

## PHOTO GALLERY / UPLOADING IMAGES

### Create an Album Using the Photo Gallery

1. Click Photo Gallery.
2. Click Albums.
3. Click Add New Album.
4. Select a Gallery.
5. Name the Album.
6. Write a short description.
7. Click Save.
8. Click the Photos Tab.
9. Click Upload Photos.
10. Click in the big box to upload your photos.
11. Click "Go to Album" in the green box.
12. To rearrange or delete the photos, click the photos tab.
13. To rearrange, click, drag, and drop the photos.
14. To delete a photo, hover over the photo and click the trash icon.
15. If you want to add captions, click the Captions tab.
16. Write a title and caption for each photo as desired.
17. When your album is ready, alert the Communications Chair, who can add the album to a page.

### Upload Images Using the Resources Module

*Note – Image resizing is not recommended within LRS Antilles. If images need to be resized, use your preferred image editor before uploading.*

1. Click Resources
2. Click Bulk Upload
3. Select a category
4. Confirm files are publicly available
5. Upload up to 15 files (.jpg, .png or .webp) by clicking the box to select them from your computer files.
6. File(s) will display in the Resources Module