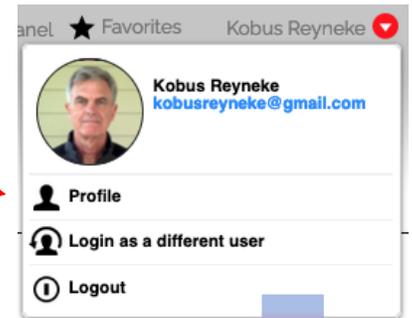


Create and manage Photo Albums

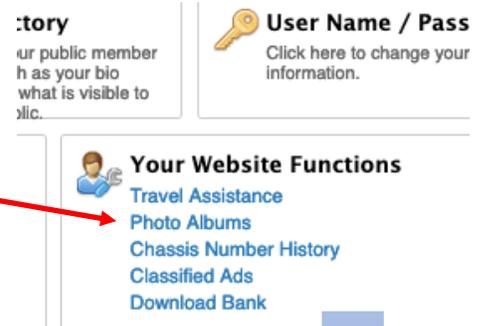
From **Profile >> Your Website Functions >> Photo Albums**

IMPORTANT: If you feel your collection of photos are worthy of highlighting, please first send an email to [Kobus Reyneke](mailto:kobusreyneke@gmail.com). We may want to publish it with a Feature article or a special album.

1. Log in to your account at the upper right-hand corner of the website and go to **Profile**.



2. Click on **Photo Albums**.



3. The next dialog allows you to **Add a new Album**.

Add Photo Album

Title	Type	Club level	Category	Status	Maintain
Kobus - DY356 Day 2019	Member	Club	Member Photo Albums	Visible	    

4. Enter your Album name. **We suggest you start the name with your last name if it's a personal album, or the event name (East Coast Holiday 2019), so that all your albums – or event albums are grouped together in the [Media Center > Albums page](#).**
5. Set availability, check visibility, add a quick link name and description.
6. Click **Save** and an **empty** Album will be created.

A screenshot of the 'Photo Album Configuration' dialog box. It has a title bar with a question mark, a maximize button, and a close button. The main area contains several fields: 'Album Name' with the value 'Kobus - DY356 Day 2019' and a red asterisk; 'Menu Text' with the value 'Kobus - DY356 Day 2019' and a red asterisk; 'Availability' with a dropdown menu set to 'Any Web Site Visitor'; 'Visible' with a checked checkbox; 'Quick Link Name' with an empty text box; and 'Description' with the value 'My DY356 Day photos from 2019' and a character count '29 of 200 characters used'. At the bottom are 'Save' and 'Cancel' buttons.

- Next add photos to your new album by clicking on the **little pencil**.



- Select photos from your computer, add tags, photographer name (**make sure you own the photos or have permission**), specify date taken, decide if downloadable, then **Save**.

- Albums are viewable here:
MEDIA CENTER >> [PHOTO ALBUMS](#)

- Click **Show All** to sort albums or **Filter**.

Photo Albums

Click the icons below to perform different search and filter functions. Click the "Show All" icon to display all available photo albums. Click the "Newest Albums" icon. Click the "Filter" icon to filter albums by categories or subgroups (if your organization has chapters/subgroups). Click the Search icon to search for individual photos organized into an album. Click on the results album to view the slideshow in a popup. Search can be combined with filter. For example, if you search want to see a specific category by combining with the filter.

Show All Newest Albums Filter Search

Filter
 Category: All Categories By Subgroup: Select a subgroup Filter

Page 1 of 1

Activities - Event albums



2021 Georgia Mountain Drive
378 photos - updated 1/24/2022

Member Photo Pages



106439 - Cliff Murray
11 photos - updated 1/19/2022



2021 Bend Holiday - Branning - Michael Branning
11 photos - updated 1/26/2022



211315 - Cliff Murray
3 photos - updated 1/19/2022



83405 - Cliff Murray
8 photos - updated 1/19/2022