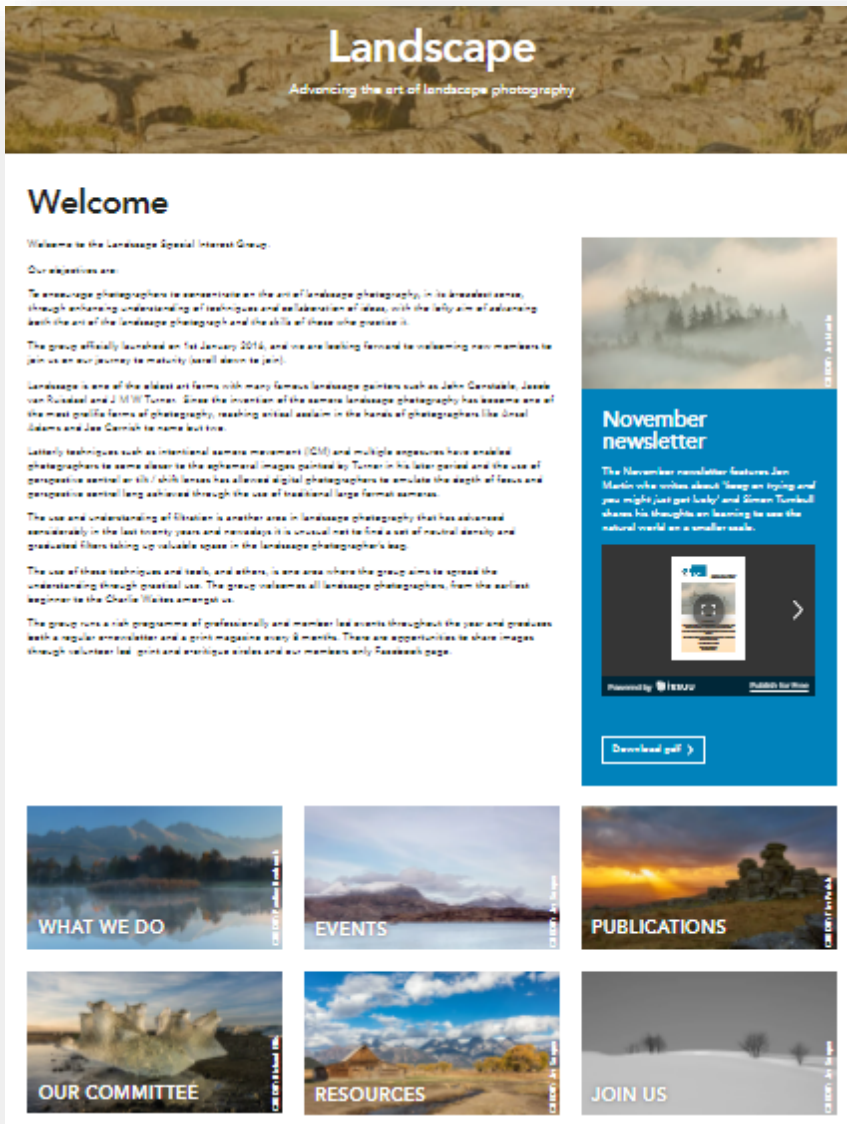
Once you have created all your pages such as Committee, Publications etc. you can put together your main CGR page. Below and on the following pages are some examples to inspire you.

Below: Using good elements of design, the Southern Region has created some really nice boxes here – they are all the same length, the colours are tonally harmonious and they are panelled so that the two outside boxes leading lines are directed towards the centre image. They have used ‘Spotlight’ cards:



East Anglia has also used ‘Spotlight’ cards here to create a striking and engaging result:





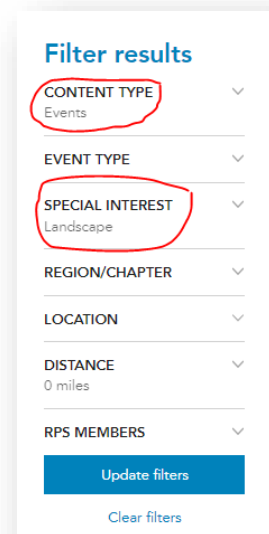
This page is a brilliant template for the type of content it would be good to include on your pages.

Welcome – a background to the Group and activities ('Text' card).

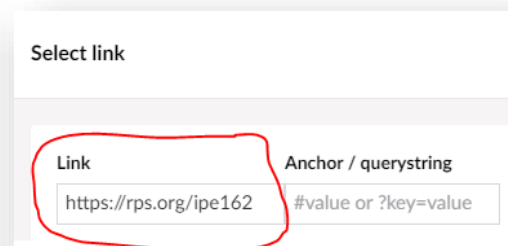
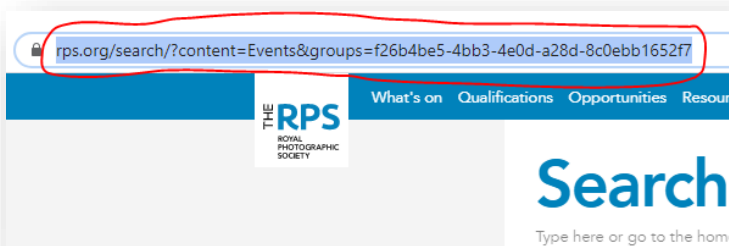
Newsletter – you can either view the current newsletter as a PDF or in ISSUU (a page turning version). This is a 'Spotlight' card.

