

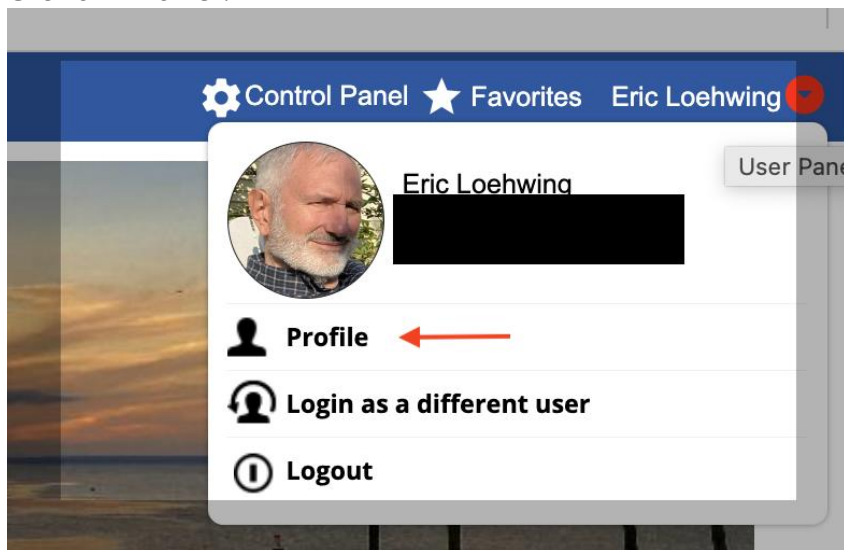
How to Create a Photo Album

One of the most important reasons you joined the club is to DISPLAY YOUR PHOTOS! Start by creating your own photo album on the website.

In the top right corner of your Home page screen will appear your name, and a dropdown button leading to your User Profile.

Click on the dropdown arrow and you'll see that one of the options is labeled "Profile".

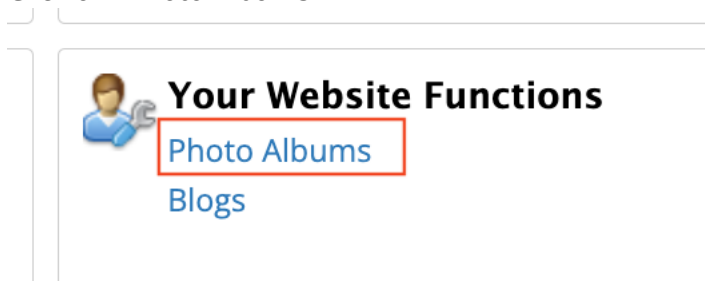
Click on "Profile".



Now you'll see a host of information (including such things as a User Name/Password change area.)

The area for creating Photo Albums appears in the southeast corner of the screen, "Your Website Functions", with "Photo Albums" as a choice.

Click on "Photo Albums"









A screen will pop up saying "Photo Album Manager" for you. Click on the button that says "Add Photo Album".

Photo Album Manager for Eric Loehwing

This screen shows your individual photo albums. Click 'Add Photo Album' to create a new photo album. In the list of photo album Content' to add photos to a album or update the photos in an album. Click 'Description' to modify preamble text that will be place

Add Photo Album

Title	Type	Category	Status	Maintain
B&W - Eric Loehwing	Member	Member Photo Albums	Hidden	     

Configure the properties of your Photo Album including name, associated text, description etc. An "Availability" dropdown allows you to authorize your album to be seen by anyone, or by Members Only.

Photo Album Configuration

Edit the properties of your photo album.

Album Name

Menu Text

Availability

Visible ☒



















Quick Link Name

Description

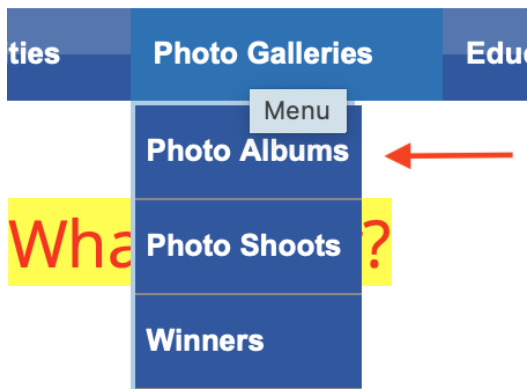
21 of 200 characters used

Populate the form, then hit "Save". You'll see your album listed below, along with its properties. At any time you can delete your album by clicking on the trashcan icon.

Add Photo Album

Title	Type	Category	Status	Maintain
B&W - Eric Loehwing	Member	Member Photo Albums	Hidden	     
Creative Self Portrait - Eric Loehwing	Member	Member Photo Albums	Hidden	     
Empty Road - Eric Loehwing	Member	Member Photo Albums	Hidden	     

To view your Photo Album, return to the Home page. Click on the main menu under "Photo Galleries" then on the pulldown menu saying "Photo Albums".



stein's presentations on White Balar
ill see the handouts he gave out at th

Your album will appear.



Winter Photos - Dorothy Chanin
8 photos - **updated 1/22/2023**

How to add photos to an existing album

Go to the list of your existing albums and click on the pencil icon of the album you want to add photos to:

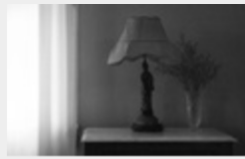



Add Photo Album

Title	Type	Category	Status	Maintain	
B&W - Eric Loehwing	Member	Member Photo Albums	Hidden	     	
Creative Self Portrait - Eric Loehwing	Member	Member Photo Albums	Hidden	     	

Click on “Add One Photo” or “Add Multiple Photos” depending on how many photos you are adding to your existing album. You will then be directed to your computer, where you select the one(s) you want to upload.

Edit Photo Album: B&W - Eric Loehwing

This screen shows the photos on this photo album. Click 'Select Photos' to select one or more photos from among the images. Click 'Add One Photo' to upload a single photo or 'Add Multiple Photos' to upload more than one. Click 'Display Sequence' to modify the order in which the photos are displayed.

Photo	Title	Maintain
	Black & White photo 18 by Eric...	  

Select Photos

Add One Photo

Add Multiple Photos

Display Sequence

You can also move up or down the order in which your photos are displayed by clicking on the Display Sequence.