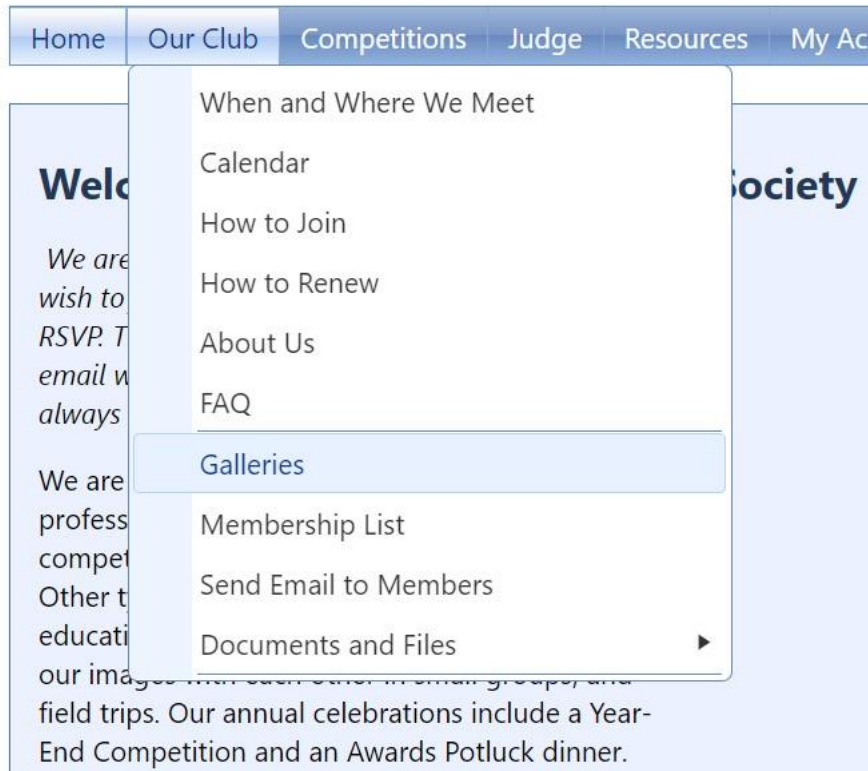


## How do I submit images to a Gallery?

Go to "Our Club."

Click on "Galleries."

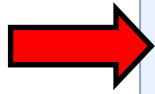


Click on "**Manage Galleries.**"

## Seattle Photographic Society



The screen will then change. It will no longer say **“Organization Galleries.”** It will now say **“Manage Galleries.”**



## Manage Galleries

Use the "spin down" indicator in the left column to expand the tree items to view sub-categories and galleries. Only Content Managers and Administrators can create, update, or delete categories for galleries.

To create and use Galleries with images from multiple members, please read the [Help](#) topic on this subject.

Galleries can be embedded into custom pages, events, the Membership Information page, and the Home page. Paste the embed gallery text displayed for your gallery into the location where you want the gallery to appear. Gallery positioning is based on options set for the Gallery.

[Video on How to Create and Manage Galleries](#)

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Check the box to **“Show all organization Galleries.”**

## Manage Galleries

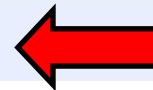
Use the "spin down" indicator in the left column to expand the tree items to view sub-categories and galleries. Only Content Managers and Administrators can create, update, or delete categories for galleries.

To create and use Galleries with images from multiple members, please read the [Help](#) topic on this subject.

Galleries can be embedded into custom pages, events, the Membership Information page, and the Home page. Paste the embed gallery text displayed for your gallery into the location where you want the gallery to appear. Gallery positioning is based on options set for the Gallery.

[Video on How to Create and Manage Galleries](#)

Show only my Galleries  Show all organization Galleries



Find the heading for the Gallery that you want (Field Trips, End of Year Competition Results, etc.)

Click on the arrow to the left to expand the list.

