

# **EXCUSE THE WEEDS. USER GUIDE**

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## **1). To Register as a New Member.**

1. Click on 'Register / Login' on the Top Menu Bar.
2. Click the 'New Registration of Private Garden' or 'New Registration of Commercial Garden' button.
3. The Registration Form will appear. Type in your details. Please ensure all the boxes marked by an asterisk are filled in.
4. Type in your Username; this will be your identity on the website and is the only detail that you will not be able to change once registered. Please ensure that your username is 6-12 letters long and in lower case letters, and that it bears no resemblance to your real name, house name etc. Keep a record of this.
5. Type in a Password, again in 6-12 lower case letters. Please keep a record of this.
6. Give your Garden a title. Type in your garden details, either directly onto the page, or copy and paste from your prepared text. Please do not refer to peoples' names in your description, nor give any indication of your age, daily movements, or facts such as that you live on your own. Please see 'Material unsuitable for displaying on Excuse The Weeds' below, for material which we deem unsuitable for this website.
7. Read our terms and conditions and check the box if you agree to them.
8. Click the 'Register' button. You will be registered until you decide to de-register (see 'Member De-registration').
9. Once registered you will then be able to log-in in order to enter your garden photographs.

## **2). Material unsuitable for displaying on Excuse The Weeds**

We reserve the right to remove any entry containing photographic or written material that we deem unsuitable for the website (see items (a) to (e) below), or which may compromise the integrity of the website.

- (a). Any material, pictorial or written that we deem as offensive, inflammatory or in breach of English Law.
- (b). Any plant material which is termed as illegal by British Law.
- (c). Images of people or children.
- (d). Imagery unrelated to the context of this website.
- (e). Material of an advertising nature, for example: banners, links, and advertising text and imagery, unless it has been arranged by prior agreement with BriteTec Ltd.

Should such a case occur, we will reserve the right to terminate a membership and to remove all material related to that membership.

### **3). To Enter your Garden Photographs.**

1. Click on 'Register / Login' on the Top Menu Bar.
2. Enter your Username and Password. If the 'Images' form does not appear, click on the 'Upload Images' link. A form will appear enabling you to upload your pictures.

**Note.** Before entering your pictures, please note that the larger the picture size in terms of megabytes, the longer the picture will take to upload. As a guideline one megabyte takes approximately one minute to upload. Please ensure that you do not upload more than 25 Megabytes of picture files at one time.

We also recommend that you take the following precautions for displaying your pictures, as a guide to maintaining the privacy of yourself, your neighbours, and also future owners of your property.

- (a). We advise you not to display any items that might be considered as valuable. For example this may include statues, rare plants and pets. We cannot be held responsible if items are removed from your premises as a result of them being published online by 'Excuse the Weeds'.
- (b). Please avoid displaying images of your house, or of adjoining or surrounding buildings, or parts of buildings showing potential entry points. Again we cannot be held responsible if items are removed from yours or neighbours' premises as a result of being published online by 'Excuse the Weeds'.
- (c). Please avoid showing access points to your garden, via your property or via the area surrounding your garden.

3. Click on the 'Browse' button next to Image 1, and select a picture from your files. Give the picture a title and then repeat for Image 2 etc... We recommend you upload a maximum of three pictures at a time to minimise time wastage should your internet connection be interrupted for whatever reason.
4. Click the Upload button at the bottom of the form. Please wait. After a few seconds a blue progress bar will show at the bottom of the screen. When the blue section has moved all the way across, the screen should update and the pictures you loaded will then be displayed in 'thumbnail' size in the order they were

selected. However, depending on the file size and number of pictures selected, the blue progress bar may reach its maximum position and then remain stationary for a few minutes until all pictures have been uploaded and resized.

5. Repeat the upload procedure as necessary.
6. Once you are satisfied you have uploaded all your pictures then click on 'Logout' above the form. This will return you to our Home page. You should then be able to view your garden profile. (See 'To view the Gardens' below).

#### **4). To log-in as a member and change your registration details or garden description.**

1. Click on 'Register / Login' on the Top Menu Bar.
2. Enter your login name and password. (Use the forgotten password link if necessary. You will then receive an e-mail with the details).
3. The registration form will appear.
4. Change your registration details, or garden description. To change a description, highlight and delete the text, or add or paste new text.
5. Ensure you have entered your password onto the form.
6. Click the 'Submit' button at the bottom of the form. The form will update almost instantaneously.
7. If you wish to get back to the picture upload form, click on 'Upload Images' above the form.
8. Please do not forget to log out after you have finished changing your details.

#### **5). To log-in as a member and change your garden pictures.**

1. Click on 'Register / Login' on the Top Menu Bar.
2. Enter your login name and password.
3. The registration form will appear.
4. Click on 'Upload Images' above the form.
5. The picture upload form will appear, with thumbnails representing your pictures.
6. Firstly delete all the pictures you wish to replace. Clicking on the 'Delete' button next to a picture will delete that picture

almost instantaneously, but please wait a few seconds for a picture to delete fully before deleting another one.

