

CARSON VALLEY WOMEN'S GOLF CLUB



Member Photo Process

And Website Update

Kathy Belvel

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Member Photo Process

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Member Photo Process

Introduction

The public facing **Member Directory** has been created so that all members, new and old, have a visual association of member's names and faces. One of our **Core Values** is "**Friendship** – *To make new and nourish existing friendships and camaraderie within the membership*" and one of the basic ways of initiating new friendships is the ability to recognize members and calling them by their name.

Each original member photo can be anywhere from 2 and 10 MB in size. This not only takes up precious storage space on our web server but also requires additional processing power and time to render the web page which contains the photos when called over the Internet by a user.

In order to help keep the size of the website as small as possible while maximizing its speed and efficiency we want to reduce the size of all photos stored and used in the website to a minimum. The following process is one of many procedures that will be utilized to achieve this goal.

Member Photo Process

Camera Settings

In order to maintain image consistency for all member photos, it is recommended that camera capabilities and settings must be equal or at least very similar. The image processing discussed below is predicated on the following camera capabilities and settings;

- Camera Resolution : 9 MP (Megapixels)
- Aspect Ratio : 9:16
- Zoom Setting : 1x
- Camera Angle : Portrait
- Distance to subject : ~ 3 feet
- Flash setting : As needed

The initial image file should be in the approximate range of 2 to 3 MB in size. After each image is modified using the procedures below, each image will be 100px high by 133px wide, with a file size in the range of 10 to 30 KB.

Prepare Directory Photo

- Copy new photo to desktop.
- From the desktop, right click the photo and from the dropdown menu select the **Open with >** entry.
- From the **Open with** dropdown menu, select your photo editor.

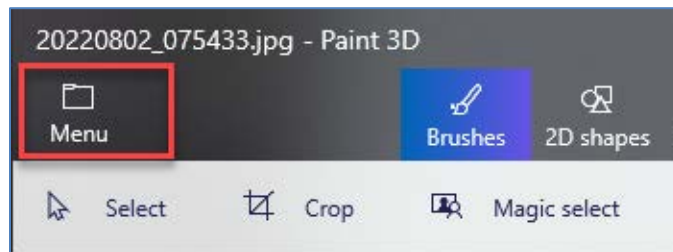
Note:

This procedure will detail the process using the following two (2) photo editors:

1. **Microsoft Paint 3D or Paint.**
2. **Movavi Picverse or Picverse.**

Microsoft's Paint 3D

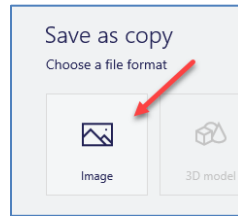
- In the upper left corner of the main menu bar, click the **Menu** icon.



- From the **Menu** pane, select **Save as** from the menu list.

Member Photo Process

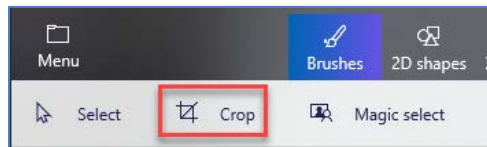
- From the **Save as copy**, pane, click the **Image** icon.



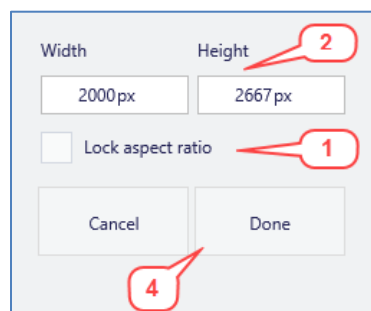
- At the **Save As** window, in the left navigation pane, go to the **..Golf\MemberPhotos** folder.
- In the **File name:** textbox enter the file name as *FirstnameLastname1.jpg*.
- Click the **Save** button.

Crop the Photo

- From the **Tool** bar, click the **Crop** icon.