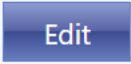
Show only my Galleries  Show all organization Galleries

		Title
		<b>Gallery Categories</b> Sequence: 0 This includes galleries that did not specify a category.
		<b>Competition Results 2021-2022</b> Sequence: 100
		<b>Creative Example Images</b> Sequence: 100
		<b>End of Year Competition Results</b> Sequence: 100
		<b>Field Trips</b> Sequence: 100



In the expanded list, find the Gallery that you want to submit images into.

Show only my Galleries  Show all organization Galleries

		Title
		<b>Gallery Categories</b> Sequence: 0 This includes galleries that did not specify a category.
	 Edit	<b>Competition Results 2021-2022</b> Sequence: 100
	 Edit	<b>Creative Example Images</b> Sequence: 100
	 Edit	<b>End of Year Competition Results</b> Sequence: 100
	 Slide Show  Tiled Images  Edit Options	<b>2020-2021 End of Year Winners</b> Sequence: 100 Winning Images from the End of Year and Special Award Competitions Gallery can be viewed by the public. 7 images in the gallery Relative link to Gallery slide show: /g/59e5eef6-37e9-410e-b9f5-21b632b67603



On the far right hand side of the screen, click on "Edit and Upload Images."

<b>Edit</b>	<b>End of Year Competition Results</b> Sequence: 100		<b>Add New Gallery</b> <b>Add Sub-Category</b> <b>Delete this Category</b>
<b>Slide Show</b> <b>Tiled Images</b> <b>Edit Options</b>	<b>2020-2021 End of Year Winners</b> Sequence: 100 Winning Images from the End of Year and Special Award Competitions Gallery can be viewed by the public. 7 images in the gallery Relative link to Gallery slide show: /g/59e5eef6-37e9-410e-b9f5-21b632b67603	Gallery can be viewed. <b>Reject Viewing</b> Updates are blocked. <b>Allow Updates</b> <b>Set as Home Gallery</b>	<b>Edit and Upload Images</b> ← <b>List Images in Gallery</b> <b>Delete this Gallery</b>

This will bring up a screen that shows all of the images that are already in the Gallery.

### Images in this Gallery



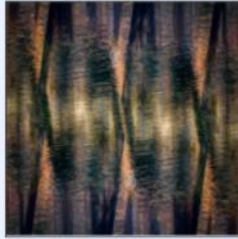

#### 2020-2021 End of Year Winners

Drag and drop your existing images into your desired sequence by grabbing the title bar above an image. You cannot drag and drop new images onto this page and must use the buttons instead.

The images are laid out in sequence in rows from left to right. Use the "X" in the title bar to remove images from the Gallery. You must click the "Save Updates to Image Sequence" button below to save your changes.

**Return to Gallery List**   **Upload Images into this Gallery**   **Add Images from my Image Library**   **Add Images from Competitions**

**Cancel Changes**   **Save Updates to Image Sequence**

<b>Pier and Clouds</b> ×	<b>Baskets</b> ×	<b>Reflections</b> ×	<b>Trickster</b> ×
			

Click on "**Upload Images into this Gallery.**"

## Images in this Gallery


### 2020-2021 End of Year Winners

Drag and drop your existing images into your desired sequence by grabbing the title bar above an image. You cannot drag and drop new images onto this page and must use the buttons instead.

The images are laid out in sequence in rows from left to right. Use the "X" in the title bar to remove images from the Gallery. You must click the "Save Updates to Image Sequence" button below to save your changes.

Return to Gallery List   Upload Images into this Gallery   Add Images from my Image Library   Add Images from Competitions

Cancel Changes   Save Updates to Image Sequence



That will bring up this page. Near the bottom of the page, click on "**Select**" (not "Select Member.")

## Upload Images

Instructions and Restrictions on Uploading Images

Information on Optional File Name Formats

Video: How to Submit Images to a Competition

Video: How to Create an Image Sequence

Use the "Select" button below to select one or more files to upload. On most browsers you can also drag and drop files onto the Select button. Use the "Select" button to add additional files. The upload process will start with each file as soon as you use the Select button. When all the files have been uploaded, as indicated by the green dot by each file name, click the "Save Images" button below.