All other cards are 'Promo' cards:

What we do – a page on the benefits of joining the Group



Events – go to the main RPS website Search page, select 'Events' and then your CGR and press 'Update Filters'. This will link to your events. Copy this link (Landscape Group example circled below) into the link box on the card:



You can also do a similar link to News items in the main RPS website Search if you create them.

Publications – a page for past publications

Committee – this could include an image, bio and email contact for each committee member

Resources – tips and how-to information for landscape photographers

Join Us – this could link to a page on how to join if you are a Group including benefits of joining.

RPS The Royal Photographic Society

What's on | Qualifications | Opportunities | Resources | About

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MEMBER LOGIN

Welcome to the Nature Group

Founded in 1976 under the Chairmanship of Heather Angel FRPS, the group aims to bring together people with an interest in any aspect of natural history photography, and with any level of ability to display their work.

The Nature Group is one of the largest and most active of the RPS Groups. Group membership is approximately 900, largely from the UK but with members from all over the world. Members include well-known professional photographers, natural history authors, lecturers and those who are just starting out. You will be made most welcome by our Group whatever the level of your photography. You do not need detailed natural history knowledge; all that is required is a genuine interest in, and respect for, nature. The Group has always been extremely friendly, with members always willing to share their knowledge of both Natural History and photography with others. Many members joining with little photographic experience have subsequently obtained a Distinction, some working their way through to a Fellowship. [Go to this News Item](#) to see information regarding the Officers & GM Reports.

BENEFITS AND JOINING

[View](#)

EVENT RECORDINGS

[View](#)

EVENTS

[View](#)

NEWS

[View](#)

ANNUAL EXHIBITION

[View](#)

THE IRIS MAGAZINE

[View](#)

IRIS AND ENEWS ARCHIVE

[View](#)

OUR COMMITTEE

[View](#)

Here is a great page which includes many of the elements of the previous example and uses fantastic imagery from Group members.

They have also added a link to **Event recordings** – this is a brilliant idea and forms a valuable resource for their members. You would need permission from speakers to include these films.

This page contains clever use of images. The picture chosen for the Research Day makes a very strong central image and the Resources box is a great way to fill a space with the use of a 'double' card and wide but thin image.

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SOCIETY MEMBER


Historical

Welcome to the Historical Group

[About us](#) | [Group events](#) | [The PhotoHistorian](#) | [Annual lectures](#) | [Research Day](#) | [Past events](#) | [Resources](#) | [Research distinction](#)


The Royal Photographic Society's Historical Group was founded in 1972 to promote knowledge of the history of photography in all its aspects, and to encourage the preservation of photographs, photographic equipment and documents relating to the history of photography.

The Group acts as a forum for all members and non-members world-wide with an interest in photographic history, from the early-nineteenth century to the present day.




ABOUT US

CREDIT: The Royal Photographic Society Collection at the RPSA




EVENTS


CREDIT: The Royal Photographic Society Collection at the RPSA



The PhotoHistorian




ANNUAL LECTURES




RESEARCH DAY

CREDIT: Ross Stewart




RECENT EVENTS

CREDIT: Natural Museum of Science & World



RESOURCES

CREDIT: The Royal Photographic Society Collection at the RPSA



RESEARCH DISTINCTION

CREDIT: RPSA

Chapters - It is nice to include a version of your main text in both English and the first language for your country if this is not English. Here is a good example from the German Chapter:

Committee pages can either be really simple and clean looking like this:

Or can include information and photographs on the members of the Committee. The Tool cards are a good way to display individual committee members with a picture, name, short biography and email address.