- In the **Crop** setting pane, do the following;
 1. Insure the **Lock aspect ratio** check box is **unchecked**.
 2. Change **Width** and **Height** to one of the following;
 - Width ~ 1800 pixels - Height = 2400 pixels.
 - Width ~ 1900 pixels - Height = 2533 pixels.
 - Width ~ 2000 pixels - Height = 2667 pixels.
 - Width ~ 2100 pixels - Height = 2800 pixels.



3. Adjust the crop frame to fit the desired image area (best shot).

Note:

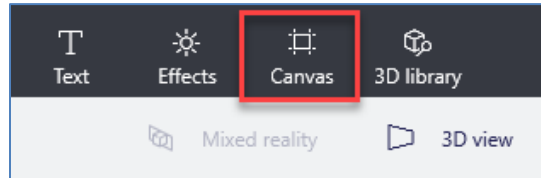
Proper framing of the subject should have the top border be just above the head, the side borders should be from shoulder to shoulder and the bottom border should be down to around the arm pit

4. Click the **Done** button.

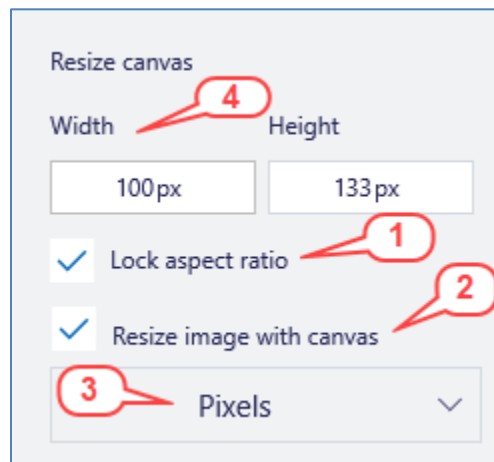
Member Photo Process

Resize Photo

- From the **Tool** bar, click the **Canvas** icon.



- In the **Canvas** setting pane, do the following **in order**;
 - Insure **Lock aspect ratio** checkbox is **checked**.
 - Insure **Resize image with canvas** checkbox is **checked**.
 - In the dropdown box, select **Pixels**.
 - Change **Width** to 100 pixels.

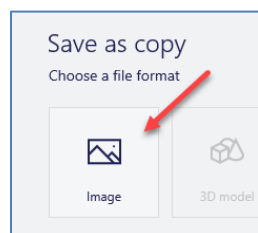


Note:

Height will adjust automatically to 133 pixels. The size of this jpg file should be in the 10 to 30 KB range.

Save Final Image

- In the upper left corner of the main menu bar, click the **Menu** icon.
- From the **Menu** pane, select **Save as**
- If prompted, click the **Image** icon



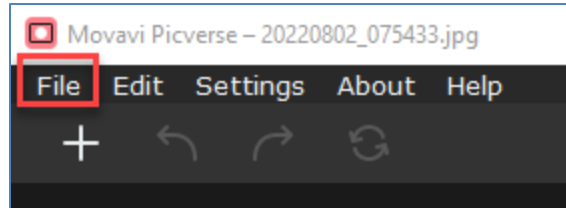
Member Photo Process

- At the **Save As** window, in the left navigation pane, navigate to the **CVWGC.com\CVWGC_Dev\Directory\MemberPhotos** and save the photo as:

FirstnameLastname1_small.jpg

Movavi's Picvers

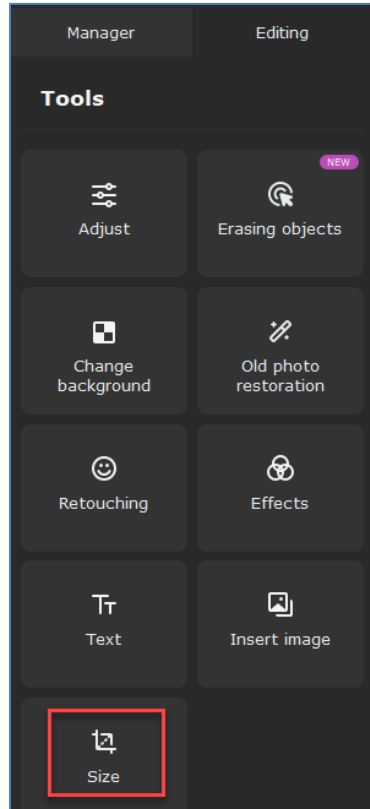
- From the **Menu** bar click the **File** tab.



