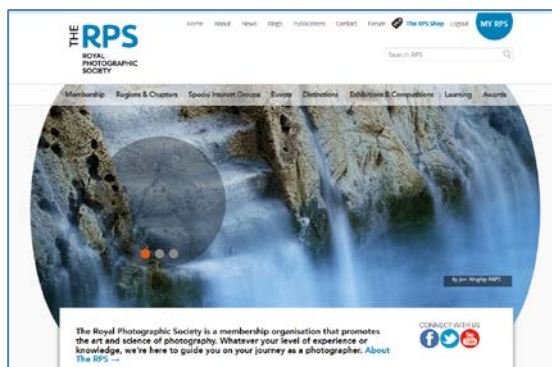


Welcome to The Society's new website

This short guide for members will take you through the functionality available to you when you register to use the website and login.



Registration

In order to access the members' functionality you will need to register with a valid email address. Click the **Login** button at the top right of the home page and on the **Login** page click the link to register.

This will bring up the **Register** page for you to enter your email address, a user name and your membership number. After you click **Register Me** you will receive a validation email which will confirm your registration. If you do not receive this check your spam folder. If you still cannot locate it call The Society or email: webadmin@rps.org so we can activate it manually.

You will need your email address and your password to login subsequently.

Login

When you login access will allow you to:

- download a PDF version of the RPS Journal. The link to it is on the **Home** page and it is changed on the 1st of each month.
- add or revise your profile information – including a picture
- add multiple galleries of images which you can tag to your Region or Special Interest Groups (SIGs) if you wish
- renew your membership online
- renew or join SIGs online
- set your privacy levels to determine who can or cannot see your profile and images

Download the RPS Journal

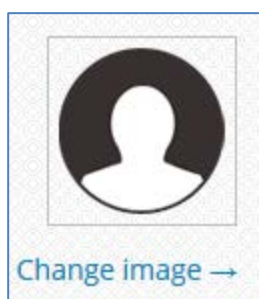


From the **Home** page click the Journal link on the lower right-hand side. If you are not logged in you will be prompted to do so. Once you are logged in you can choose to open the PDF immediately or download it for later reading.

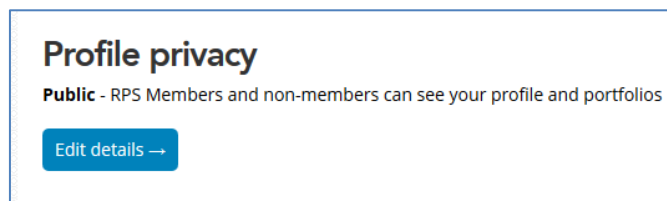
Add or revise your profile information

Login to the website using your email address and password and go to **MyRPS**.

You will see latest RPS member news and your SIG or Region events. On the right all your personal information including your profile, Distinction you hold, SIG and membership. A series of tabs will allow you to change and add information:



To add or edit your profile click the *Edit* link or click the *My Portfolio* tab and *Edit details*. You can also add a picture or avatar by clicking *Change image*.

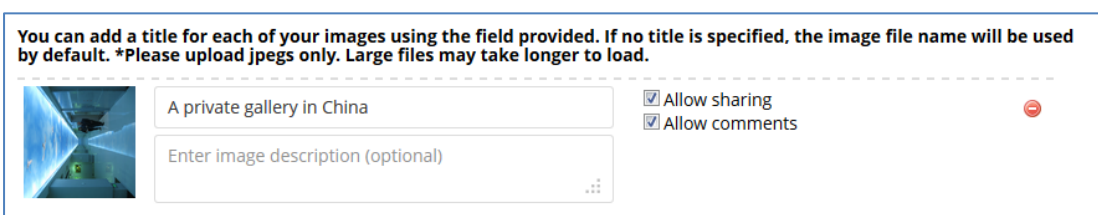


Click *Edit details* to add a description about yourself. Add your social media and website addresses and to set your privacy settings. You can also add albums of your images. Again, you may set who sees these or tag them to a SIG.

Add Galleries of images

You can add multiple galleries of your images which you can tag to your SIGs or Region – or keep them just on your profile. Again you may set who sees these.

In *My Portfolio* click *Add an Album*. Title the album and add an descriptive text about it. Choose who sees it and then click *Add images* and highlight those you want either singly or multiples. Each image can be titled and a description added. You can also choose to allow comments or sharing. Once you're done hit *Submit*.



You can always change, delete or add more images later on. Just click on the album and follow the steps on the right-hand side of the webpage.

My Account

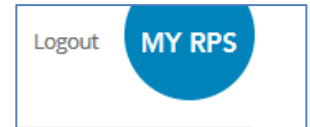
This tab will allow you to renew your membership or join a SIG. If you wish to join a different Region to that determined by your address/postcode please contact the Membership Department at Fenton House.



FAQs – Frequently Asked Questions

How do I know if I am logged in?

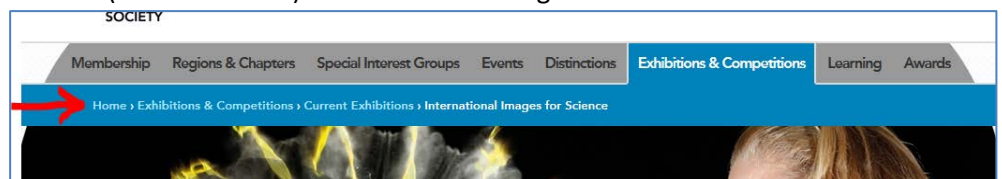
If you are logged the icon in the top-right of the screen will show **MyRPS**. If you are not logged in the icon will say **Login**



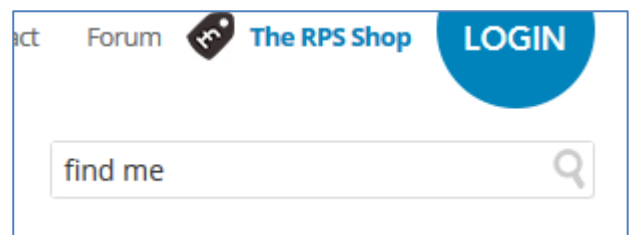
How do I find things and move around the site?

There are different ways of locating information on the website:

- use the headings at the top of the webpage. As you drill in to the site you can use the breadcrumb trail (arrowed in red) to move back out again:

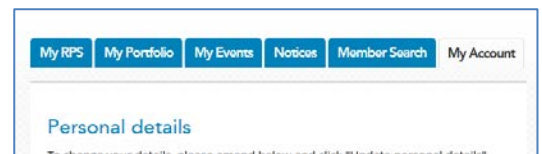


- use the search box at the top right and search for particular words or phrases
- There are some quick links at the bottom of the webpage



I am a member and some of my details are incorrect.

Instead of contacting The Society to get details changed you can update many of your details yourself. Log in to MyRPS and go to the My Account tab. There you can change your address and personal details, including your website user name, password and email address. You can also join new SIGs.



You will need to contact the Membership depart at Fenton House if you wish to change your Region to one different to that which comes from your postcode.

Because the your details come from our membership database which The Society only commissioned in 2002 if you joined The Society before this then your joining date will be inaccurate. We will be looking at correcting this in the future.

I need help!

If you need help, or something isn't working please email: webadmin@rps.org or call The RPS at +44 (0)1225 325733.



I've got some suggestion for you!

If you have suggestions for improving the website or would like to see content on a particular subject please email: webadmin@rps.org We can't promise to implement everything but we'll certainly review what you say and come back to you.