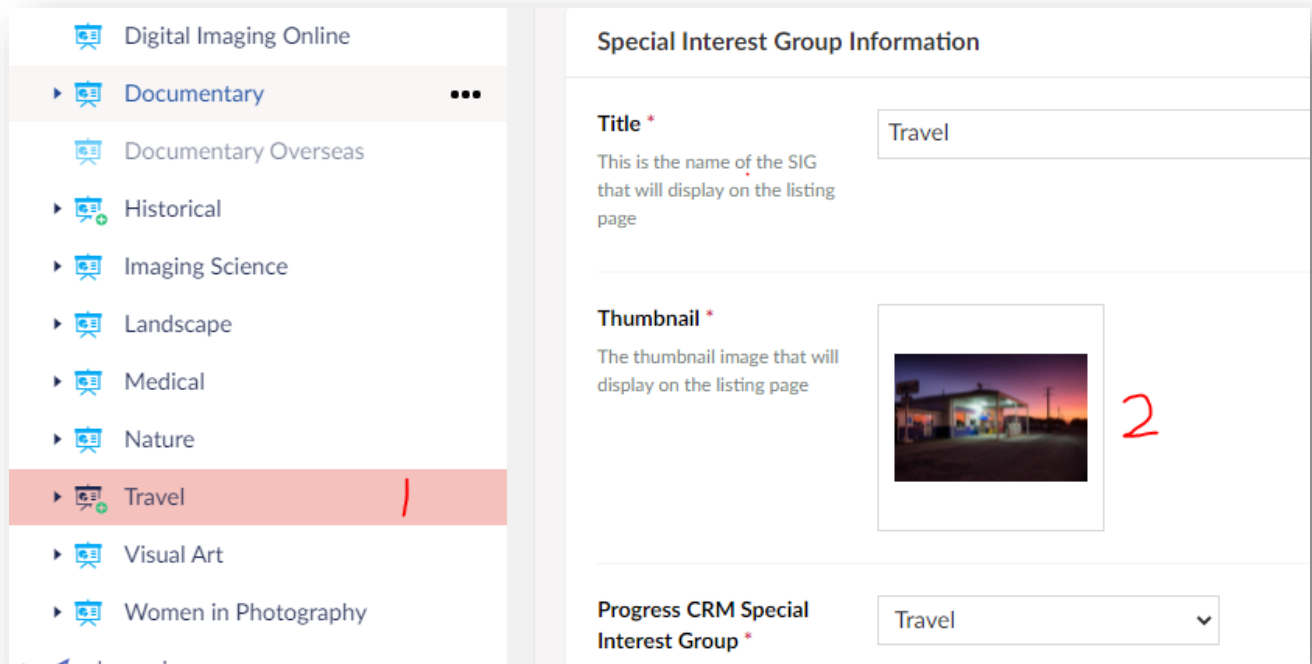
Changing your Group or Region picture

These are the pictures that appear on the main Groups and Regions pages (and also appear in the joining process for the Groups).

Group picture

This is a very easy change. First click on your Group icon (the little easel), then scroll down the page until you reach the Special Interest Group Information section and change the thumbnail image (do not change the title as these all

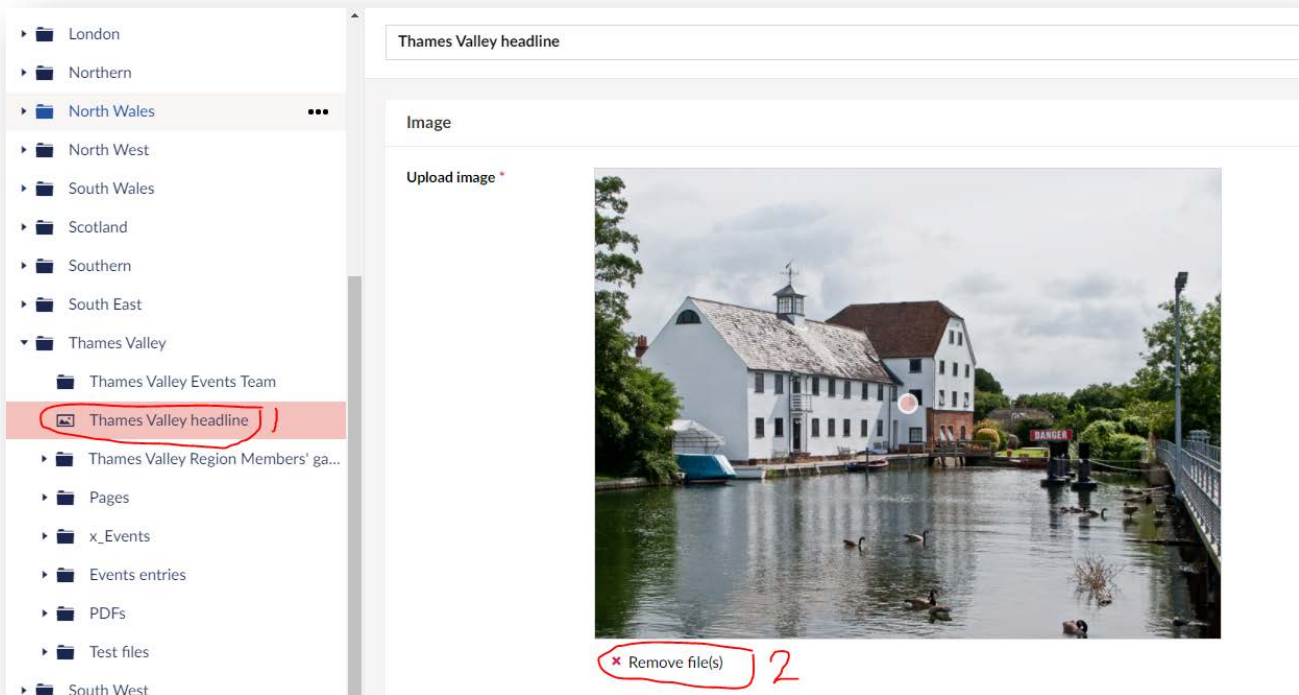
need to be uniform). **Images should be no more than 1000px wide please and always use a landscape format image rather than square or portrait.**



