

# Creating and Maintaining Member Photo Albums

This is a step-by-step tutorial covering creation and maintenance of member photo albums. Every Oregon Carvers Guild member may create up to 10 unique photo albums. These are connected with the member and can be edited only by that member. The albums may be viewed by any club member at the discretion of the member owner.

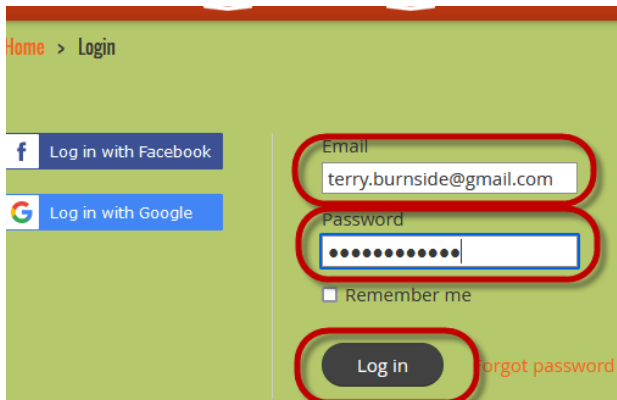
NOTE: This procedure was documented using a Windows PC. Since the vast majority of activity is browser based your procedure should look and feel the same for almost all steps. There may be a difference noted in the file navigation task (step 9) on different technology. This is a caveat for Apple or smart phone users.

## Creating a Member Photo Albums

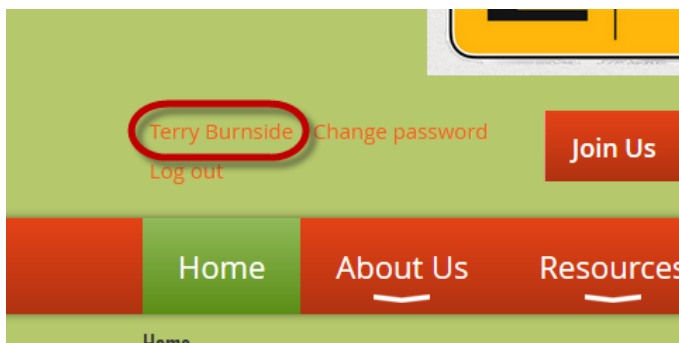
1 Navigate to the club website and click the “Log in” button



2. When the login information/action screen appears, fill in the email address that was used to create your account and your password, then click the “Log in” button on this screen.

