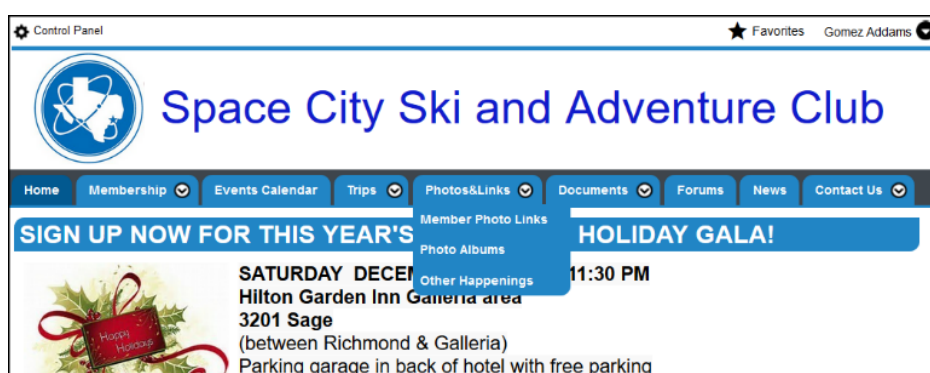


## Uploading Photos to a Photo Album on the SCSC Website

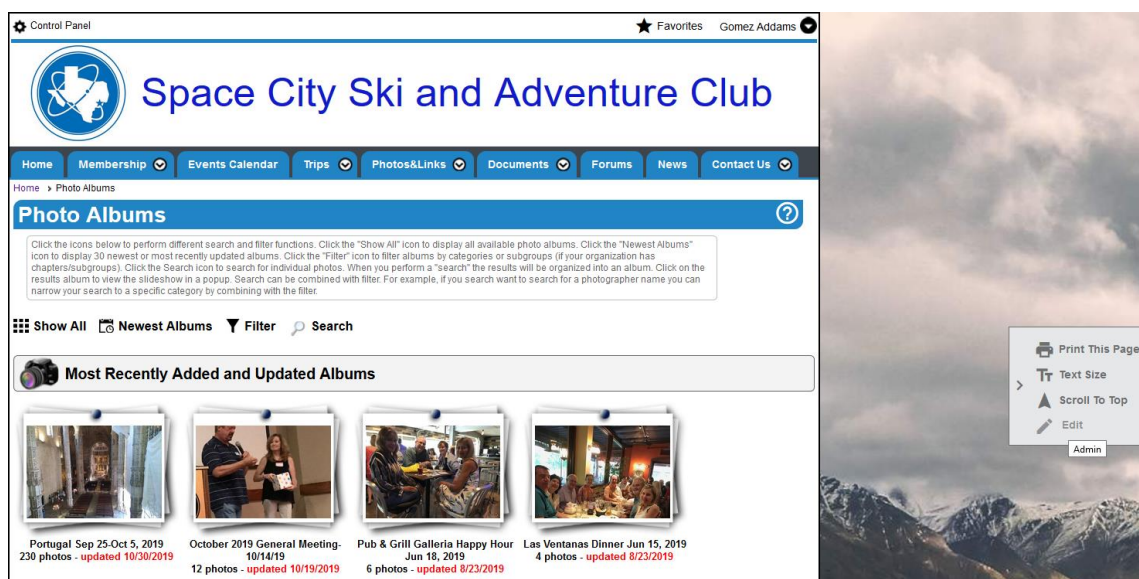
These instructions explain how a SCSC member can upload photos to an existing Photo Album on the SCSC Website.

1. Download your photos to a device from which you can easily get to the SCSC website. It can be very difficult to navigate the SCSC website from a smart phone. To upload your photos, it is recommended that you use a desktop PC, laptop, or tablet.
2. SORT OUT YOUR PHOTOS FIRST! Please don't upload pictures of your thumb or feet, or ten photos of the same thing!
3. Log onto the SCSC Website.
4. Click on the "Photos&Links" tab, and "Photo Albums" under that.

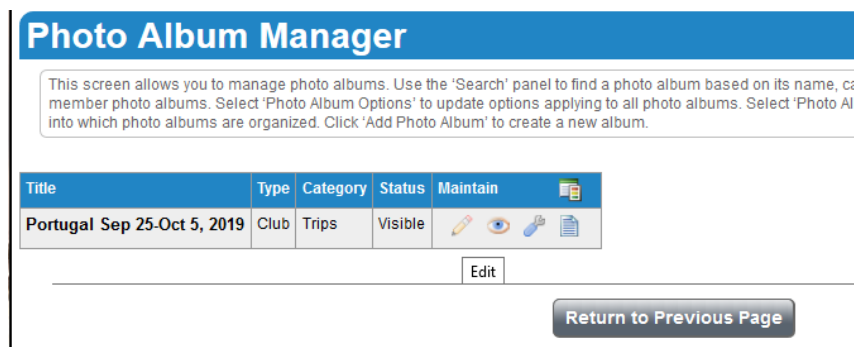


You will see all of the existing Photo Albums.