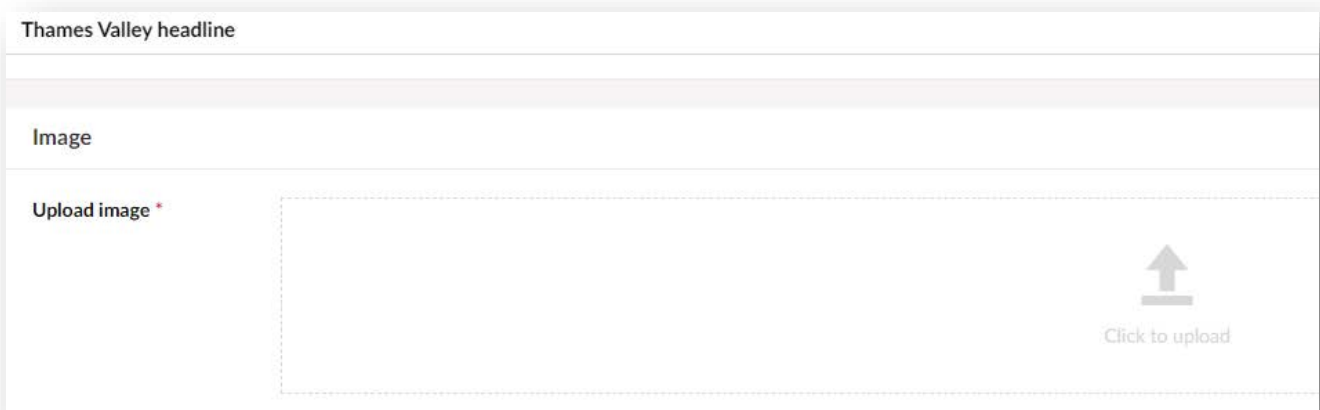
Region picture

This is initially a slightly more complicated change. First, load an image to your media library and call it something generic like 'Region Image'. Then let webadmin@rps.org know and we can link the image up to the page. Then whenever you want the picture changed you can change it. You are not going to delete the image – you are going to overwrite it.

To overwrite the image, first click on it in the Media Library (as in number one below), then click 'Remove field' (as in number two below):



This will bring up the usual 'Click to upload' option allowing you to search for your image on your computer and then load it - **no more than 1000px wide please and always use a landscape format image rather than square or portrait**. Then press 'Save' at the bottom right of the screen.



Galleries

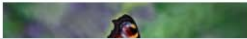
There are several ways to add Galleries of work to 'Landing pages' using cards. With all these options you can link to the Media Library items (so if they are clicked the images open in a bigger screen) but please bear in mind that the watermark will not show as it does on the card images so you will need to check with the photographer that they are happy with this before choosing this option.

Galleries without titles or captions

If you would just like images with no titles or captions 'Promo cards' are a good way to achieve this:

Jane Langston LRPS

Print Submission



Nick Brown LRPS

Print Submission



In these two examples, cards have been created for each image and they have then all been added to the same three card container. The website will then mosaic them into the order that leaves the least white space. The only card that will have a guaranteed position is the first card you add – in this case the Distinctions Hanging Plan. This is how it will look in Umbraco:












