Friday, December 15, 2017

Welcome to TMAC's New Website – For Media Members Only

Here are the detailed instructions to assist you in creating your new TMAC profile. Please follow these instructions carefully. Your TMAC profile is a key component of this site and once completed will be accessible to all other members on the site.

The ability to SEARCH members will be implemented on December 22, 2017 to enable everyone time to populate his or her profile.

With this site, media members are able to upload individual portfolio items as a URL or a PDF (or both) to showcase their current work (January 1, 2016 and beyond). Members will also have the option to upload a thumbnail image to accompany each portfolio item listing.

If you run into an issue that you cannot resolve with your personal profile, please e-mail me at elizabethkerr@travelmedia.ca. I will be creating an FAQ page on the site built from your questions and comments which will be accessible under the MEMBERSHIP tab. I will also do my best to answer your questions in a timely manner, whenever possible.

Please note that with the launch of any new website, combined with a community of nearly 400 users, some issues will likely crop up even although we have done everything we can to minimize this. Please let us know if you see an issue that needs to be addressed. It is always helpful to share:
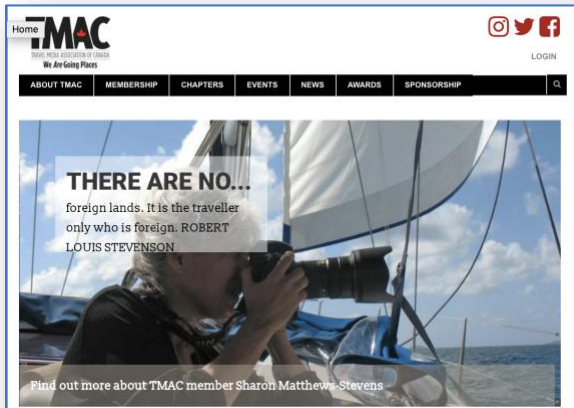
- The page you were on
- The action you were taking
- The issue that occurred.
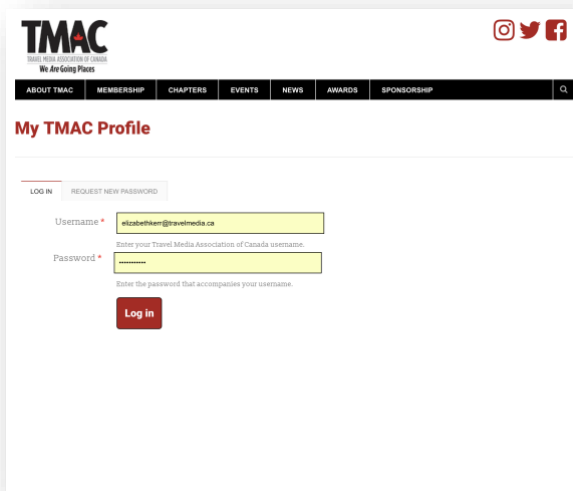- Screen shots are always very useful to help detect and diagnose issues.

Thank you.

STEP ONE Reset Your Password

GO TO https://www.travelmedia.ca

Click on LOGIN button in top right-hand corner!

It will take you to this page.

STEP TWO Click on RESET NEW PASSWORD.
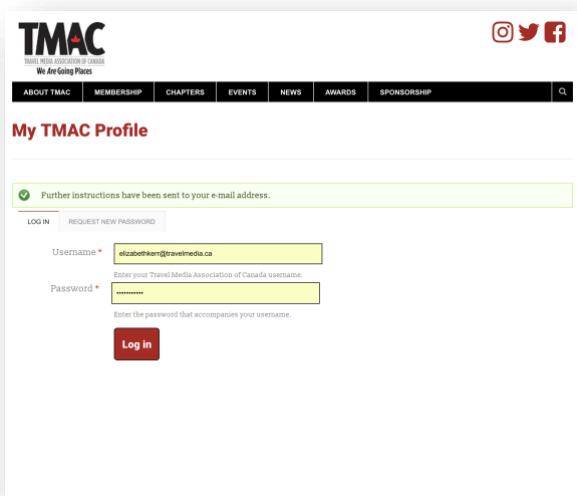
It will take you to this page.

