

Adding Images to Scavenger Hunt Gallery

1. Log in to the Website
2. Click on “**My Account**”
3. Click on “**My Galleries**”
4. Find the **Holiday Scavenger Hunt Gallery** and click on “**Edit and Upload Images**”
5. 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.
6. Click on “**Save Images and Proceed to Edit Page**” 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)