- From the **File** dropdown menu, select **Save as...**
- Save original photo as *FirstnameLastname1.jpg* to the **..Golf\MemberPhotos** folder.

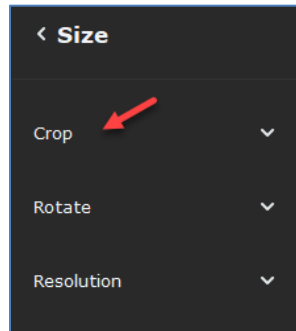
Crop the Photo

- From the **Tools** pane, located on the right side of the workspace, click on the **Size** button.

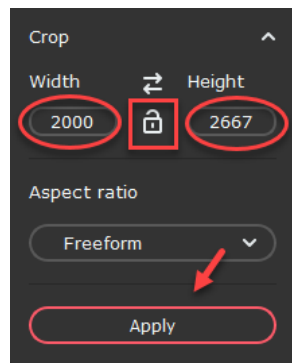


Member Photo Process

- In the < **Size** tool pane, click the **Crop** ▼ entry. (Editing | Tools | Size)



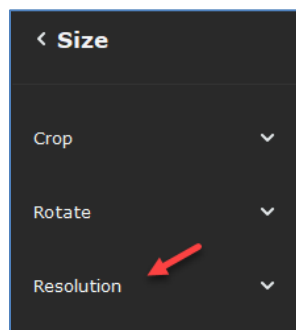
- In the **Crop** properties window, do the following;



- Insure the “aspect ratio” **Lock** icon is **unlocked**.
- Change the **Width** and **Height** entries to one of the following;
 - Width ~ 1800 pixels - Height = 2400 pixels.
 - Width ~ 1900 pixels - Height = 2533 pixels.
 - Width ~ 2000 pixels - Height = 2667 pixels.
 - Width ~ 2100 pixels - Height = 2800 pixels. (width/.75)
- Adjust the crop frame to the desired image area (best shot).
- Click the **Apply** button.

Resize Photo

- In the < **Size** tool pane, click the **Resolution** ▼ entry. (Editing | Tools | Size | Resolution)



Member Photo Process

- In the **Resolution** properties window, do the following;
 - Insure the image unites is set to Pixels.
 - The aspect ratio **Lock** icon is **locked** .
 - Change the **Width** to 100 pixels.
Note:
Height will adjust automatically to 133 pixels. The size of this jpg file should be in the 10 to 30 KB range.
 - Click the **Apply** button.

Save Final Image

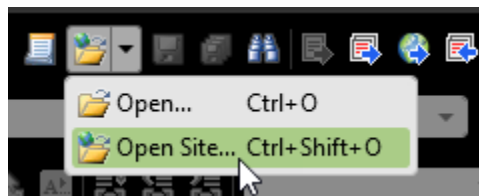
- From the **Menu** bar click the **File** entry.
- From the **File** dropdown menu, select **Save as...**
- Save the resized photo as *FirstnameLastname1_small.jpg* to the following location;

...CVWGC.com\CVWGC_Dev\Directory\MemberPhotos

Update Local (Dev) Database

At this point we have processed the original member photo and saved it to the **MemberPhotos** folder in the **Dev** environment. The next step is to updated the **Dev** database and test that the photo is properly rendered and displayed in the browser.

- From the Desktop, click the **Windows Start** button and then click the **XAMPP Control Panel** shortcut icon to launch the **XAMPP Control Panel**.
- At the **XAMPP Control Panel** window, start all five (5) services.
- Once all services have started, minimize the **XAMPP Control Panel** window.
- Open **Microsoft Expressions 4** web editor.
- From the **Tool Bar** click the down arrow (▼) next to the **Open Site** icon (📁) and select **Open Site...** from the drop down menu.