James Kelly LRPS

Content

Content cards

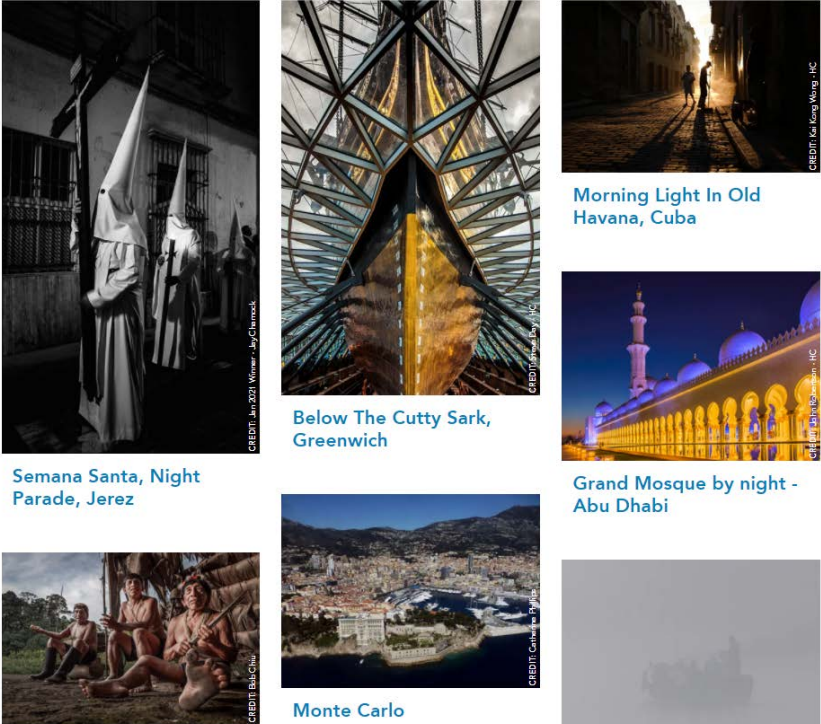
1 - Cards (three columns) - 11 selected

Card picker

	JK Hanging Plan https://rps.org/cards/bristol/qualifications/lrps-page/lrps-example-panels/james-kelly-lrps/jk-hanging-plan/	Remove
	JK 01 https://rps.org/cards/bristol/qualifications/lrps-page/lrps-example-panels/james-kelly-lrps/jk-01/	Remove
	JK 02 https://rps.org/cards/bristol/qualifications/lrps-page/lrps-example-panels/james-kelly-lrps/jk-02/	Remove
	JK 03 https://rps.org/cards/bristol/qualifications/lrps-page/lrps-example-panels/james-kelly-lrps/jk-03/	Remove
	JK 04 https://rps.org/cards/bristol/qualifications/lrps-page/lrps-example-panels/james-kelly-lrps/jk-04/	Remove
	JK 05 https://rps.org/cards/bristol/qualifications/lrps-page/lrps-example-panels/james-kelly-lrps/jk-05/	Remove
	JK 06 https://rps.org/cards/bristol/qualifications/lrps-page/lrps-example-panels/james-kelly-lrps/jk-06/	Remove
	JK 07 https://rps.org/cards/bristol/qualifications/lrps-page/lrps-example-panels/james-kelly-lrps/jk-07/	Remove
	JK 08 https://rps.org/cards/bristol/qualifications/lrps-page/lrps-example-panels/james-kelly-lrps/jk-08/	Remove
	JK 09 https://rps.org/cards/bristol/qualifications/lrps-page/lrps-example-panels/james-kelly-lrps/jk-09/	Remove
	JK 10 https://rps.org/cards/bristol/qualifications/lrps-page/lrps-example-panels/james-kelly-lrps/jk-10/	Remove

Galleries with titles but no captions

In the example Content Cards have been used with only the Title field filled in:



Semana Santa, Night Parade, Jerez

Below The Cutty Sark, Greenwich

Morning Light In Old Havana, Cuba

Grand Mosque by night - Abu Dhabi

Monte Carlo

Galleries with titles and captions

If you would like a description under each image, using 'Content cards' is a good way to achieve this:

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BECOME A MEMBER

Causes and effects


Science Photographer of the Year Exhibition 2020



A Year in Garbage

Anders Andersson


For a year Anders Andersson weighed and photographed everything he and his two children threw away. The year's rubbish came to 499.5kg, heavier than a grand piano. He stitched together the photos into this collage showing his family surrounded by their waste. Average UK households recycle 45% of their waste.



Coral Bleaching

Wojciech Nawrocki


Coral is made of thousands of tiny creatures called polyps. Polyps are full of algae which give coral its colour and produce up to 90% of its energy. When stressed, the polyps get rid of the algae leading to bleaching and eventually death. Rising temperatures are one cause of stress.



Brick Kilns in Bangladesh

Azlm Khan Ronnie


7,000 kilns, one million people, tens of billions of bricks. Bangladesh's traditional brick-making industry releases huge amounts of pollution into the air. In the capital Dhaka, wastewater from the factories and other industries often turns the River Turag green with harmful algae.



Lignite Coal Plant

Rasmus Degnbol / REDUX Pictures


Fields of coal waste stretch for 2km from the Belchatów power station in Poland. It burns lignite, the dirtiest form of coal, producing almost 35 million tonnes of carbon dioxide a year. The power station is the largest emitter of



California Wild Fire

Rasmus Degnbol / REDUX Pictures

California's Woolsey wildfire destroyed the Seminole Springs Mobile Home Park in 2018. The fire killed three people. It destroyed 1,643





California Wild Fire

Rasmus Degnbol / REDUX Pictures

California's Woolsey wildfire destroyed the Seminole Springs Mobile Home Park in 2018. The fire killed three people. It destroyed 1,643

Hiding pages

If you want to hide a page from the Search then 'No index' it. If you want to the page to be extra secure (say for a publication that is monthly), then you could also change the name of the page each month and give the new link to your members when you email them to tell them the new publication is ready. In the example a random number is added at the end of the page name which would be changed monthly. This would give you a different URL each month (in this case it might be [rps.org/India/publications-112266](https://www.rps.org/India/publications-112266)):

Publications 112266	
Content	
Content cards	
Hero	
Hero image	
Hero title 30 characters maximum.	<input type="text" value="Publications"/>
Hero description 220 characters maximum.	<input type="text"/>

Deleting pages, images and documents

You are able to delete items such as cards and pages but you must first make sure they are not being used or linked to anywhere, otherwise the website will serve a 500 error page because it can't find the content that is supposed to be there. So, a couple of steps:

- If it's a page you want to delete – make sure any links to the page are removed/re-linked to other places
- If it's a card you want to delete - remove the card from any pages it appears on first
- If it's an image you want to delete – remove the image from wherever it appears (on cards/hero images etc) and replace if necessary
- If it's a file you want to delete – remove any links to the file and replace if necessary

