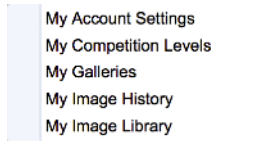
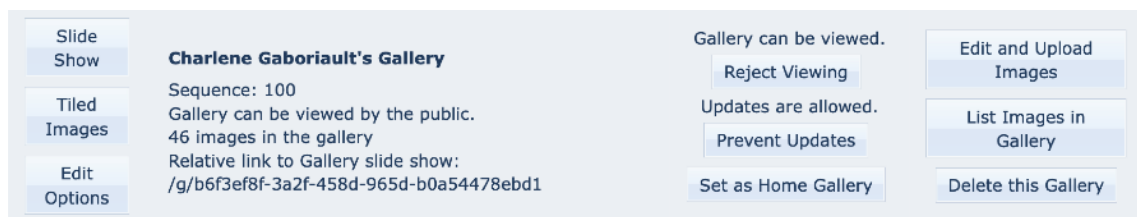


Adding Images to Galleries

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



4. Look for the desired gallery by clicking on the small arrow to the left of **Gallery Categories** (you might first have to click on **“Show all organization Galleries”**)



5. Click on **“Edit Images in Gallery”** over to the right

Two ways to add images to galleries

1. **Add Images from my Image Library - (those maybe previously used in Competition)**
 - Click on **“Add Images from my Image Library”**
 - On next screen, select **“Display All Images”** at the bottom of the screen
 - Select images you would like to see in this gallery by clicking in the **Selected** box
 - When done, 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 as many images as you want to upload to your gallery
 - The file(s) will then be listed and a green dot will appear when uploaded.
 - **Information Box**
 - **Title** – Edit the title otherwise the default is the file name.
 - **Allow Public Display** – on by default.
 - Click on **“Save Images and Proceed to Edit Page”** at the bottom of the page