# T76 SOP: Gallery Usage

**Revision:**

| Date | Author | Version | Revision Notes |
|------|--------|---------|----------------|
| 09/12/2022 | Chris Morton | V1.00 | Original Draft |

**Purpose:**

Show how to use the photo gallery on the website
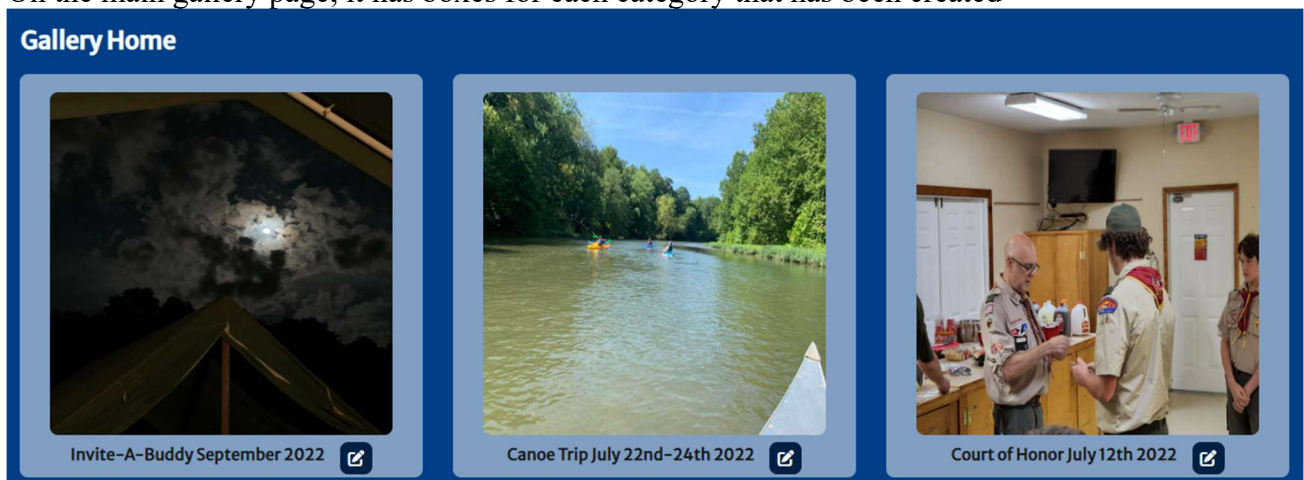
**Policy/Requirements:**

Need to have an account created on the website

## I. Accessing Gallery

1) Log in to the website by clicking the Sign In link in the upper right-hand corner
2) Once signed in, click the Gallery button in the middle of the Nav bar

## II. Navigation

On the main gallery page, it has boxes for each category that has been created

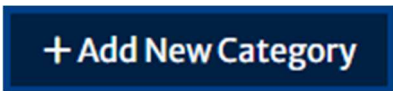Click on the picture of the gallery to go to the photos page for the category



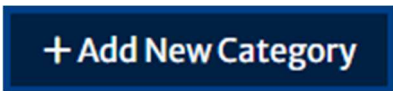Click on a photo to get to the details page for the photo



To go back on any of the screens, use the  button located in the upper right-hand corner.

## III. Creating A New Category

1) Go to the main screen of the Gallery.  Quickest way to do that is click the Gallery button on the Nav bar.

2) Click the  button

3) Fill in the name you want to call it.  It is suggested for events to use <Location><Date including Year>

4) Set the visibility to Everyone.

5) Hit the Save button.  You should have a new category on the main screen that looks like this



# IV.    Uploading Photos

1) Before you upload your photos you will want to make sure that you have a category to load them into.  If the category does not already exist, see the Creating a New Category section to get started.
2) Go to the main screen of the Gallery.  Quickest way to do that is click the Gallery button on the Nav bar.
3) Click the ⬆ Upload Photos button
4) On the upload screen, click the Choose Files button and pick up to 20 photos to upload.
5) Select the category you want these photos to be stored in.
6) Click the Upload button.

# V. Set Category Photo

1) Go to the main screen of the Gallery.  Quickest way to do that is click the Gallery button on the Nav bar.
2) On the category you would like to set a photo for, click the button.
3) Under the Category Photo dropdown, you can select a photo that you want to show as the category photo.
4) Click Save.

# VI.  Update Category Name

1) Go to the main screen of the Gallery.  Quickest way to do that is click the Gallery button on the Nav bar.

2) On the category you would like to set a photo for, click the  button.
3) Edit the Category Name.
4) Click Save.


# VII.  Edit Photo Information

1) Go to the main screen of the Gallery.  Quickest way to do that is click the Gallery button on the Nav bar.
2) Click on the category and then the photo you want to edit.

3) Click on the  button
4) On the Edit Photo screen, you can change the following:
   a. Photo Name – No spaces are allowed in the name
   b. Visibility – To hide the photo, change it from Everyone to anything else.  You will not be able to see this photo again until an Administrator reenables it.
   c. Category
   d. Location – Set a location of where the photo was taken.
5) Click Save


# VIII.  Report Photo

1) Go to the main screen of the Gallery.  Quickest way to do that is click the Gallery button on the Nav bar.
2) Click on the category and then the photo you want to report.

3) Click on the  button.
4) Fill out the concern box
5) Click Save.  This sends an email to the administrators to take action on this photo.