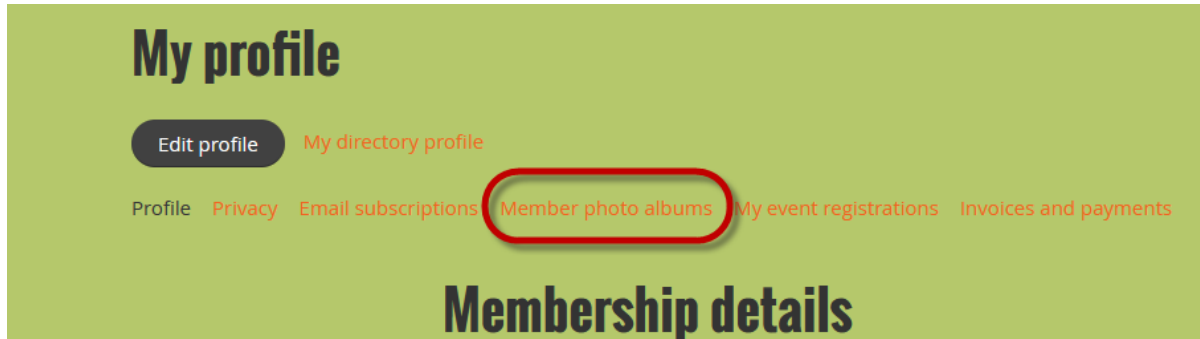


3. On the next screen that appears after log in click on your user name.

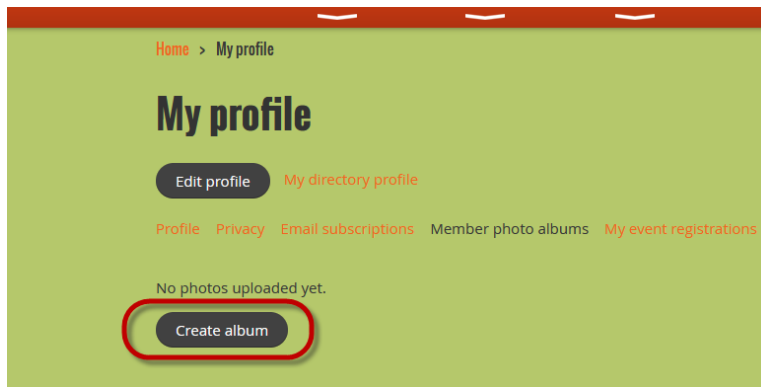


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4. The screen, entitled “My Profile”, that appears allows you to maintain information and settings that are unique to your account. Click the “Member photo albums” choice on this screen.

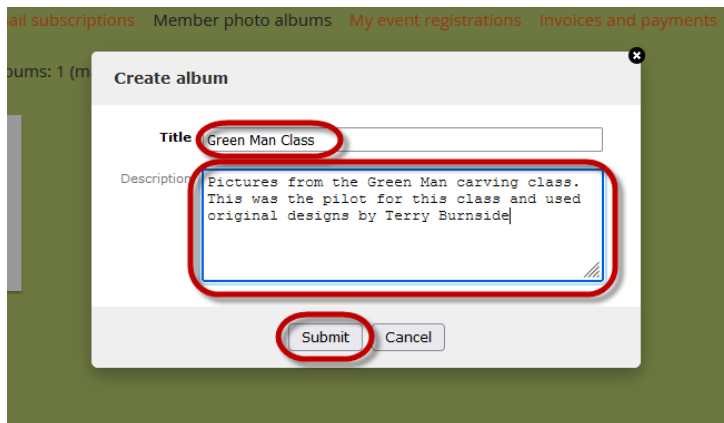


5. The next screen shown allows you to maintain photo albums. This is your first album, but if you had already created one or more there would be indication of existing albums beneath the “Create album” button. Click the “Create album” button.



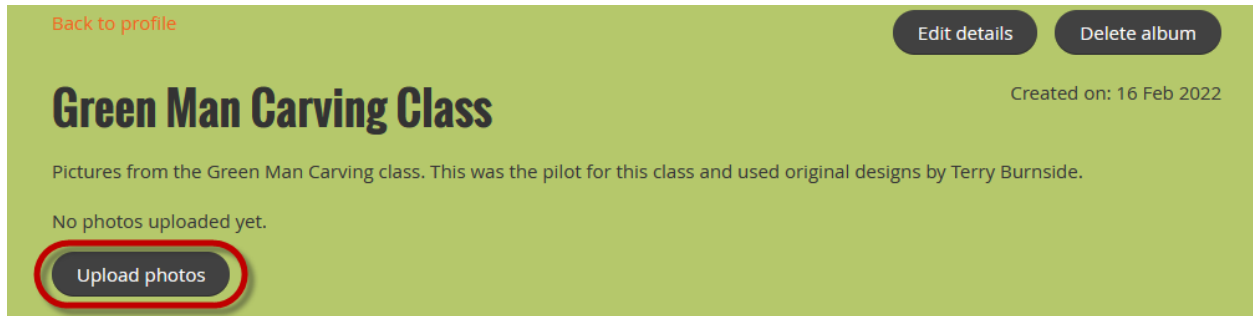
NOTE: If one or more albums has been created this popup will also show a picture link for each of these existing albums. Rather than clicking on “Create album” you may click on any existing album picture to edit it.

6. On the popup window that follows step 5 fill in the Title and description of your album, then click the “Submit” button.