- At the **Open Site** window, under the *Name* column of the **Managed Sites:** window, select the **CVWGC_Dev** site.
- Click the **“Open”** button.
- From the **Folder List** in the left task panel of the **Expressions 4** editor expand the *Directory/MemberPhotos* folders and insure the file is present.
- If the photo is not there, click **View** on the **Menu** bar and select *Refresh F5* from the dropdown menu.
- From the **Folder List** in the left task panel of the **Expressions 4** editor expand the *Directory* folder and open the **default.php** file.
- With the **default.php** file open in the **Editor** pane, click the **File** tab on the **Menu Bar**.

Member Photo Process

- From the **File** dropdown menu, select the **Preview in Browser** entry and then select your default browser from the **Browser** list.
- From the **Member's Directory** page now displayed in the browser, click the **Go to Member Login** button.
- At the **Member Information Center Login** page, enter **User** login credentials and click the **“Login”** button.
- At the **Member Information Center** page, click the **“Administrator Maintenance Center”** link under the **Account Maintenance** section located at the bottom of the page.
- At the **Administrators Login** page, enter your **Admin** credentials and click the **“Log in”** button.
- At the **Administrator's Maintenance Center** page, click the **“Edit an existing account”** link under the **Edit Existing Records** section.
- At the **Edit Existing Member Record** page, select the members name from the dropdown list and click the **“Submit”** button.
- At the **Edit Existing Members Record** page, enter the file name of the member's photo (*FirstnameLastname1_small.jpg*) in the **Picture:** field and click the **“Save Edits”** button.
- At the **Edit Existing Member Record Confirmation** page, confirm a successful update.

```
LogInName = 'cmeyer', Password = 'Random2022', UserType = 'User', Email = '00120', HST = '
Volunteering = 'Unknown', Playing = 'Unknown', Meeting = 'Unknown', Meeting = 'Unknown', G9 = 'Unknown',
Tees = 'Red', Company = 'CVWGC', TypeMembership = 'Regular', Status = 'Active', MemberSince = '2022',
Birthday = '0000-00-00', Picture = 'ClaudiaMeyer1_small.jpg', Notes = " WHERE ID = '134'
```

used to **Successfully** update the member's record.

[Update another member](#) [Return - to Admin Maintenance Center](#)

- If more records are to be updated, click **“Update another member”** link and repeat the previous three (3) steps.
- If there are no more updates, click the **“Return – to Admin Maintenance Center”** link.
- From the **Admin Maintenance Center** page, click the **“Quit – to Member Information Center”** link.
- At the **Member Information Center** page, under the **Member Lookup** section, select the members name from the **Select Member** dropdown list and click the **Get Member** button.
- Confirm the members photo is present and acceptable.
- Click the **“Select a different member”** link at the bottom of the **Member Record** page to return to the **Member Information** page.
- Repeat the last three (3) steps if additional photos have been added.
- Along the bottom of the **Member Information Center** page, click **“Club Directory”** link on the **Navigation** menu bar.
- At the **Member's Directory** page, refresh the page and check to insure all new photos are present and acceptable.

Note:

If in the two (2) photo confirmation steps above, it is determined that the member's photo is unacceptable you must repeat this **Member Photo Process** in it's entirety.

- Close the browser if all photos are OK.

Member Photo Process

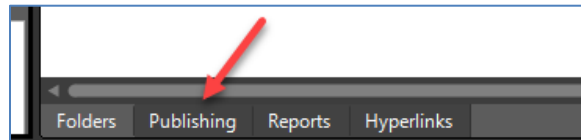
Publish photo to Local Environment

The next step will be to:

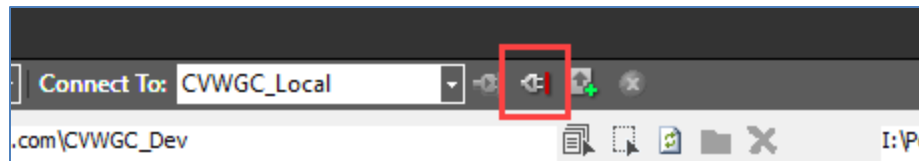
1. Publish the member photo to the Local environment.
2. Update the live database.
3. Test in the local environment
4. Publish the photo from the Local environment to the Live Web environment.
5. Test in the Live Web Environment.