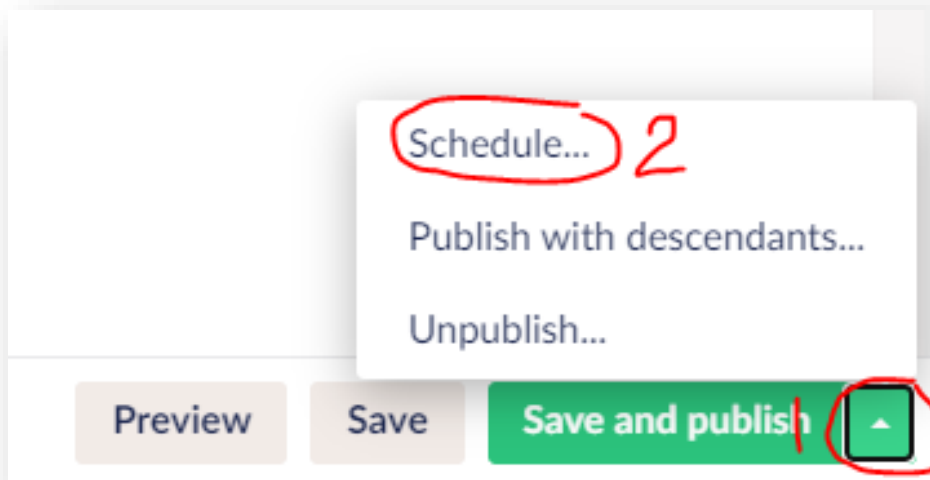
You can then unpublish the item by clicking on it in the content tree and clicking the arrow next to the 'Save and Publish' button. You should see the option to 'Unpublish'. Once you have unpublished, you can right click the item in the content tree and select delete. It will put the item in the recycling bin which admin have access to. It will be

periodically deleted to prevent us hoarding unnecessary items, so if you accidentally delete something please contact webadmin@rps.org as soon as possible, requesting the item be restored.

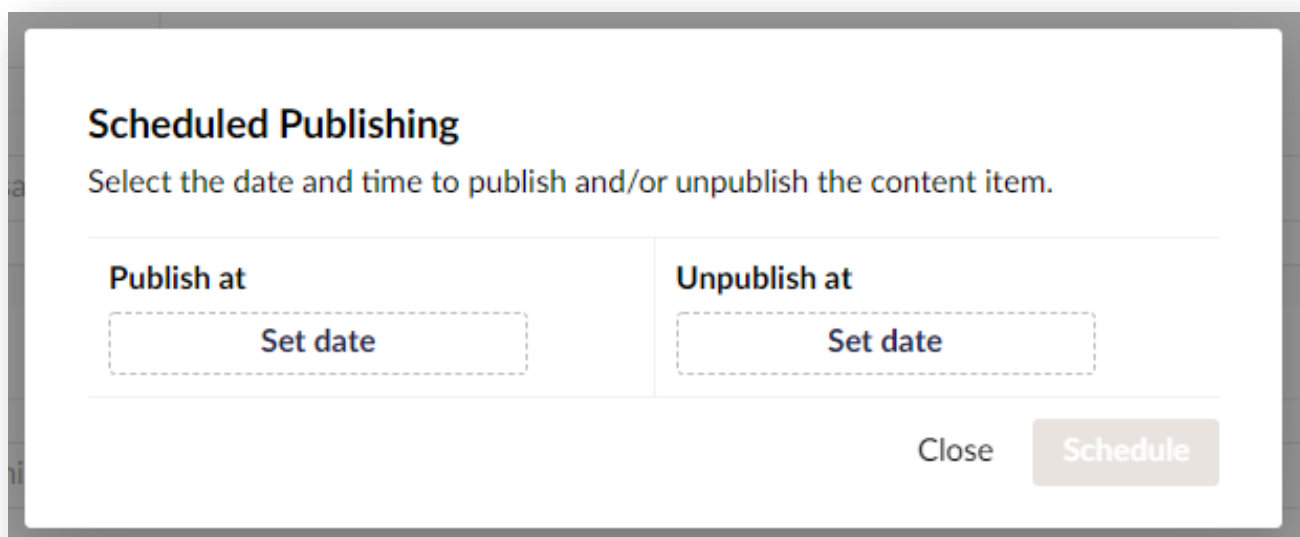
Scheduling pages/news/events

You can 'schedule' items on the website so that they are hidden until a specific date and time. This is useful if you are going on holiday or want things to appear on the website on days you aren't around. It is also a great idea to do this on events as you create them so you don't have to 'unpublish' later if this is your preferred option.

After creating your item, press 'Save' and then click on the little arrow next to 'Save and Publish' and choose 'Schedule':



This will open the following window:



For a page that you may want up for a while (with no end date in sight), you could just choose to 'Publish at':

Scheduled Publishing
Select the date and time to publish and/or unpublish the content item.