7. Browse to add pictures as described in 'To Enter your Garden Photographs' above.
8. Change the titles of your pictures as necessary.
9. Click Upload at the bottom of the form and allow for the pictures to upload. As mentioned before this will take time depending on the number of pictures and the size of each picture.
10. Please do not forget to log out after you have finished changing your pictures.

## **6). To view the Gardens**

1. Click on 'View Garden Portfolios' on the home page.
2. Scroll down to 'Search Garden Profiles'.
3. Just click on the Search button on the right hand side to show all gardens. OR
4. Use the Keyword Search box and /or drop-down menus to narrow the search criteria, then click on the Search button. A search results page will then be displayed.
5. Scroll down to the particular garden you wish to view, and click on the Garden Name.
6. The profile page for that particular garden will appear. Thumbnail images of the pictures are located beneath the write-up for each garden together with one large view.
7. If you move your mouse over a thumbnail without clicking, then that picture will appear as the large view.
8. The thumbnails will scroll up and down if you place your mouse on the arrows without clicking.
9. If you left-click on a thumbnail an even larger view will appear in a separate window. Left-click this image to make it disappear.
10. To return to your search results page use the back button in the top left corner of your browser. Other search result pages can be accessed at the bottom of this page.
11. To return to the Garden Profiles page and start a new search, click on 'Back to Search'.
12. To return to our Home Page, click 'Home' on the Top Menu Bar.

## **7). To use the other site facilities**

1. Click on 'Garden Talk' on the Top Menu Bar. A drop-down menu will appear.
2. This consists of: Latest News, Garden of the Month, Garden Articles, Forum (see below), and links to other websites.
3. Click on any of these items to display the appropriate webpage.
4. If you wish to submit a garden-related article, news item or event, click on 'Contact Us' on the top menu bar, and e-mail the details. We will endeavour to display your item if the material fits within the criteria of our website.

## **8). To Access the Forum**

A Forum is like a message-board where you can post articles, ask questions or communicate with other members.

1. Click on 'Garden Talk' on the Top Menu Bar. A drop-down menu will appear.
2. Move down to 'Forum' and click. The Forum homepage will appear.

## **9). To register on the Forum in order to post and read messages.**

**Note.** The Forum registration is separate from the Excuse the Weeds garden profile registration. You may use your existing username or select another username, but please ensure you select a different password.

1. To begin the registration procedure click 'Register' on the forum menu bar. A small form will be presented.
3. Type in your username and e-mail address. Check the box if you do not wish the public to see your e-mail address. Enter your password. Verify your password by typing it in again, then type in the piece of code which follows.
4. Check the radio button if you agree to the Terms & Conditions of the Forum, and then click 'Register'.
5. If your registration was successful you will see a message which says: 'Success! You are now a member of the Forum'. Next to the message will be a login button. Click this and you are logged into the forum. You may now post your messages (see

below). To leave the Forum click the logout button and then click the Excuse The Weeds logo to return to our website.

### **10). To log onto the Forum if you have previously registered.**

1. Log in with your Username and Password. Choose the drop-down box for the duration you wish to stay logged in for ('keeps' means you stay logged-in every time you visit the Forum). Use the forgotten password facility if necessary.

### **11). To add posts to the Forum.**

1. Log onto the Forum.
2. Click on a forum name, for example 'General Board'.
3. Click on the 'Start new topic' button.
4. You will then be presented with a form. Type in a subject heading. If you are not familiar with forums, please ignore the following: Message icon, Add YaBBC tags and Add Smileys. You can learn about these by clicking the Help button.
5. In the large message box you can either type in your message directly, or copy and paste from prepared text.
6. If you are not familiar with forums, please ignore 'Attach' below the message box. Check the box below 'Attach' if you wish to be notified of replies to your topic, and also the box below this if you wish to disable 'smileys'.
7. Click 'Preview' if you wish to preview your message before posting. Click 'Post' to post your message on the Forum, or click 'Reset' to clear the boxes on the form and start again.
8. Repeat this process for other messages if necessary.
9. To return to our Home Page, log out from the Forum, then click on the Excuse The Weeds logo.
10. If you are experiencing difficulty with the Forum click the help button on the menu bar. This will give you instructions on negotiating various aspects of the Forum. If you have further difficulty please e-mail us at [info@excusetheweeds.co.uk](mailto:info@excusetheweeds.co.uk).

## **12). To read messages (posts) on the Forum.**

1. Log onto the Forum.
2. Click on a forum name, for example 'General Board'.
3. Click on the forum message (subject) you wish to read.
4. Use the 'Previous topic' / 'Next topic' links to view other messages if you wish, or use the back button on your browser to return to the message list.

## **13). To post a reply on the Forum.**

When you find a topic you wish to comment on, firstly ensure you are logged-in. Click on the topic and look for the button titled "Reply" or "Quote". Using "Reply" will take you to a post page much like the one described above in: 'To add posts to the Forum'. Quote does exactly the same thing, however, it will add what another user has said to your post in a separate box.

