

How to Update your own member's profile on the
Riverina Marriage Celebrants Association Inc.
Website.

<http://www.riverinamarriagecelebrants.com.au>

- 1) Have you been to and checked your directory entry on the RMCA website recently?
- 2) Have you been wondering if it is possible to update your own entry (profile) yourself, so that it contains what you would like to enter into it and perhaps attract more clients? Once submitted, your new information will need to be approved before you will be able to "see" the new information on your entry (profile).
- 3) Do you have a recent "head and shoulder" photograph posted onto your website profile so potential customers may see what you look like? *Photographs larger than 800KB in size (currently) will be automatically rejected if attempted to download onto the website, whilst those photographs smaller than 800KB are automatically accepted!*

Dress Standard for Celebrant Profile Photographs:

Just a reminder to all members: We are an association of civil celebrants therefore photographs of members wearing what appears to be religious apparel appearing on the RMCA website are no longer approved for publishing. Such photographs are misleading to the public at large and may be seen as a misrepresentation of our Association, as per recent feedback to the RMCA Committee.

Answers to all the above: Yes, Yes and Yes!

Now for the Nitty Gritty, so let's do this and see how you all go!!

*****Print out and have by you side before continuing..*****

Visit the RMCA website at <http://www.riverinamarriagecelebrants.com.au>

- Click on the "**Contacts**" tab
- Now enter your Username and Password (tick "**Remember Me**" box so your PC remembers you each visit, otherwise leave un-ticked)
- Log in
- Click on the "**Directory**" tab
- Now choose the first letter of your first name (if you are listed in this manner). All the names of celebrants and of places beginning with your chosen letter will be displayed.
- You will notice an "**edit**" box, immediately that to the left of your name
- Some entries, which are multiple listed, will appear more than once. If you are one of these members you will need to amend your profile in each of these additional locations. *(Check out "B" for Beverley as an example of this!)*
- Now, click on the "**edit**" button.. it won't go BANG I promise, although it may take a little time before it the text editor comes up for you though!
- If you a familiar with MS Word, or MS Works or other word processing applications, the next bit should be a breeze!
- However, one button at the top left of the text editor, for most of you, will be unfamiliar! The "**Source button**", allows you to see text as you enter it into the editor in one mode and in the other, allows you the view the "HTML code" that the website uses to read your text and the formatting of your text to be displayed on the website. Try it but leave it where you can read without difficulty..
- Make your amendments, deletions etc.. The text format on the site is preset via a template so changes of fonts is not possible.. sorry!
- When happy with your changes, scroll to the bottom of your screen and click submit!
- Your text alterations will be approved by an administrator after which any changes will appear on your profile/s on the website.

TEXT Complete!

Now Basic details and photographs!

Scroll down to the “Information Boxes”.

- Is all the information listed correct? Do you wish to make changes? Do so now if you wish!

When content with the Information Boxes...

Scroll down past the Google map shown, down to “Images”.

- To download an image/s to your profile on the website..
 - Click on **“Add an Image”**
 - Click **“Choose File”** box
 - Select an appropriate photograph (fitting the criteria listed in (3) of page 1 of this document), in **“JPEG”** or **“PNG”** format from your PC, with a maximum size of 800KB.
 - You may select one or multiple images (*a max of 8 images on website permitted*)
 - click **“Open”** on your search window
 - Now click **“Submit”**
 - Your photographs will now download and as with text alterations, shall await approval by an administrator before being published and appearing on your website listing/s.
 - Again, if you have multiple listings, you will need to download your photos accordingly.

Please Note: After you submit your changes/alterations/additions, please do not expect to see them immediately! Your submission needs to be approved by a moderator before being published upon the website. This may take a just few hours up to a couple of days to approve! You will be notified by email once approved and published.

If anyone has any difficulty accessing their listing and profile on the website let me know. Via email is probably best, as I have been doing quite a bit of tweaking to the configuration settings of the website to enable this type of access for everyone so fingers crossed!

Best of luck everyone with your project.. We need everyone of us to update our profiles!!

Lets make our RMCA website work for all of us!!