
OWPG advice note: UPDATING YOUR OWPG PROFILE

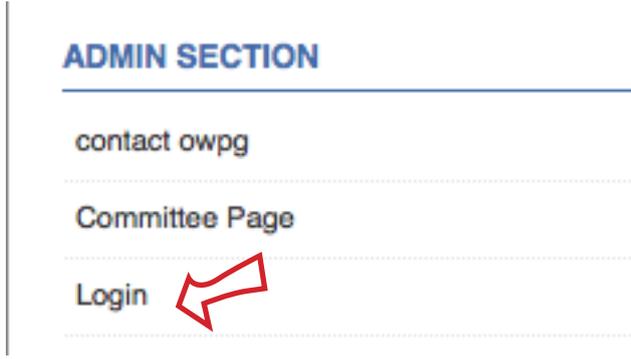
1. Log in

Go to www.owpg.org.uk. The 'Login' link is at the bottom left corner of any page.

Or go direct to the login page at <http://www.owpg.org.uk/wp-login.php>

Log in with username of the form 'alfredwainwright' and your personal password.

There's a 'lost password' link on the login page if needed. (Password reminder should arrive in a few minutes. If it doesn't, consult webbo@owpg.org.uk to reset your password.)



ADMIN SECTION

contact owpg

Committee Page

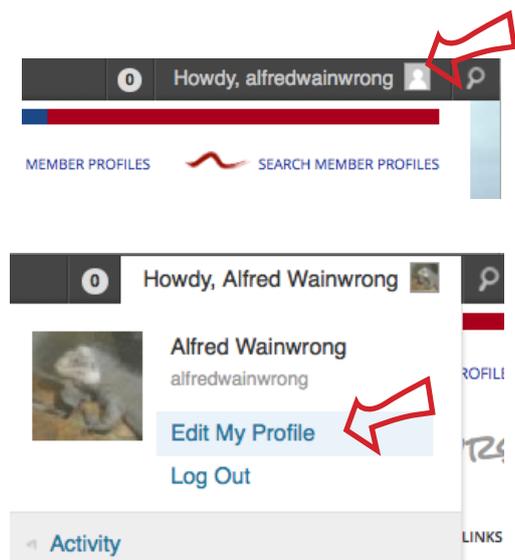
Login

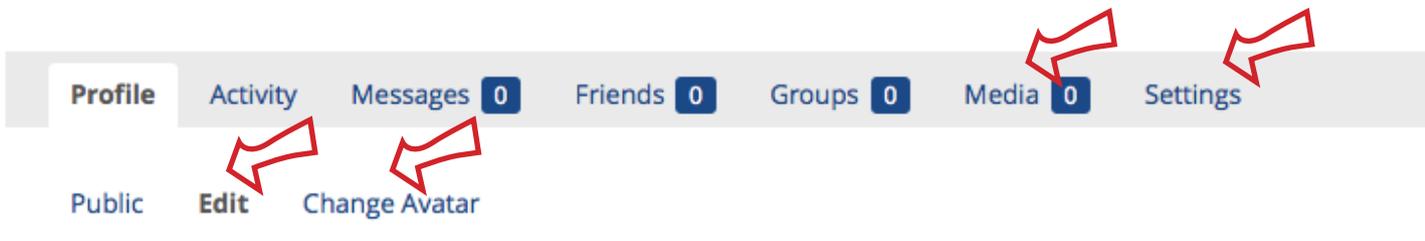
2 Get to your Edit Profile page

(If you're on the Dashboard page, *ignore* the left edge of the Dashboard page, where it says 'Profile'.)

From any page, mouse over top right where it says 'Howdy Your Name' and hit 'Edit my Profile'.

(**OR** Just navigate to your profile via the 'Member Profiles' directory page. If you're logged in, your own profile is editable.)





3. Things you can hit include

[public] - this returns you to the public display of your profile

[edit] - this edits all the text on your profile, in three subsections: [personal information], [professional details] and [social media websites].

Under [personal information] fill all the 'required info' or else none of them will update. The field 'specialist activities' is for writer, photographer, etc. 'Specialist areas' is for a short summary of your geography, which you can amplify later in the 'Professional Details' bit.

[change Avatar] - this inserts the small square picture that represents you throughout the site. You'll be invited to browse to a suitable image in your computer. Click (open) then [upload image].

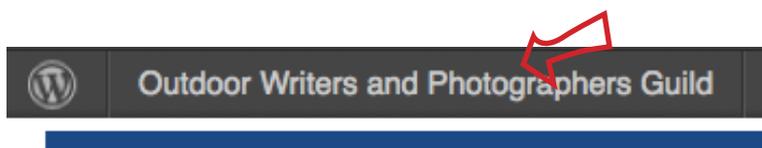
Then crop it to extract the square bit you want.

[Media] - this lets you upload images (or videos or audio clips) to the **media** back area of your profile.

[Settings] - reset your password, update your email address for messages from the site, opt out of (or in to) email notifications.

4. Save

After updating *any one* of the main text sections of your profile, hit [Save Changes] right down at the bottom before moving on to a different section.



5. Dashboard

Mouse over the black bar at top left to switch to the homepage, or to switch from any display page to the **dashboard**.

The **dashboard** is a sort of black-and-white admin and control section. You have to be logged in to get to it. From the **dashboard** you can submit your latest book to the *Recent Publications* page, submit (but not publish) a story for the *News* page, or even submit an image for the banner headers. Separate guidance on those is in the members' area.

Feel free to explore. You have 'Contributor' level access, which means you can't damage the site. And if you do, we're interested to hear how you did it!