



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.

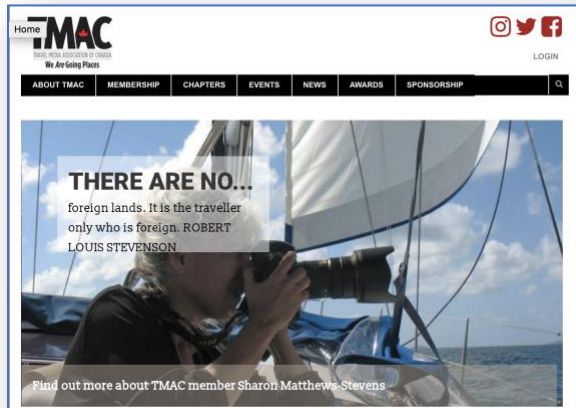
Thank you.



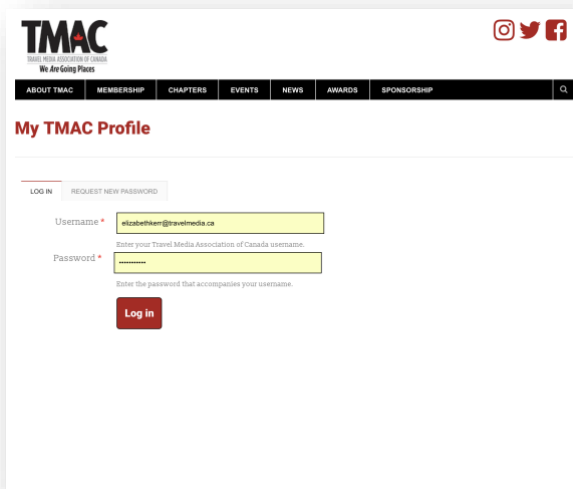
STEP ONE Reset Your Password

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.

This screenshot shows the 'My TMAC Profile' page on the TMAC website. The page has a white background with a black navigation bar at the top containing links for ABOUT TMAC, MEMBERSHIP, CHAPTERS, EVENTS, NEWS, AWARDS, and SPONSORSHIP. Below the navigation bar, the page title 'My TMAC Profile' is displayed in red. Underneath, there are two tabs: 'LOG IN' and 'REQUEST NEW PASSWORD', with the latter being selected. A form is visible with a label 'Username or e-mail address *' and a text input field. Below the input field is a red button labeled 'E-mail new password'.

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

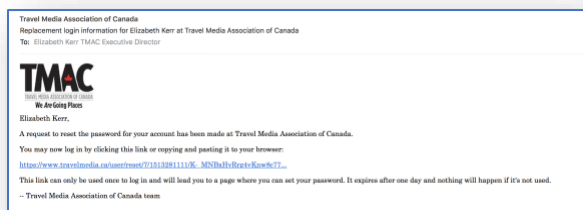
STEP FOUR Click on E-mail new password.

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

This screenshot shows the 'My TMAC Profile' page after clicking the 'E-mail new password' button. A green confirmation message with a checkmark icon states: 'Further instructions have been sent to your e-mail address.' Below this message, the 'LOG IN' tab is now selected. The form fields are populated with the email 'elizabeth@travelmedia.ca' in the 'Username *' field. The 'Password *' field is empty, with a placeholder text 'Enter your Travel Media Association of Canada username.' and a red 'Log in' button below it.



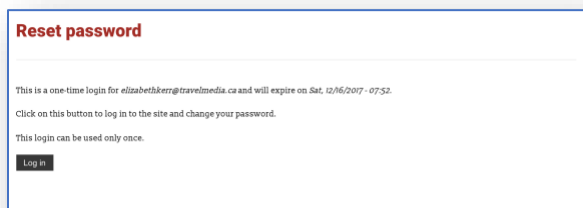
Please check your e-mail. It may take a few minutes. You should receive a message that looks something like this.