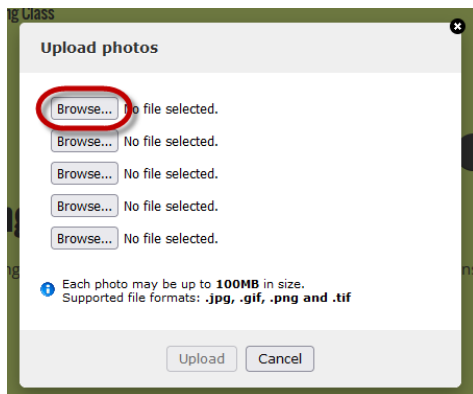


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7. The next screen allows you to take several actions. Since this is a new album the next step would be to upload photos. Click the “Upload photos” button. Take note that the other actions buttons allow you to delete the album or edit its title and description.

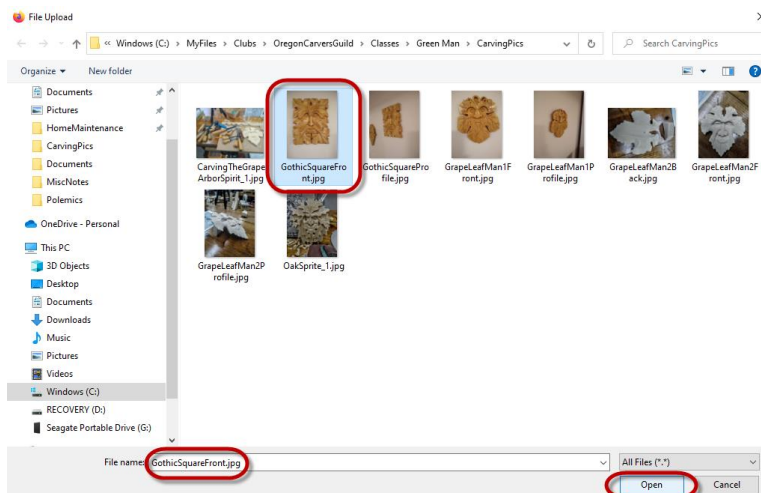


8. A popup windows that allows photo file uploading is displayed. To upload a photo click the first “Browse” button.



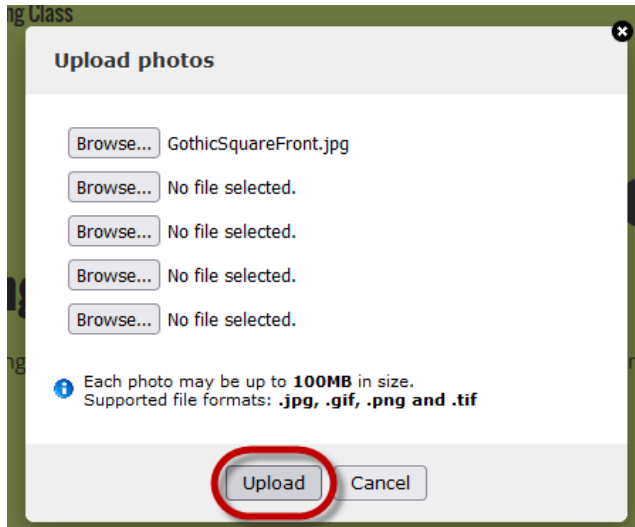
NOTE – Photo file types that are supported are jpg, gif, png and tif. The maximum photo size is 100 mb. The photo will be adjusted to fit the frame size in the display.

9. When a browse button is clicked a file navigator type popup is displayed. Use this popup to navigate to the desired folder and select the file that is to uploaded, then click the “Open” button at the bottom right of the popup to complete the selection.



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10. After the open button in step 9 is clicked the “Upload photos” popup is displayed. The name of the file that was chosen in step 9 is now shown in the first line of the popup. Click the “Upload” button on the bottom of the popup.



NOTE: Up to five photo files may be selected on this popup at a time. Supported file types as listed as is the maximum size of any photo. Selecting multiple files per transfer makes the upload process quicker.

11. The home screen used to maintain your albums is now displayed. The new album and first photo are displayed. The number in parentheses after the album title is the current count of pictures in that album.



NOTE: Again, this is the jumping off place for maintenance of this album. By going back one screen (clicking the “Back to profile” link) new albums may be added. After adding multiple photos you are allowed to choose any other picture as the one chosen to represent the album.