Upload Instructions For SPBC Photo Gallery

1. **Once you have registered in the Gallery, Log In.**
2. **Choose "Upload File" at the left of the page.** You will see a list of ten entry fields with a "Browse" button to the right of each.
3. **Click the first "Browse" button in the list.** This will open up a window on your local computer.
4. **Navigate to the folder where the pictures you wish to upload are stored.**
5. **Choose <u>one</u> picture only and click "Open" at the bottom of the window.** The window will close and the path to the folder the picture resides in will appear in the entry field to the left of the "Browse" button.
6. **Click on the next "Browse" button down the list.** The same file folder window should open again.
7. **Choose another picture and click "Open" again.** You must repeat this until all ten entry fields in the list are filled or you run out of pictures to upload.
8. **Click "Continue" at the bottom of the page to begin the upload.** Once the upload is complete you should get a message saying "Successful Uploads".
9. **Click "Continue" again.** The last picture you chose should appear first. On the line below the picture in the first column it should say "Album" and immediately to the right, there should be a drop down box with a list of all of the available albums to choose from.
10. **From the drop down list, choose the album you wish to place the picture in.** The name in brackets is the category and should appear as (SPBC 2007), (SPBC 2008) etc. and to the right of that is the actual album name. You are looking for albums in the category for the current year.
11. **Click "Continue" again.** The next picture of the group you uploaded will appear. You must repeat the above process for each picture you uploaded. When you have assigned all pictures to albums you will get messages in the "Information" box "The previous file was placed successfully", "Your File Was Up-Loaded Successfully" etc.
12. **Click "Continue".** This will take you back to the opening page you logged in to.
13. **Choose "Upload File" if you have more pictures to post and follow the same procedures outlined above.**

As you can see, this is a tedious process. It is recommended that you choose only the best pictures you have to upload. This will save you considerable time. None of the pictures will immediately appear in the album. The Web Master must approve them first.