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# BAPLA<sup>®</sup>

**BAPLA website:** *members manual(Image Suppliers)*

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## **Introduction**

This document is a step-by-step guide for Members (image suppliers) using the BAPLA website.

The BAPLA website has Members only functionality embedded across the website. This functionality includes:

- ◆ Update your company contact details and description for publication online

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- ◆ Select categories for the online A-Z Image supplier search section in our website directory, designed to help picture researchers to locate your images

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- ◆ Publish press releases, news and events about your company

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- ◆ Advertise any job available within your company free of charge

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- ◆ Customise your page by uploading and updating an image gallery or logo

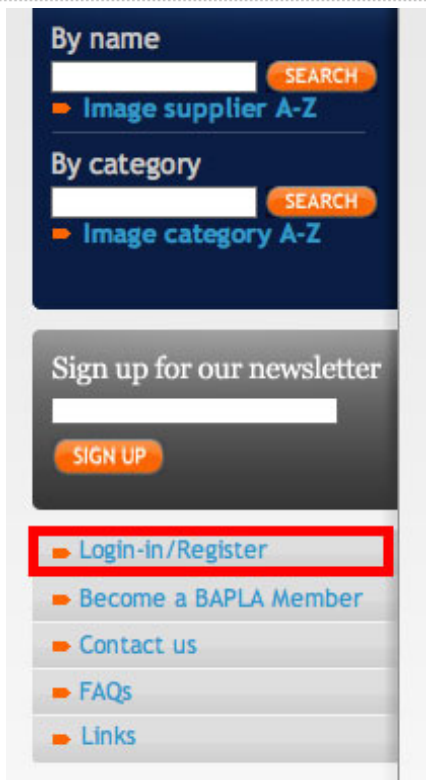
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- ◆ Access the exclusive, members' only range of standard contracts, essential business forms and fact sheets including: Terms & Conditions of Submission & Reproduction of Images (to accompany image dispatch), Internet and On-line Agreements, Photographers' Contract, Agency Contracts and Model Release forms in the Toolkit section

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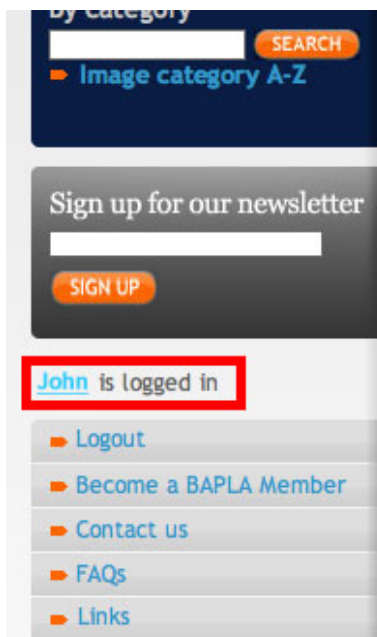
- ◆ Contribute to the BAPLA discussion forums - including an BAPLA Members only forum

## Logging in



1. Go to the website [www.bapla.org.uk](http://www.bapla.org.uk)
2. On the left side of every page you will see a 'Log-in' button
3. Click on it
4. Enter your username and password on the login page

Please note that your username and password are case sensitive. If you've forgotten your password click on the 'Forgotten password' link and follow the instructions



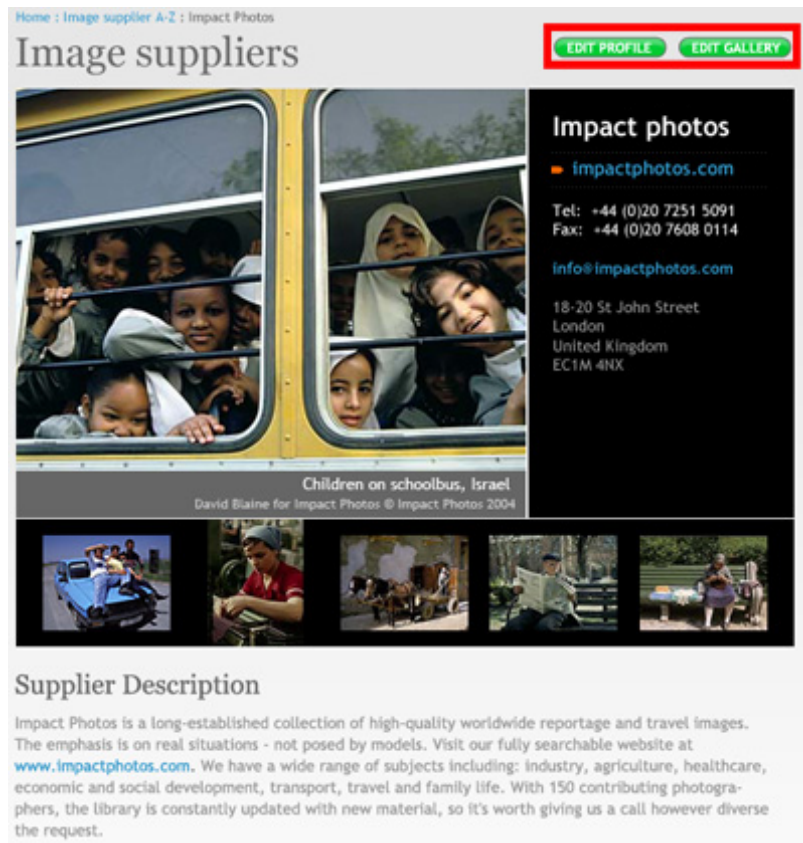
Once you've logged in, you'll be taken back to the site homepage. Your username will now be displayed on the left side of the page.