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

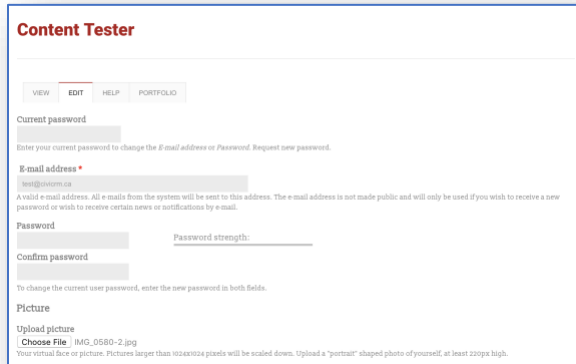
STEP FIVE Please click on the link provided.

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



The screenshot shows a web form titled "Content Tester" with a navigation bar containing "VIEW", "EDIT", "HELP", and "PORTFOLIO". The "EDIT" tab is active. The form includes several sections: "Current password" with a text input field and a note "Enter your current password to change the E-mail address or Password. Request new password."; "E-mail address" with a text input field containing "test@content.ca" and a note "A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail."; "Password" and "Confirm password" sections, each with a text input field and a "Password strength:" indicator; and a "Picture" section with an "Upload picture" button and a "Choose File" button, followed by a note "Your virtual face or picture. Pictures larger than 1024x1024 pixels will be scaled down. Upload a 'portrait' shaped photo of yourself, at least 200px high."

STEP SEVEN Please enter your NEW Password.

If you would like to add a profile picture, please choose a file from your own library.

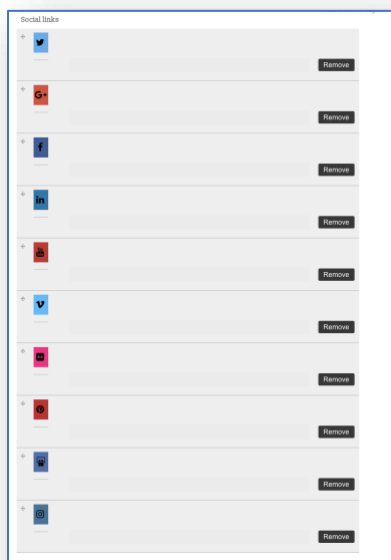
This picture will be used for your online profile and your media card.

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).

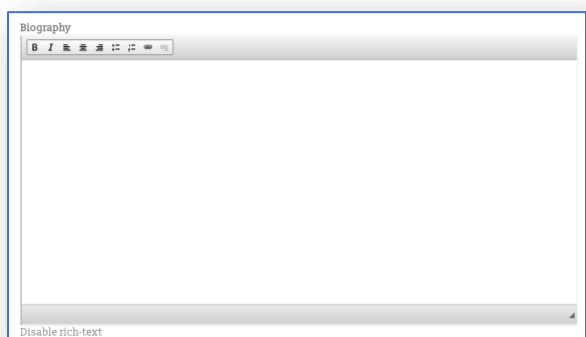
Please use the complete URL or it will not be accepted and you will receive an error message.

A screenshot of a web form titled "Social Links". It contains ten rows, each with a social media icon on the left, a text input field in the center, and a "Remove" button on the right. The icons represent Twitter, Google+, Facebook, LinkedIn, YouTube, and others. The form is designed for users to add or manage their social media links.

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.

A screenshot of a web form titled "Biography". It features a rich text editor with a toolbar at the top containing icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, and unlink. The main area is a large text box for writing the biography. At the bottom left, there is a link that says "Disable rich-text".

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.

Contact settings

☒ Personal contact form
Allow other users to contact you via a personal contact form which keeps your e-mail address hidden. Note that some privileged users such as site administrators are still able to contact you even if you choose to disable this feature.

STEP THIRTEEN Click Save.


You will receive a message on the screen confirming that changes have been saved.

 The changes have been saved.

STEP FOURTEEN Click View to review your current Profile.




It will look something like this.

Content Tester




- Add or update your picture, biography and/or social media handles
- Complete or update your media profile
- Add a new portfolio item

VIEW EDIT HELP PORTFOLIO

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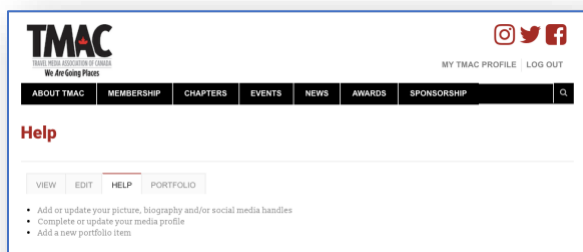
Media Profile
Interests: Accommodations, Adventure, Arts/Entertainment



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.