Publish at May 25th 2021, 07:00 ✕	Unpublish at Set date
---	---------------------------------

Close **Schedule**

To make something that is already published drop off on a certain day you can set it to 'Unpublish at'. This could be useful if you wanted an event to disappear after it has finished without you having to go in and manually do this. In the example below, I may be running an event on May the 31st that is from 10am-4pm so I have set it to unpublish at 4pm on that day:

Scheduled Publishing
Select the date and time to publish and/or unpublish the content item.

Publish at Set date	Unpublish at May 31st 2021, 16:00 ✕
-------------------------------	---

Close **Schedule**

For things that you only want up for a very specific time, you could set the 'Publish at' and 'Unpublish at' fields:

Scheduled Publishing
Select the date and time to publish and/or unpublish the content item.

Publish at May 25th 2021, 18:00 ✕	Unpublish at May 31st 2021, 09:00 ✕
---	---

Close **Schedule**

Anchors

Anchors are menu items on pages that ping you down to another place on the page. They are a little more technical so please don't feel you have to include them if you don't feel confident:

Qualifications

RPS Distinctions, qualifications & other certificated courses

The RPS offers qualifications, Distinctions and certificated courses to cater for every level of photographic experience. There are also opportunities with the OU, OCA, boomsatsuma and Falmouth University. They are an excellent way of setting yourself educational challenges and projects to help further your skills and focus your work.

[Distinctions](#) | [Qualifications](#) | [Falmouth](#) | [Other certificated courses](#) | [Kids and schools](#)

Distinctions

Licentiate (LRPS)

To become a Licentiate of The Society, applicants must show variety in approach and techniques but not necessarily in subject matter. Demanding but achievable.

Associate (ARPS)

Requires a body of work/project of a high standard and a written Statement of Intent. Strong technical ability using techniques and photographic practices appropriate to

Fellowship (FRPS)

Our highest level of Distinction. Requires a distinctive and cohesive body of work/project accompanied by a written Statement of Intent.

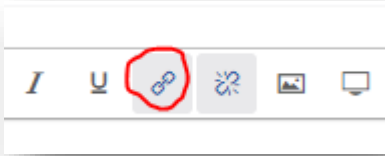
For example, if I was to click 'Falmouth' as in the example above it would whizz me down to the Falmouth section of the Qualifications page.

First you need to highlight the bit of text you want to click from in your menu – here I have highlighted 'Falmouth':

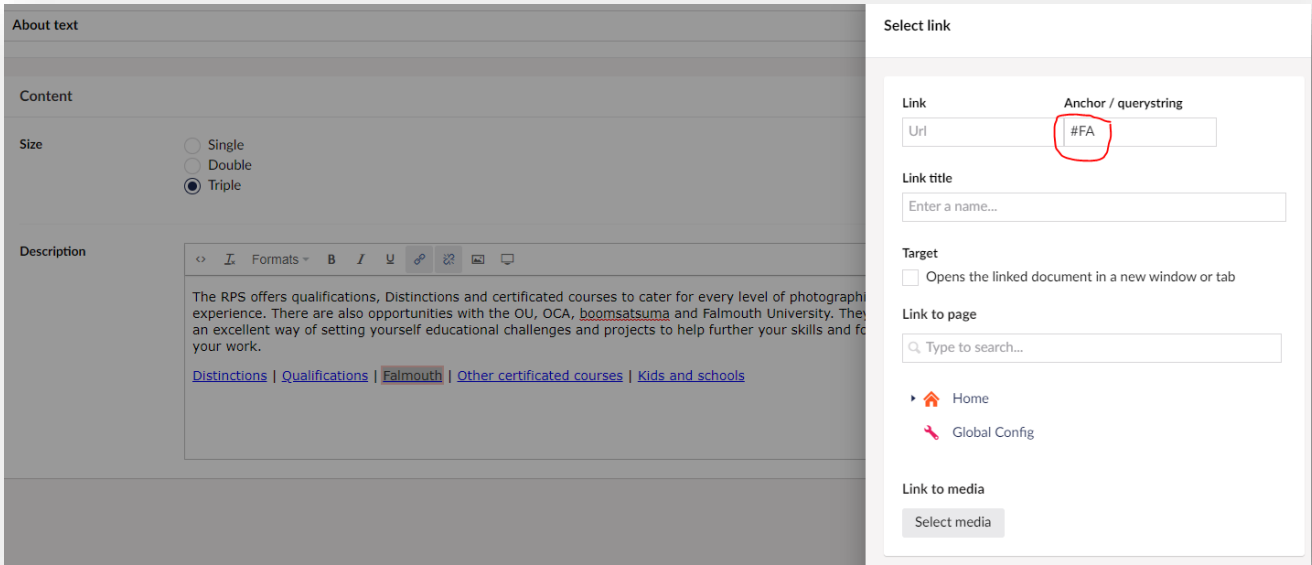
The RPS offers qualifications, Distinctions and certificated courses to cater for every level of photographic experience. There are also opportunities with the OU, OCA, boomsatsuma and Falmouth University. They are an excellent way of setting yourself educational challenges and projects to help further your skills and focus your work.