## **14). Excuse the Weeds Store Policy**

### **Rules for on-line conduct**

Excuse the Weeds (Britetec Limited) agree to provide you, the customer, with information and other services that we may decide to offer, subject to the terms of this agreement. We reserve the right to modify this agreement at any time. You agree and continue to agree to use our services in a manner consistent with all applicable laws and regulations and in accordance with our Terms and Conditions, see 'Terms and Conditions' below.

By using the service, you agree that you will not attempt to undermine the integrity of this website.

## **15). Member De-registration**

To de-register as a member of Excuse The Weeds, please log-in and then click the De-registration button at the bottom of the registration page. A window will appear saying 'Are you sure you wish to de-register. Click 'Yes'. You will be sent a confirmation e-mail. If for any reason you are de-registered in error, please contact us.

## **16). EXCUSE THE WEEDS TERMS AND CONDITIONS**

In these Terms and Conditions “we, our, us, Excuse The Weeds, BriteTec Ltd” refers to BriteTec Ltd.

Excuse The Weeds is part of BriteTec Ltd; Companies House Reg No. 2896589.

### **Unacceptable uploaded material**

We reserve the right to remove any entry containing photographic or written material that we deem unsuitable for this site (see items 1 to 5 below for guideline).

- (a). Any material pictorial or written that we deem as offensive, inflammatory or in breach of English Law.
- (b). Any plant material which is termed as illegal by English Law.
- (c). Images of people or children.
- (d). Imagery unrelated to the context of this website.
- (e). Material of an advertising nature, for example: banners, links, and advertising text and imagery, unless with our prior agreement.

### **Cancellations**

Membership: You have the right to cancel your membership registration with Excuse The Weeds at any time.

To de-register, please log-in and then click the De-registration button at the bottom of the registration page. A window will appear saying ‘Are you sure you wish to de-register. Click ‘Yes’. You will be sent a confirmation e-mail. If for any reason you are de-registered in error, please contact us.

Advertising: To cancel as an advertiser please contact us by e-mail.

Although we will endeavour to remove your advertisement as quickly as possible, please allow up to seven days for this to take effect. We will reimburse payment for any unexpended advertising time from date of removal.

## **Customer Service**

It is always our intention to provide our customers with a prompt, efficient and fair service at all times. Please contact us if you have any problems with this service. Click on 'Contact Us' on the Top Menu Bar of our website.

## **Acceptance of Terms**

By accessing the content of [www.excusetheweeds.co.uk](http://www.excusetheweeds.co.uk) ("the Website") you agree to be bound by the terms and conditions set out herein and you accept our privacy policy available at [Privacy Policy](#). If you object to any of the terms and conditions set out in this agreement you should not use any of the products or services on the Website and leave immediately.

You agree that you shall not use the Website for illegal purposes, and will respect all applicable laws and regulations. You agree not to use the website in a way that may impair the performance, corrupt the content or otherwise reduce the overall functionality of the Website. You also agree not to compromise the security of the Website or attempt to gain access to secured areas or sensitive information.

You agree to be fully responsible for any claim, expense, liability, losses, costs including legal fees incurred by us arising from any infringement of the terms and conditions set out in this agreement.

## **Modification**

BriteTec Ltd reserve the right to change any part of this agreement without notice and your use of the Website will be deemed as acceptance of this agreement. We advise users to regularly check the Terms and Conditions of this agreement.

BriteTec Ltd have complete discretion to modify or remove any part of this site without warning or liability arising from such action.

## **Limitation of Liability**

BriteTec Ltd will under no circumstance be liable for indirect, special, or consequential damages including any loss of business, revenue, profits, or data in relation to your use of the Website.

Nothing within this Agreement will operate to exclude any liability for death or personal injury arising as result of the negligence of BriteTec Ltd, its employees or agents.

## **Copyright**

All intellectual property of BriteTec Ltd such as trademarks, trade names, patents, registered designs and any other automatic intellectual property rights derived from the aesthetics or functionality of the Website remain the property of BriteTec Ltd

By using the Website you agree to respect the intellectual property rights of BriteTec Ltd and will refrain from copying, downloading, transmitting, reproducing, printing, or exploiting for commercial purpose any material contained within the Website.

## **Disclaimers**

The information is provided on the understanding that the website is not engaged in rendering advice and should not be wholly relied upon when making any related decision.

The information contained with the Website is provided on an “as is” basis with no warranties expressed or otherwise implied relating to the accuracy, fitness for purpose, compatibility or security of any components of the Website. We do not guarantee uninterrupted availability of the [www.excusetheweeds.co.uk](http://www.excusetheweeds.co.uk) Website and cannot provide any representation that using the Website will be error free.

## **Third Parties**

The Website may contain hyperlinks to websites operated by other parties. We do not control such websites and we take no responsibility for, and will not incur any liability in respect of, their content. Our inclusion of hyperlinks to such websites does not imply any endorsement of views, statements or information contained in such websites.

## **Severance**

If any provision of this Agreement is held to be invalid or unenforceable, such provision shall be struck out and the remaining provisions shall remain in force.

## **Governing Law and Jurisdiction**

This Agreement will be governed by the laws of England and any user of the Website hereby agrees to be bound exclusively by the jurisdiction of English courts without reference to rules governing choice of laws.