This username is a link to your personal registration data. Here you can change your e-mail address and password.

This personal data relates to you as an individual - rather than as a representative of a BAPLA Member company.

## Accessing your Member profile

- ◆ Type your company name in the A-Z Supplier search on the left-side of the page
- ◆ Click on your company name in the displayed search results
- ◆ You will be taken directly to your member profile, which will look something like this:



Home : Image supplier A-Z : Impact Photos

## Image suppliers

[EDIT PROFILE](#) [EDIT GALLERY](#)

**Impact photos**

- [impactphotos.com](http://impactphotos.com)

Tel: +44 (0)20 7251 5091  
Fax: +44 (0)20 7608 0114

[info@impactphotos.com](mailto:info@impactphotos.com)

18-20 St John Street  
London  
United Kingdom  
EC1M 4NX

Children on schoolbus, Israel  
David Blaine for Impact Photos © Impact Photos 2004

Supplier Description

Impact Photos is a long-established collection of high-quality worldwide reportage and travel images. The emphasis is on real situations - not posed by models. Visit our fully searchable website at [www.impactphotos.com](http://www.impactphotos.com). We have a wide range of subjects including: industry, agriculture, healthcare, economic and social development, transport, travel and family life. With 150 contributing photographers, the library is constantly updated with new material, so it's worth giving us a call however diverse the request.

## The green button

Your ability to publish content on the website - including your Member profile and gallery - is seamlessly integrated into the site.

This means that wherever you can edit or publish content on the site, you will see a green button on the top right of the page. This button is both a prompt and link to a page with a series of fields for you to fill-in and submit.

These buttons will only be visible to Members once they've logged in.

The buttons on your Member profile are only visible to you - no other BAPLA members, registered users or casual site users will see them.

## Editing your profile

Looking at the previous image, you can see the green buttons on the top right of the page. Each of these buttons link to a page with a series of fields for you to complete or edit. EDIT PROFILE looks like this:

### Edit Supplier Profile

#### Mandatory fields

Metadata description

Metadata keywords

Categories   
[select](#)

Print directory categories   
[select](#)

Company name

Company name in print directory

Company description

Company URL

Address 1

City

Postcode

Country

Telephone

Fax

Email

#### Optional fields

Address 2

Address 3

Skype ID

[← BACK TO PROFILE](#)

[SUBMIT](#)

## **Metadata Description & Metadata Keywords**

The Metadata description and keywords fields will be used by the site search to identify your profile.

## **Web Categories**

The web categories you select are used to define which category your library will be listed under on the image search facility of the BAPLA website directory. Directory categories and website categories are different.

When choosing a category you will need to allocate a number of points to it, each library has 100 points to distribute as they wish. If you are a specialist library you may choose to allocate the entire 100 points to your specialist subject, alternatively you may choose to distribute these points to a number of categories e.g. giving 1 point to 100 different categories or spreading them evenly amongst various relevant categories.

## **What is the purpose of the points system?**

The more points you allocate the higher up your details will appear in the list for that category. Lists are displayed in alphabetical order.

## **How to enter a web category:**

Click the 'select' link beneath the categories field. A new window will pop up. Select the category or categories you require, and allocate your points by checking the category and placing a figure in the Score box.

Once you finish your selection, submit your changes. Your category selection will display in the categories field.

## **How to remove or edit your web categories**

Click the 'select' link and uncheck those categories you wish to remove. When you have completed your changes, click the submit button. Your edited category list will display in the categories field.

### Company name

This field specifies how your company name will be displayed on the website; in both the site search and the Image/Industry Supplier lists.

### Company description and contact details

These are a series of free text fields for you to describe your company, describe your services and list your on and offline contact details. The maximum description length is 100 words.

### Editing your gallery

Every Image supplier has the option to display a gallery of 5 images on the BAPLA website. In order to edit your image gallery, click on the 'Edit gallery' button on your profile page. You will only see this button if you are logged in.

If you do not have a gallery online as yet, you'll have to contact [susanne@bapla.org.uk](mailto:susanne@bapla.org.uk) to get this set up for you. BAPLA will then upload your initial selection of images which you will then be able to edit. Once you click on the 'Edit gallery' page, you will see the following form fields:

The screenshot shows a web form titled "Edit Gallery" with a "BACK TO PROFILE" button. It is divided into two sections: "Mandatory fields" and "Optional fields".

