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## Module: Photo Gallery

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**Function:** The Photo Gallery will display as a piece of the website. Photo Galleries can be accessed through a link in the left navigation or can be added to any custom webpage as a 'widget'. A club may add as many photo galleries as they would like, with an unlimited number of photos. Photo galleries may be visible on both the public portion of a website as well as the member/employee side depending on the Web Visibility settings.

### Key Points to Remember:

- Keeping the number of images in each gallery under 100 will result in the ability for your gallery to upload quickly to the site.
- The system will automatically resize your images; however, it is advised that you keep your Image FILE SIZE under 2-3 MB. The actual pixel size of the image is not as important as the file size.
- Images can be added to a photo gallery individually or using a batch upload process.

### Contents:

1. Create a Photo Gallery.....P. 1
2. Add Images to the Gallery.....P. 2
3. Display the Gallery.....P. 3

### Create a Photo Gallery:

1. Log in as an administrator
2. From the top navigation, click **Web>Manage>Photo Galleries**
3. Click the **NEW** icon (paper with folded corner)
4. **Name**-label the photo gallery (Members will see this)

5. **Description**-(Optional) Can be used to give photo credits or to describe event photos in the gallery
6. **Category**-Click the Looking Glass. Select an existing category from the list or click the NEW tab to add a new category
7. **Publish Date**-enter the date you wish for your gallery to display. This also controls the order in which your galleries will appear on the site. It is recommended to use the event date to keep the gallery in chronological order.
8. **Transition Speed**-default setting is 5 seconds. How quickly the images change. This can be increased or decreased as desired
9. **Web Visibility**-indicates who has access to the photo gallery. Anonymous will allow guest who are not logged in as a member or an employee to view the photo gallery.
10. Next step is to add the images (see **Add Images** instructions)

### **Add Images to the Gallery:**

In the Photo Gallery editor, click either the **NEW** icon to individually add an image or click the **Batch Upload** icon to upload multiple images at once. Images will appear in Alpha or Chronological order; however they can be reordered by clicking the image and using the arrow keys, or by dragging and dropping. The first image in the gallery will be the thumbnail that is associated with the album.

#### **Add a NEW image**

1. Click the **NEW** icon
2. **Name** the image.\* The image name only appears if the member clicks on the actual image during the slideshow.
3. Add a Description of the image (optional)
4. Click the **Select Image** link to locate your image on your computer
5. Double click the image to select and click **OPEN**
6. **Save and Close**

#### **Add Multiple Images (Batch Upload)**

1. Click the Batch Upload icon (Hot pink arrow)
2. Select multiple images by holding down the **SHIFT** key, then selecting the first and last image in the range
3. Select specific images, hold down the Control key and click the images you wish to add
4. Once the images are selected, click **OPEN** to add them into the editor
5. To edit the name or description of an image, double click the image

#### **Delete an Image**

1. In the editor, click the image to select it
2. Click the **Delete** icon (trash can)

**Once you have added your images and have them in the desired order, SAVE AND CLOSE.**

## **Display the Gallery**

The Photo Gallery module can be displayed as link in the left navigation. All galleries that are created will be available when the member clicks the link. The galleries will appear in order according to their publish date. Individual Galleries can be placed on a Custom Page of the website, by using the Widget tool.

### **Create a Photo Gallery link in the Left Navigation:**

1. Log in as an administrator
2. From the top navigation, select **Web>Manage>Navigation Menu**
3. Select the **Navigation menu** you wish to add the Photo Gallery module to:

**Primary**-Public side/Main Navigation

**Secondary**-Public side/ Secondary navigation at the top right

**Member**-Member Side navigation

**Employee**-Employee side navigation

4. On the **Menu Items** tab, click the **NEW** icon to add a new Navigation item
5. Name it "Photo Gallery"
6. Under Navigation Link, Select **Module**
7. Use the drop down arrow to view/select the **Photo Gallery** module
8. To change the order in which it appears in the navigation, use the up and down arrow keys
9. **Save and Close**

### **Add Photo Gallery as a Widget:**

1. Log in as an administrator
2. From the top navigation, select **Web>Manage>Custom Web Page**
3. From the list of **custom webpages**, double click the page name to **select the page** you wish to add the widget
4. Note the tabs across the top, click the **Widget** tab
5. Here you will see a list of widgets on that page, click the **ADD icon** (Green + sign)
6. Select the **Photo Gallery widget** from the list by clicking it once
7. Click the Select button

8. The **Photo Gallery Widget editor** will appear, add the **Display Name** such as “New Photos”
9. **Select the category** you assigned to your photo gallery by clicking on the looking glass
10. Double click or hit enter to select
- 11. Save and close**
12. To change the order of the widgets, use the arrow keys
- 13. Save and close**