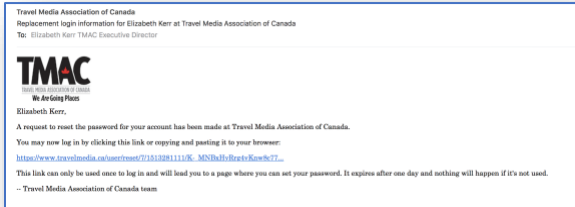**STEP THREE Please enter your e-mail associated with your TMAC profile.**

STEP FOUR Click on E-mail new password.

You will then see a message that confirms that Further instructions have been sent to your email address.

Please check your e-mail. It may take a few minutes. You should receive a message that looks something like this.
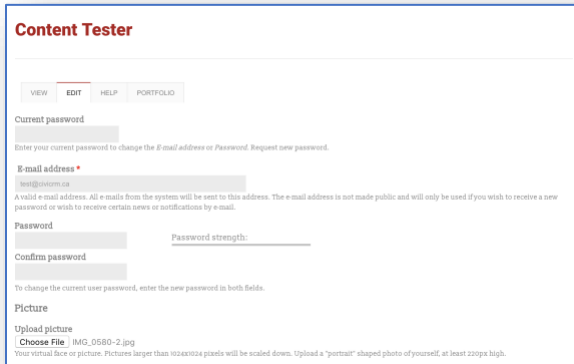

Included in this e-mail is a link to your personalized TMAC website LOGIN page.

STEP FIVE Please click on the link provided.

The link will take you to a page that looks like this. Please note that this link will expire in 24 hours.
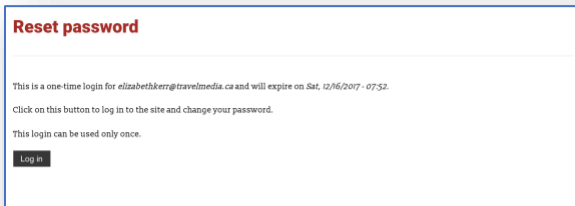
STEP SIX Click on Log in button

The Log in button will take you to a page that looks like this

STEP SEVEN Please enter your NEW Password.

If you would like to add a profile picture, please choose a file from your own library.
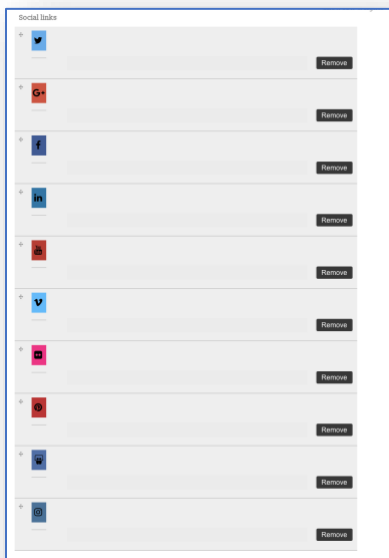
This picture will be used for your online profile and your media card.

STEP EIGHT Please Confirm password.

STEP NINE Choose File (your picture) and press SAVE (at the bottom left of the screen). Your picture will automatically upload.
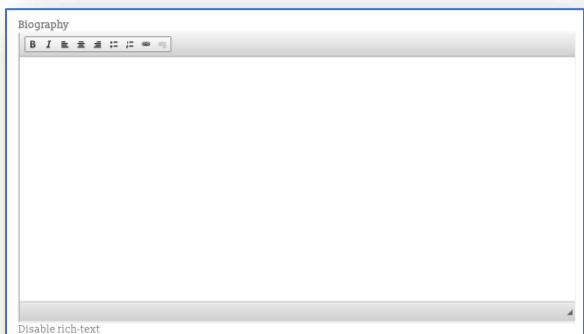
STEP TEN Enter your Social link(s).

Please use the complete URL or it will not be accepted and you will receive an error message.

Only the ones you complete will be displayed on your profile. You can always add more later.
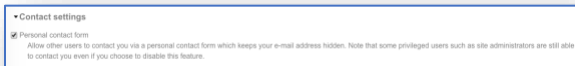
Biography

STEP ELEVEN Please tell us about yourself in 150 words or less.