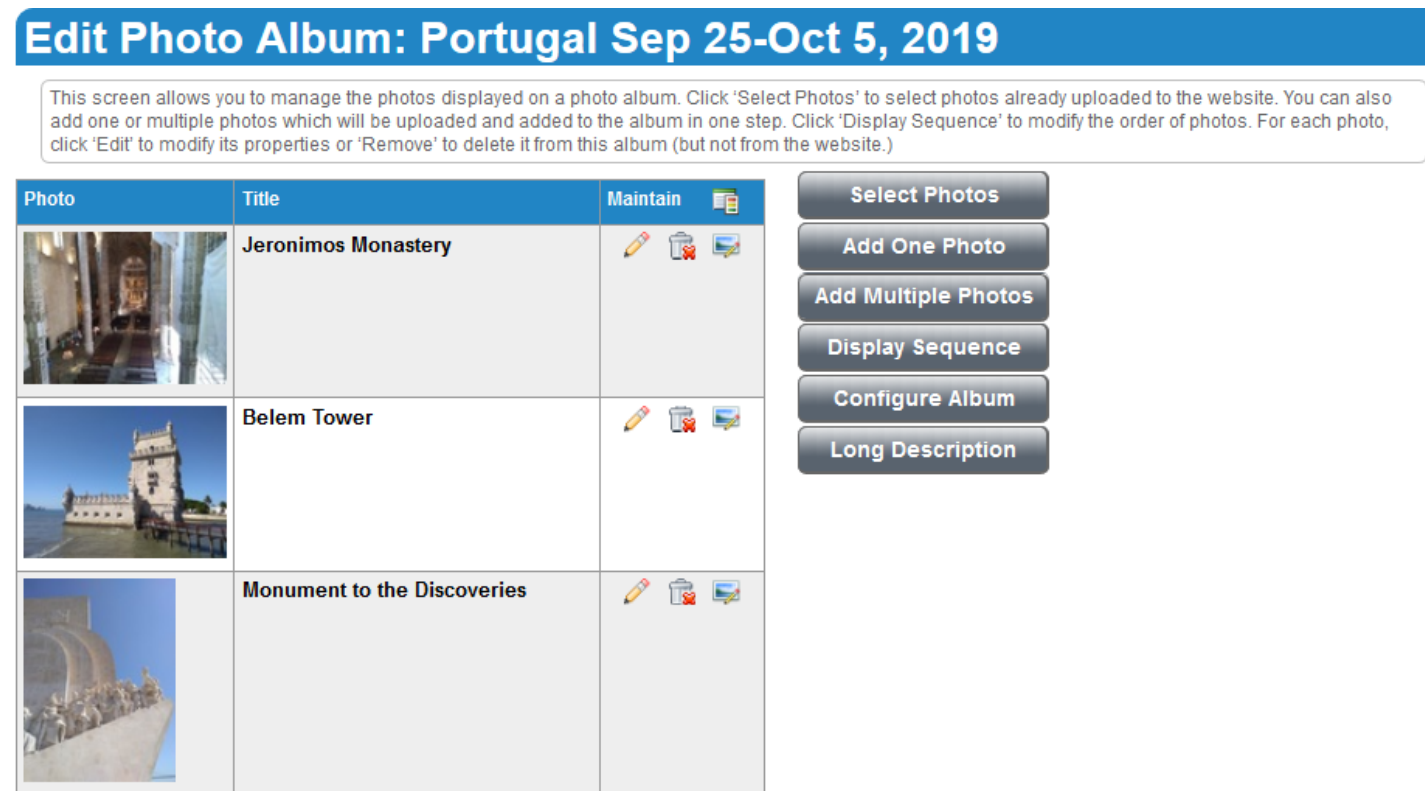
5. Move your cursor to the right side of your screen over the grey rectangle. A menu will pop out. Click on "Edit" at the bottom of this menu. If you do not see "Edit" at the bottom of this menu, you do not have rights to add to ANY of the Photo Albums. Contact the Webmaster to get these rights.



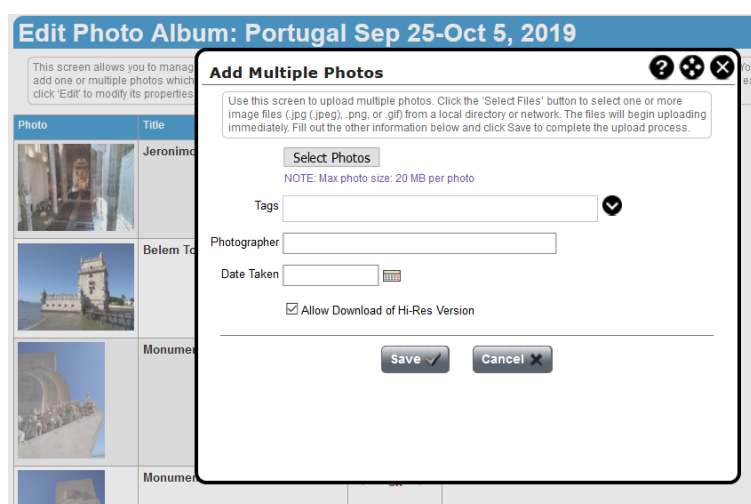
6. You are now on the "Photo Album Manager" page. Click on the yellow pencil of the album that you wish to add photos.



7. You are now on the "Edit Photo Album" page. To add all your photos at once, click on the "Add Multiple Photos" button.



8. A pop-up window "Add Multiple Photos" will appear. Click on the "Select Photos" button to point to your photos on your device. Put your name in the "Photographer" field. If all your photos were taken on the same day, put that date in the "Date Taken" field. Click the "Save" button.



9. When you get the pop-up that the upload is complete, click on the "Home" tab to leave the "Edit Photo Album" page.