Insure the **Microsoft Expressions 4** web editor is still open in the **Dev** environment and do the following;

- From the **Status** bar along the bottom of the **Editor** pane, click the **Publishing** tab.



- In the center of the **Publishing** (Editor) pane, click the "[Connect to the current publishing destination](#)" link.
- Expand the *Directory/MemberPhotos* folders in both the source folder (left side of **Publishing** pane) and destination folder (left side of **Publishing** pane).
- Locate and select the new file in the **Source** pane and click the right arrow (➔) on the bar between the source and destination panes.
- Once the member photo(s) have been published from the **Dev** to the **Local** environment, click the **Disconnect** icon on the status bar just above the **Publishing** pane.



Note:

When publishing new or updated files from the **Dev** environment to the **Local** environment **Do Not** use the **Publish Changed Files to...** selection from the **Site** dropdown menu. This is a safety precaution to insure that new and or modified files that are still in progress or under development are not accidentally published to the **Local** environment. **Remember**, the **Local** environment must remain an exact duplicate of the **Live Web** environment on our website. It must not be cluttered with any erroneous files.

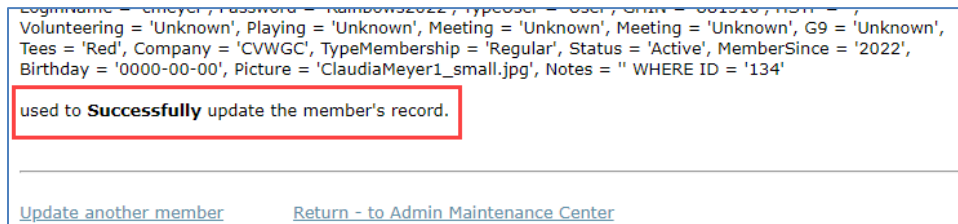
Update Live Web Database

Because the **Local** environment utilizes the **Live MySQL Database**, any record additions or modifications will be made from the **Administrator Maintenance Center** on the **CVWGC** website.

- Open the **CVWGC** website.

Member Photo Process

- Navigate to the **Member Login** page by clicking the [Members](#) link in the left navigation pane and then from the **Members** dropdown menu click the [Member Login](#) link.
- At the **Member Information Center Login** page, enter **User** login credentials and click the **“Login”** button.
- At the **Member Information Center** page, click the [“Administrator Maintenance Center”](#) link under the **Account Maintenance** section located at the bottom of the page.
- At the **Administrators Login** page, enter your **Admin** credentials and click the **“Log in”** button.
- At the **Administrator’s Maintenance Center** page, click the [“Edit an existing account”](#) link under the **Edit Existing Records** section.
- At the **Edit Existing Member Record** page, select the members name from the dropdown list and click the **“Submit”** button.
- At the **Edit Existing Members Record** page, enter the file name of the member’s photo (*FirstnameLastname1_small.jpg*) in the **Picture:** field and click the **“Save Edits”** button.
- At the **Edit Existing Member Record Confirmation** page, confirm a successful update.



- If more records are to be updated click [“Update another member”](#) link and repeat the previous three (3) steps.
- If there are no more updates, click the [“Return – to Admin Maintenance Center”](#) link.
- From the **Admin Maintenance Center** page, click the [“Quit – to Member Information Center”](#) link.
- At the **Member Information** page, under the **Member Lookup** section, select the members name from the **Select Member** dropdown list and click the **Get Member** button.
- Confirm the members photo is present and acceptable.
- Click the [“Select a different member”](#) link at the bottom of the **Member Record** page to return to the **Member Information** page.
- Repeat the last three (3) steps if additional photos have been added.
- Along the bottom of the **Member Information** page, click [“Club Directory”](#) link on the **Navigation** menu bar.
- At the **Member’s Directory** page, refresh the page and check to insure all photos are present and acceptable.
- Close the **CVWGC** web site.
- Close the **Expressions 4** editor.