Contact Settings

STEP TWELVE Please check the box below if you wish to give consent to other members to contact you within the website through the contact portal.
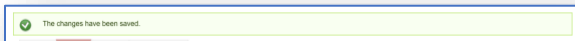

STEP THIRTEEN Click Save.
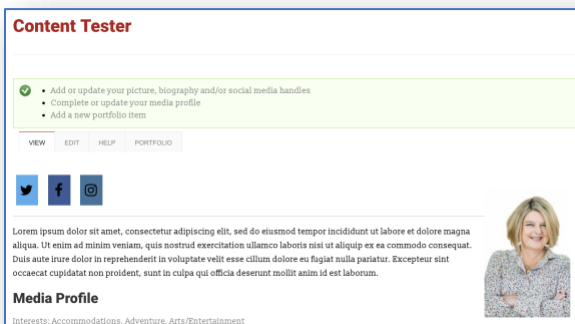
You will receive a message on the screen confirming that changes have been saved.

STEP FOURTEEN Click View to review your current Profile.

It will look something like this.

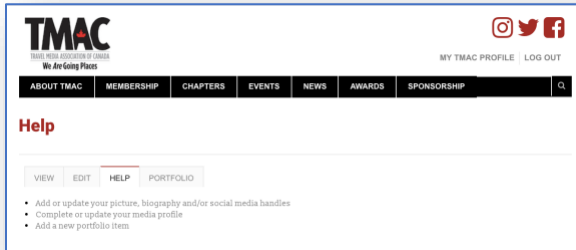To continue to update your profile, refer to the three options at the top in the GREEN BOX.

• Add/update your basic profile
• Complete or update your media profile
• Add a new portfolio item

You can also access these options by clicking on the HELP button.

STEP FIFTEEN Click on • Complete or update your media profile.

It will take you here.

On this page, you will be selecting all of the boxes that apply to you.

STEP SIXTEEN Select all of the boxes that apply to you in each of the following categories.

- Media Organizations
- Media Role(s)
- Media Categories
- Interests
- Regions of Interest
- Target Audience(s)

If there is a category and/or selection within a category that you feel should be added, please let us know.

STEP SEVENTEEN When you have completed these checklists, click SAVE in the bottom left corner.

Your updated profile will display again and look something like this.
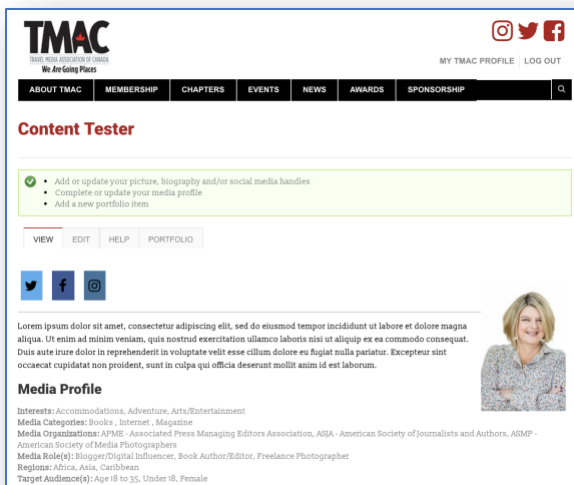
STEP EIGHTEEN Click on Add a new portfolio item in the green box.

It will take you here.

For each portfolio item, you must include:

- Title
- Outlet
- Month and Year

You may also include a thumbnail image (cover, screen shot or photo) to appear beside your portfolio listing. **For photographers, use the Upload option in Your Work below.**

For each portfolio item, you may also include:

- A URL
- A PDF, PNG or JPG.
- Or both a URL and PDF, PNG or JPG

STEP NINETEEN Enter Title, Outlet, and Month and Year of Publication

STEP TWENTY (Optional) Enter a thumbnail image to be displayed with your portfolio item.

STEP TWENTY-ONE Enter URL and/or PDF.

Please make sure it is the complete URL or you will get an error message.

