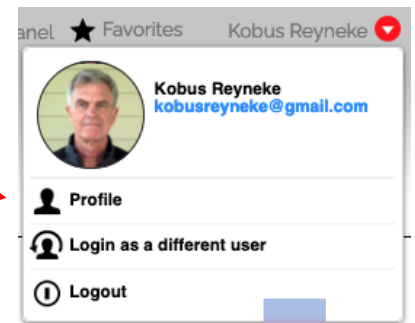


# Create and manage Photo Albums

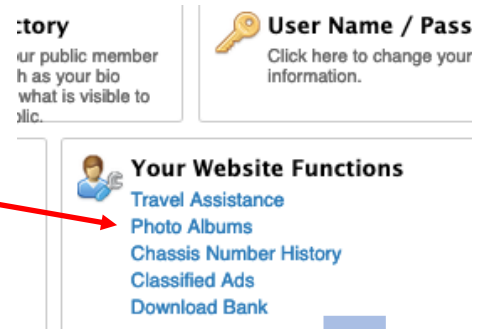
From **Profile >> Your Website Functions >> Photo Albums**

**IMPORTANT:** If you feel your collection of photos are worthy of highlighting, please first send an email to [Kobus Reyneke](mailto:kobusreyneke@gmail.com). We may want to publish it with a Feature article or a special album.

1. Log in to your account at the upper right-hand corner of the website and go to **Profile**.



2. Click on **Photo Albums**.



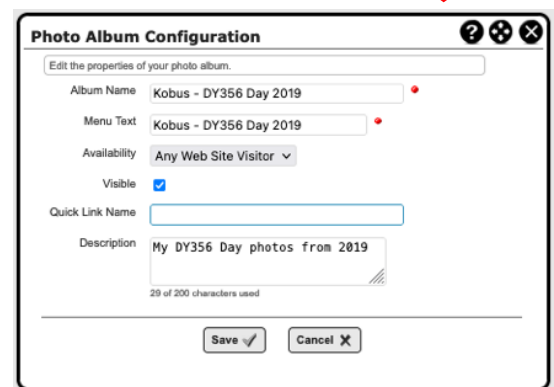
3. The next dialog allows you to **Add a new Album**.



4. Enter your Album name. **We suggest you start the name with your last name if it's a personal album, or the event name (East Coast Holiday 2019), so that all your albums – or event albums are grouped together in the [Media Center > Albums page](#).**

5. Set availability, check visibility, add a quick link name and description.

6. Click **Save** and an **empty** Album will be created.



7. Next add photos to your new album by clicking on the **little pencil**.



8. Select photos from your computer, add tags, photographer name (**make sure you own the photos or have permission**), specify date taken, decide if downloadable, then **Save**.

9. Albums are viewable here:  
MEDIA CENTER >> [PHOTO ALBUMS](#)

## Photo Albums

Click the icons below to perform different search and filter functions. Click the "Show All" icon to display all available photo albums. Click the "Newest Albums" icon. Click the "Filter" icon to filter albums by categories or subgroups (if your organization has chapters/subgroups). Click the Search icon to search for individual photos organized into an album. Click on the results album to view the slideshow in a popup. Search can be combined with filter. For example, if you search want to see a specific category by combining with the filter.

10. Click **Show All** to sort albums or **Filter**.

Show All Newest Albums Filter Search

Filter  
Category: All Categories By Subgroup: Select a subgroup Filter

Page 1 of 1

### Activities - Event albums



### Member Photo Pages