**Mandatory fields:**

- Metadata description: Action Images
- Metadata keywords: Action Images
- Full size image 1 (380x350px): Choose File no file selected
- Full size image 1 Alt tag: Action Images

**Optional fields:**

- Full size image 1 credit/copyright: Action Images
- Thumbnail image 1 (95x70px): Choose File no file selected
- Thumbnail image 1 Alt tag: Action Images
- Full size image 2 (380x350px): Choose File no file selected
- Full size image 2 Alt tag: Action Images
- Full size image 2 credit/copyright: Action Images
- Thumbnail image 2 (95x70px): Choose File no file selected
- Thumbnail image 2 Alt tag: Action Images
- Full size image 3 (380x350px): Choose File no file selected
- Full size image 3 Alt tag: Action Images
- Full size image 3 credit/copyright: Action Images
- Thumbnail image 3 (95x70px): Choose File no file selected
- Thumbnail image 3 Alt tag: Action Images

## **Metadata Description & Metadata Keywords**

The Metadata description and keywords fields will be used by the site search to identify your profile.

### **Image sizes**

The main image size is 380 X 350px  
The thumbnail image size is 95 X 70px

### **Image title**

Maximum character count: 60

### **Image credit copyright**

Maximum character count: 75

### **Image alt tags**

Alt tags are the alternate text displayed when a user hovers their mouse over an image. Alt tags should convey what the graphic is for or about and contain relevant keywords. Alt tags also make web pages more accessible.

## **Publishing News, Events and Jobs**

Steps to publish content on the website:

- ◆ First log-in
- ◆ Then navigate to the section you wish to publish content in
- ◆ You will then see a green button which, depending on the section you are in, will read 'Submit a News story', 'Submit new Event' or 'Submit a Job'
- ◆ Click on this button and you will be taken to a page with a series of form fields
- ◆ Complete the fields and submit your content
- ◆ Your content will then be personally reviewed by the BAPLA web editor. We hope to have all submitted content live on the website within 24 hours of submission

### **Adding images to news and event content**

You also have the option to add an image to your news story or event listing. Image sizes are as follows:

News story image size: 380 X 350px  
Event listing image size: 180 X 135px

### **Accessing BAPLA members-only content**

The Toolkit section of the website contains resources that are only available to BAPLA members. Each one of these resources is tagged by a visual flag:



In order to access this content, you must first log-in to the website. You can go directly to the log-in page by clicking on the flag.

### **Using the discussion forums**

The BAPLA website has a series of discussion forums which cover the breadth and diversity of the imaging industry. As well as publicly accessible forums, there is a private, BAPLA members only forum for members to post and respond to questions in an exclusive environment.

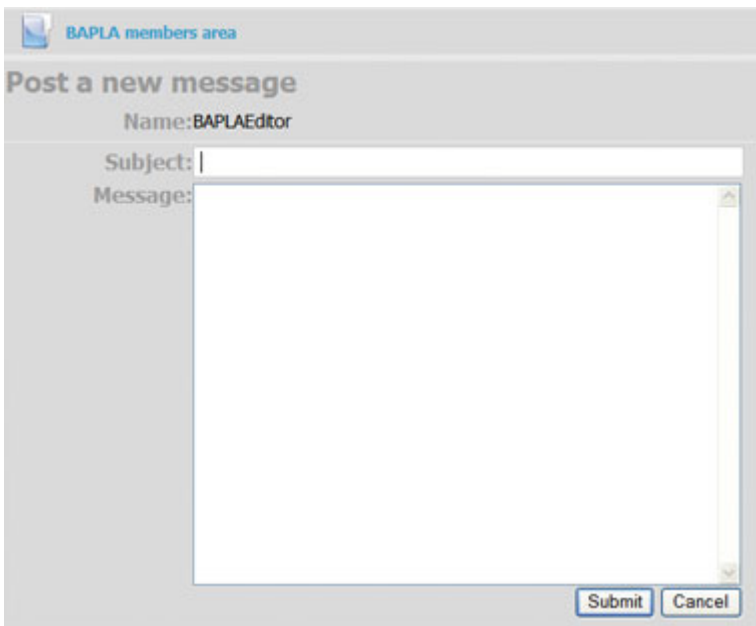
In order to post a message or reply to a topic or post in the discussion forums, you must first log-in.

To access the BAPLA members forum, you must also first log-in.

**To post a new topic**



Once you have logged in, you will see a blue button that reads 'Post a topic'. To publish a new topic, click on the button, and you'll be taken to a simple publishing interface where you can write and submit your topic.



By including the full 'http://' address in your message, you can also include hyperlinks.

**To reply to a topic or post**

At the bottom of every topic or post is the option to reply. Click on this link and you'll be taken to the same publishing interface where you can compose and post your reply.