STEP TWENTY-TWO (Optional) Please include any comments here you feel are important about this portfolio item. For photographers, use the Upload option in Your Work below.
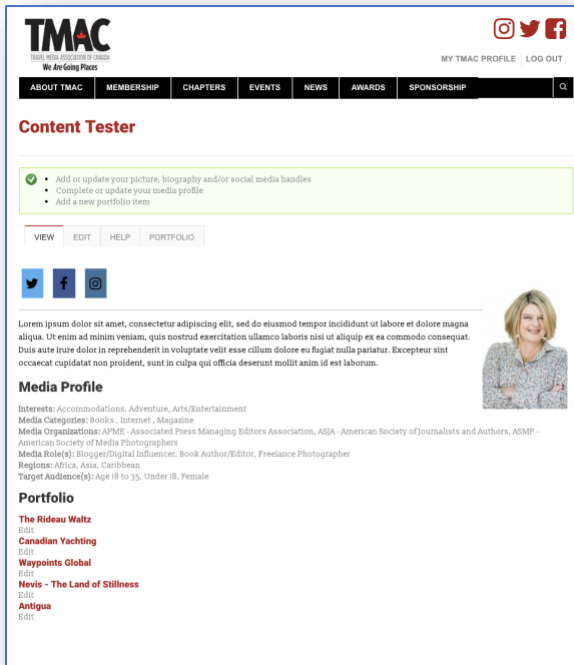
STEP TWENTY-THREE Click on SAVE.

You will receive a message saying Portfolio Item [TITLE] has been created/updated.

To view your Portfolio Item listing, click on VIEW.
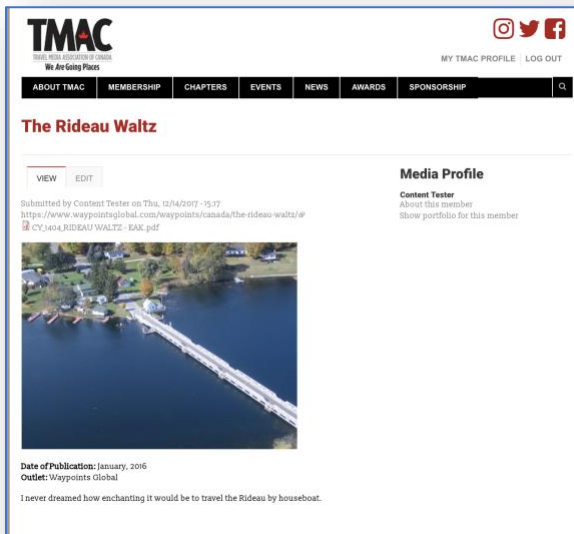
To edit your Portfolio Item listing, click on EDIT.

To view your list of PORTFOLIO ITEMS, click on MY TMAC PROFILE in the top left-hand corner. It will take you back to your main profile page.

Then click the PORTFOLIO TAB. Your listing will look something like this.
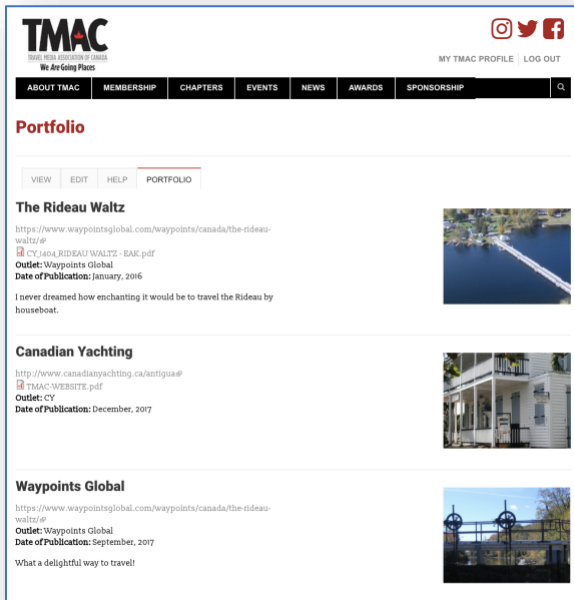
Use the green box and/or the TABS – VIEW/EDIT/ /HELP/PORTFOLIO to navigate your profile.

To LOGOUT, click the LOGOUT button in the top right-hand corner.