Upload images belonging to this user: (Available only for Competition Managers)

Sheri Diggins   **Select Member**

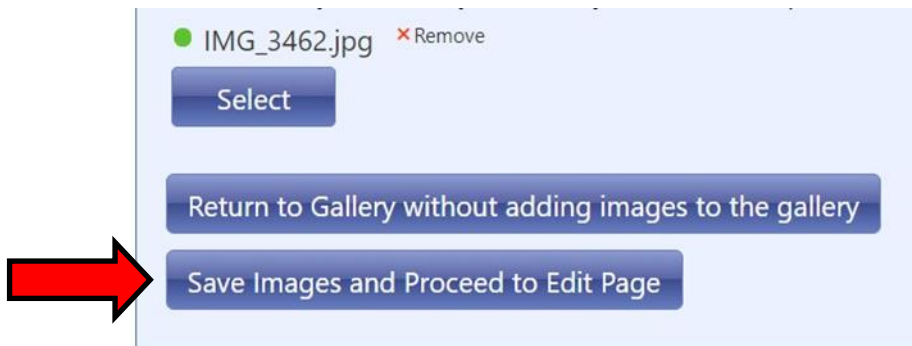
Please only upload only your own images. You will become the author of any images you upload and your images will be marked with your copyright. Avoid uploading duplicate images. Instead, reference your existing image in your Image Library.

After your images are uploaded into your library, references to those images will be automatically added to your Gallery titled '2020-2021 End of Year Winners'.

**Select**



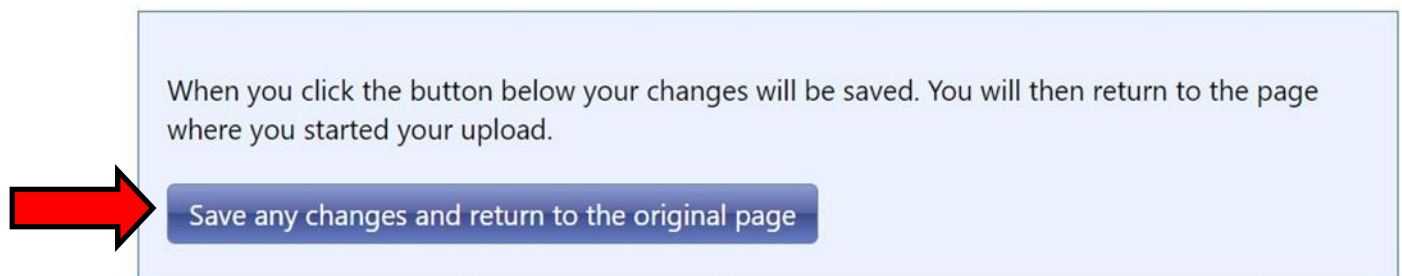
This will open a window on your computer. The process then becomes very similar to the process for submitting images to a competition. Find your image on your computer. The file will show a yellow dot while it is uploading. Remember to wait until the yellow dot has turned green.



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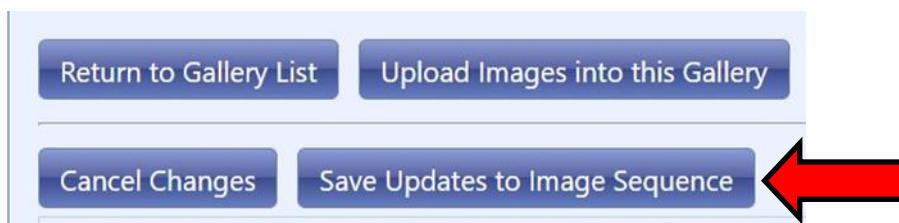
This brings up the page where you can edit the title of the image. Enter only the image title. Do not include your name, or any other information in this box - enter **only the title of the image**. Remember that everything that is in this box will be visible when the image is shown.

After you have entered the title of the image, click on **"Save any changes and return to the original page."**



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This will take you back to the page that shows all of the images in the Gallery. You may drag and drop your images to change what order they are in. But do not move or delete any of the images that are already in the Gallery. When you are finished, Click on **"Save Updates to Image Sequence."**



That's it. The images are now in the Gallery. You may click on **"Return to Gallery"** if you wish, or navigate to any other web page, or even close the browser.

