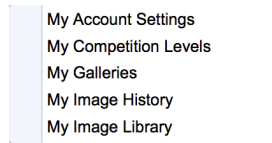


Adding Images to Your Gallery

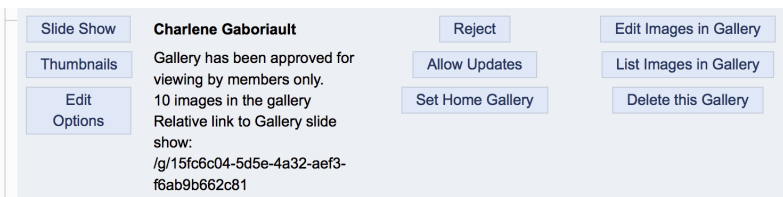
1. Log in to the Gateway Website
2. Click on **“My Account”** on the main menu
3. Click on **“My Galleries”**



4. Expand Member Galleries by clicking on the small arrow to the left of Member Galleries



5. Find your Gallery and click on **“Edit Images in Gallery”**



Two ways to add images to your gallery

1. Add Images from my Image Library

- Scroll to the bottom of the page and click on **“Add Images from my Image Library”**
- On next screen, select **“Display All Images”** at the bottom of the screen
- Select as many images as you would like to see in your gallery by clicking in the Selected box
- Click on **“Finished Marking Desired Images”** at the bottom of the screen

2. Add images from your computer

- Select **“Upload Images into this Gallery”**
- Click on **“Select”** – this will open the file explorer on your computer
- Click on one or more images you want to upload to your gallery
- The file(s) will then be listed and a green dot will appear when uploaded.
- Click on **“Save Images”** at the bottom of the page
- **Information Box**
 - **Title** – Edit the title otherwise the default is the file name.
 - **Genuine Wildlife** – check this box if the image meets the club official wildlife definition.
 - **Allow Public Display** – on by default. If unchecked the image will only be seen by logged in members
 - **Author’s Image ID** – only if you have a personal image catalogue system – not required

Note: The maximum image size is 2560x1700 pixels. Maximum file size allowed for the website (4.0MB)