[Distinctions](#) | [Qualifications](#) | [Falmouth](#) | [Other certificated courses](#) | [Kids and schools](#)

Then you need to click on the link icon:



This will open a pop-up window. Here is where you need to create your 'anchor':



In this case, I have created the following anchor:

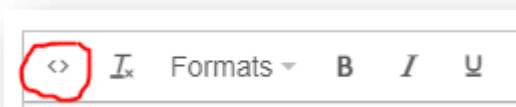


You always need to put a hash symbol # first. Then I have chosen to put in 'FA' to identify my anchor. This means that the completed anchor is #FA (I chose FA for the first two letters of Falmouth – keep anchors short).

Once you have created your anchor you need to locate it to the place it needs to jump to on the page.

To link your anchor to a block of text

First click on the source code icon:



And then copy and paste this with your anchor code in it into the bit of text you want it to appear in – make sure you copy and paste it between paragraphs if you can so you don't mess up the HTML (after a symbol like this /p):

```
<p><a name="FA"></a></p>
```

You don't need the hash # icon in this.

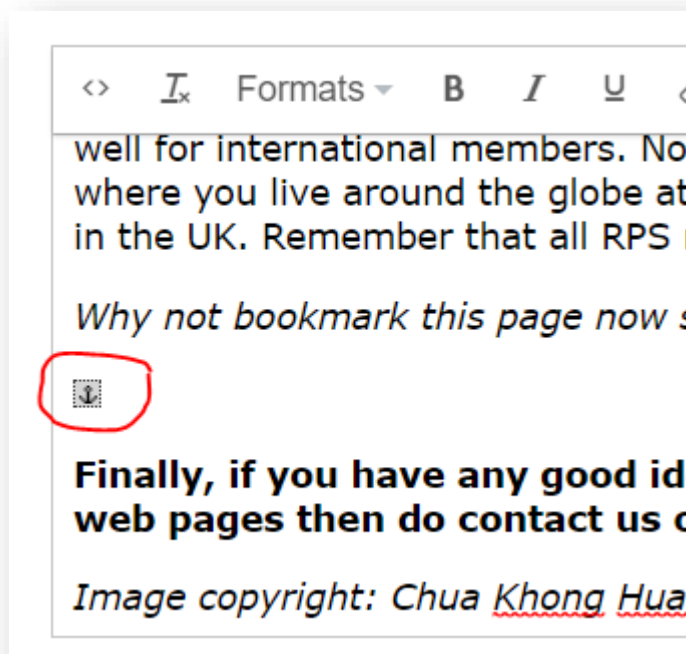
Here is an example of anchor in a piece of text:

```

Edit source code

8 <p>Another feature of this page will be to signpost to you things that
   is being offered online it means that no matter where you live around
   UK. Remember that all RPS meetings, whether online or in person,
9 <p><em>Why not bookmark this page now so you can easily find us again
10 <p><a name="GE"></a></p>
11 <p><strong>Finally, if you have any good ideas for what you would like
   :international@rps.org">international@rps.org</a></strong></p>
12 <p><em>Image copyright: Chua Khong Huat ARPS (Singapore)</em></p>
13 <p></p>
```

This is what it will look like in the body copy box after you have pressed 'submit' - a little anchor:



You have now completed this anchor.

To link your anchor to a card

The easiest way is to link to a section, so for my 'Falmouth' anchor I have linked it where indicated below:

↓ Falmouth MA and BA(Hons) Top-Up Photography



Funding for Falmouth Online Courses

By being a member of the society you have unique access to a bursary for one of Falmouth University's Flexible, online photography courses.

Falmouth Flexible's MA Photography and BA(Hons) Top-Up Photography are designed to accommodate a broad range of practitioners, from those who use photography to question the world around them to those whose practice interrogates the medium itself.

[Learn More >](#)

Here is the Qualifications page layout. Section 7 is the title just above the brown spotlight card in the screenshot.

Qualifications

Content

Content cards

- 1 - Cards (three columns) - 1 selected
- 2 -
- 3 - Cards (three columns) - 3 selected
- 4 - Cards (three columns) - 3 selected
- 5 -
- 6 - Cards (three columns) - 3 selected
- 7 -

Title

Description

Falmouth MA and BA(Hons) Top-Up Photography

Style

- Default
- Centred

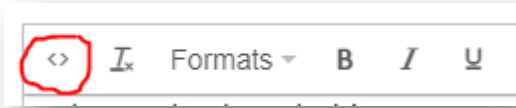
View More Link

A link to take user somewhere else at the header of a card

Add up to 1 items

Add

Again, press the source code icon:



And then simply copy and paste the following into it and adapt to your uses:

```
<h2 id="FA">Falmouth MA and BA(Hons) Top-Up Photography</h2>
```

Again, you don't need the # hash symbol before your anchor (FA in this case).

Leave the 'Title' box blank or you will end up with the title text twice.

You have now completed this anchor.

Anchor URLs

Anchors have their own URL you can share with people to direct them to specific bits of pages. For example, when I click on 'Falmouth' in the top menu of the Qualifications page the link changes to:

<https://rps.org/qualifications/#FA>

