

# How to Update your own member's profile on the South East Australia Civil Marriage Celebrant Association's Website

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

- 1) Have you been to and checked your directory entry on the SEACMCA 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 profile so clients may see what you look like? (Any photos larger than 800KB in size will be rejected when downloaded onto the website. Photographs must be smaller than 800KB, to be accepted by the website!

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

*\*\*\* I must tell you all though that Beverly has got the drop on most of you!! Bev has already updated her own profile over recent days, so well done Bev..next time this brief instruction may make it easier! \*\*\**

**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 SEACMCA website at <http://www.seacelebrants.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 and I, 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 in “JPEG” or “PNG” format from your PC which is less than 800KB in size
  - You may select one or multiple images (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.

**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.. and homework for November’s AGM at Wagga. We need everyone of us to update our profiles!!**

**Lets make our SEACMCA website work for us!!,**

*And again Beverley.. Well Done!!*