

## Create a User Account

1. Register for an account at [www.thecmwa.com/user/register](http://www.thecmwa.com/user/register).

### User account

**Username: \***

Spaces are allowed; punctuation is not allowed except for periods, hyphens, and underscores.

**E-mail address: \***

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

2. You will receive an email with your username & password. You can keep the generated password or change it by using the long link in the email, entering a password, then clicking Save.

Account information

**E-mail address: \***

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

**Password:**

**Confirm password:**

To change the current user password, enter the new password in both fields.

▶ [Contact settings](#)

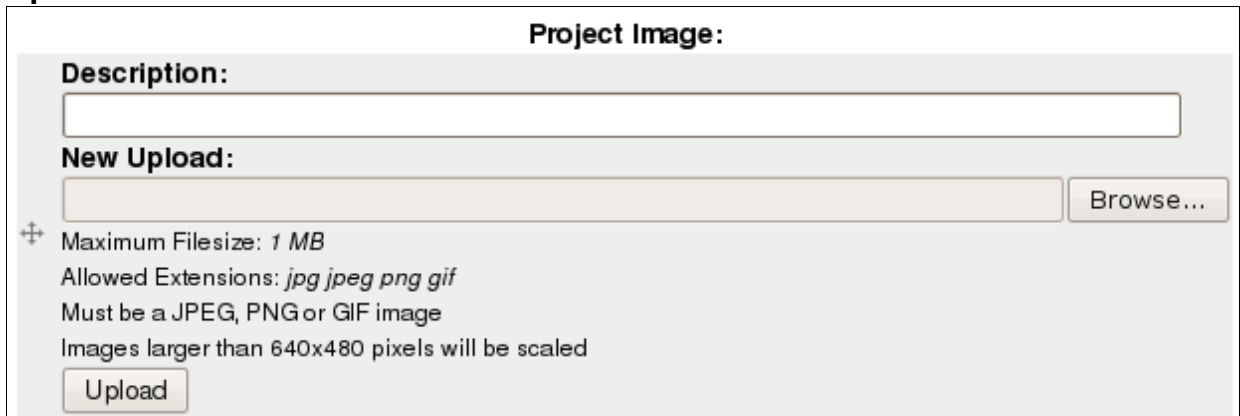
▶ [Locale settings](#)

## Create a New Project

3. To create a new Project for the gallery, select **Create content** → **Project**.



4. Select **Project Gallery** from the drop-down, enter your project's **Project Name**, **Your Name**, the **Year** it was finished, any **Project Details** you would like to share (materials used, special techniques, etc), then upload up to 3 images of your project.
5. Type a **Description**, then select the file to upload by clicking **Browse...**, then click **Upload**.

A screenshot of a form titled 'Project Image:'. It contains a 'Description:' label followed by a text input field. Below that is a 'New Upload:' label followed by a file input field and a 'Browse...' button. Underneath the file input, there are instructions: '+ Maximum Filesize: 1 MB', 'Allowed Extensions: jpg jpeg png gif', 'Must be a JPEG, PNG or GIF image', and 'Images larger than 640x480 pixels will be scaled'. At the bottom of the form is an 'Upload' button.

6. Click Save and your project will be submitted for review.

A screenshot of a form containing the text 'Include up to 3 images of your project.' Below the text are two buttons: 'Save' and 'Preview'.

## Edit Your Project

7. If you need to edit your project, from the Project Gallery, click your project's title. You should see an **Edit** tab at the top of the page. This will allow you to edit or delete your project.

Please enter the following information about your project.

**Project Gallery:**

- 8.