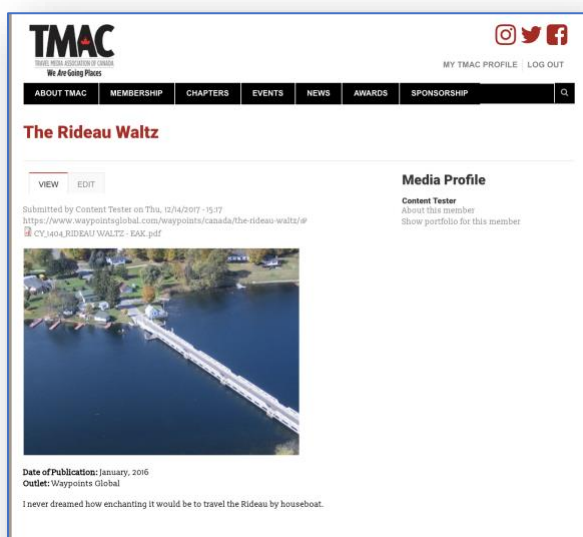
Please make sure it is the complete URL or you will get an error message.

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.

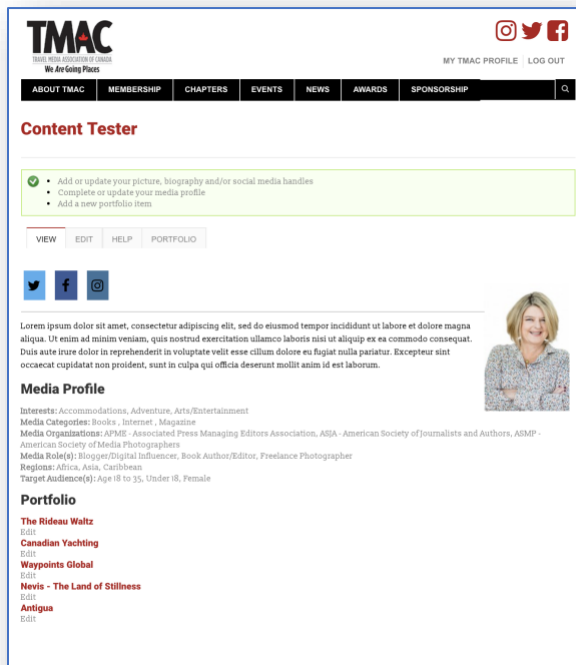
You will receive a message saying Portfolio Item [TITLE] has been created/updated.

To view your Portfolio Item listing, click on VIEW.

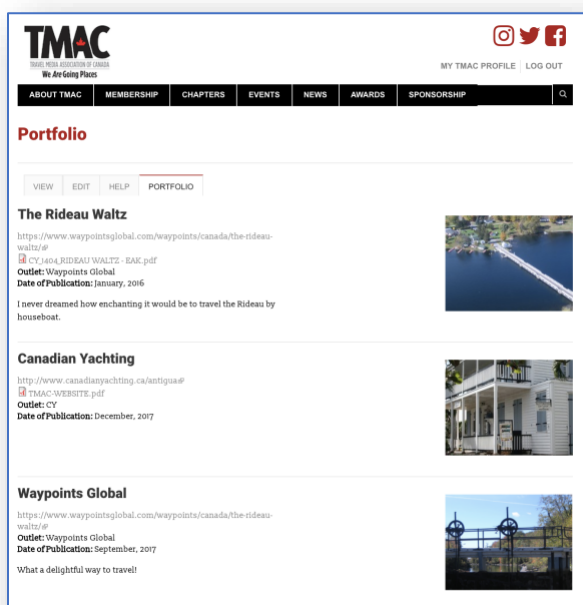


To edit your Portfolio Item listing, click on EDIT.

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.