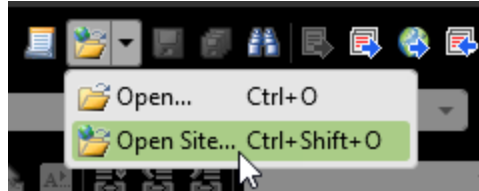
Note:

- If in the two (2) photo confirmation steps above, it is determined that the member’s photo is unacceptable you must repeat this **Member Photo Process** in it’s entirety.

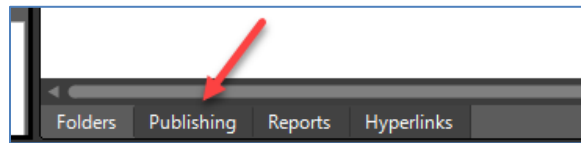
Member Photo Process

Publish Photo to Live Web Environment

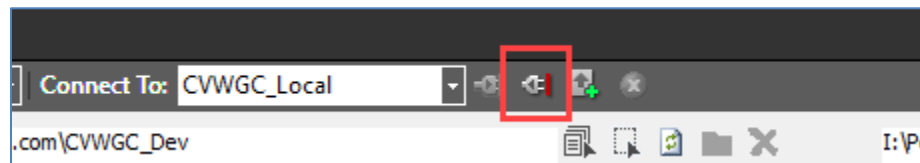
- From the **Tool Bar**, click the down arrow (▼) next to the **Open Site** icon (📁) and select **Open Site...** from the drop down menu.



- At the **Open Site** window, under the *Name* column of the **Managed Sites:** window, select the **CVWGC_Local** site.
- Click the **“Open”** button.
- From the **Folder List** in the left task panel of the **Expressions 4** editor expand the *Directory/MemberPhotos* folders and insure the file is present.
- If the photo is not there click **View** on the **Menu** bar and select *Refresh F5* from the dropdown menu.
- From the **Status** bar along the bottom of the **Editor** pane, click the **Publishing** tab.



- In the center of the **Editor** pane, click the [“Connect to the current publishing destination”](#) link.
- Expand the *Directory/MemberPhotos* folders in both the **Local** source folder (left side of **Publishing** pane) and **Live Web** destination folder (right side of **Publishing** pane).
- Locate and select the new file in the **Source** pane and click the right arrow (➡) on in the area between the source and destination panes.
- Once the member photo(s) have been published from the **Local** to the **Live Web** environment, click the **Disconnect** icon on the status bar just above the **Publishing** pane.



Final Live Web Environment Testing

Since the **Live Web** environment database has already been undated in the previous section the only remaining task is to thoroughly test the **Live Web** Environment. To do this do the following;

- Open the **CVWGC** website.
- From the **CVWGC Home** page, click the *Members* link in the left navigation pane.

Member Photo Process

- From the **Members** dropdown menu click the *Member Directory* link.
- At the **Member's Directory** page, refresh the page and check to insure all photos are present and acceptable.
- If all newly added photos are OK, click the **Go to Member Login** button.
- At the **Member Information Center Login** page, enter **User** login credentials and click the **"Login"** button.
- At the **Member Information Center** page, under the **Member Lookup** section, select the members name from the **Select Member** dropdown list and click the **Get Member** button.
- Confirm the members photo is present and acceptable.
- Click the ["Select a different member"](#) link at the bottom of the **Member Record** page to return to the **Member Information** page and repeat the previous two (2) steps if multipole member photos were added.
- Close the **CVWGC** web site.
- Close the **Expressions 4** editor.
- From the **XAMPP Control Panel**, stop all services and close the **XAMPP**.