

# HOW TO GUIDE: Adding Photos to Flickr & Local Section Websites

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## ACCESS CWEA'S FLICKR

Contact CWEA's Marketing Coordinator to be given the log-in credentials for the CWEA Flickr account.

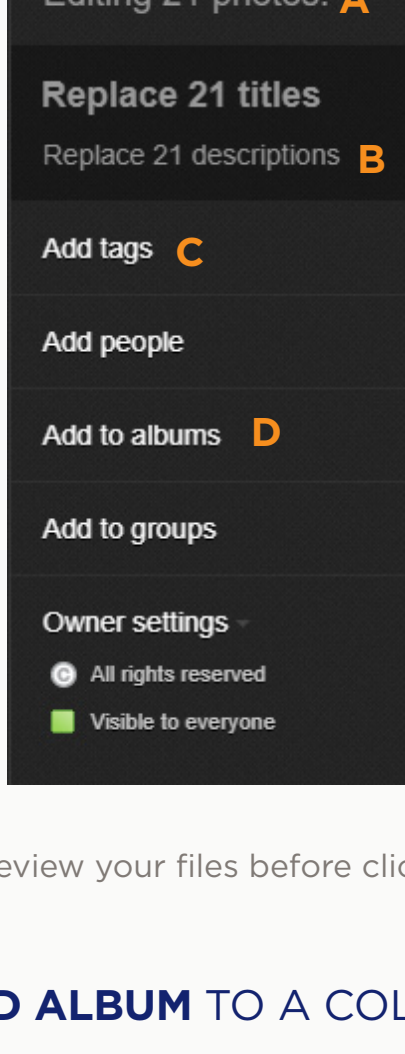
1. Go to [flickr.com/mycwea](https://flickr.com/mycwea)
2. Click **Log In**
3. Enter the email and password
4. Click **Sign In**

## UPLOAD PHOTOS OR VIDEO

1. Prepare files by organizing them on your personal device and removing any duplicate or similar files.
2. Click the cloud icon in the top right of the window.
3. Select the files to upload from your file explorer or drag & drop the files into the browser window.



4. Edit title, description, and tags:



### A) Select Photos/Video to Edit

You can select multiple files at once to edit in bulk. Selected files are outlined in pink.

### B) Add a Description

A **photo credit must be included** in the description field for all files being uploaded. Include the photographer's name and affiliation (section, agency, etc.) for all files being uploaded.

### C) Tag Images

Add tags to help categorize items being uploaded. Use your local section acronym or a single word relating to the event the files are of.

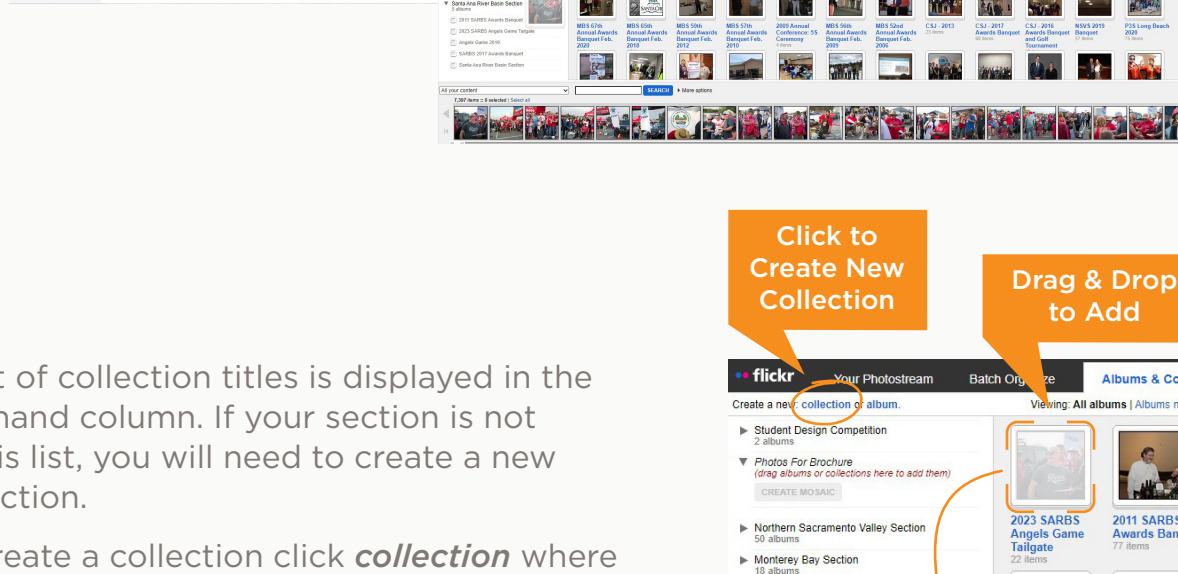
### D) Add files to an Album

Choose an existing album from the list or click **Create a New Album**. Give your album a title using the format **Year, Section, Event Name**, add a brief description of the album contents, then click **Done**.

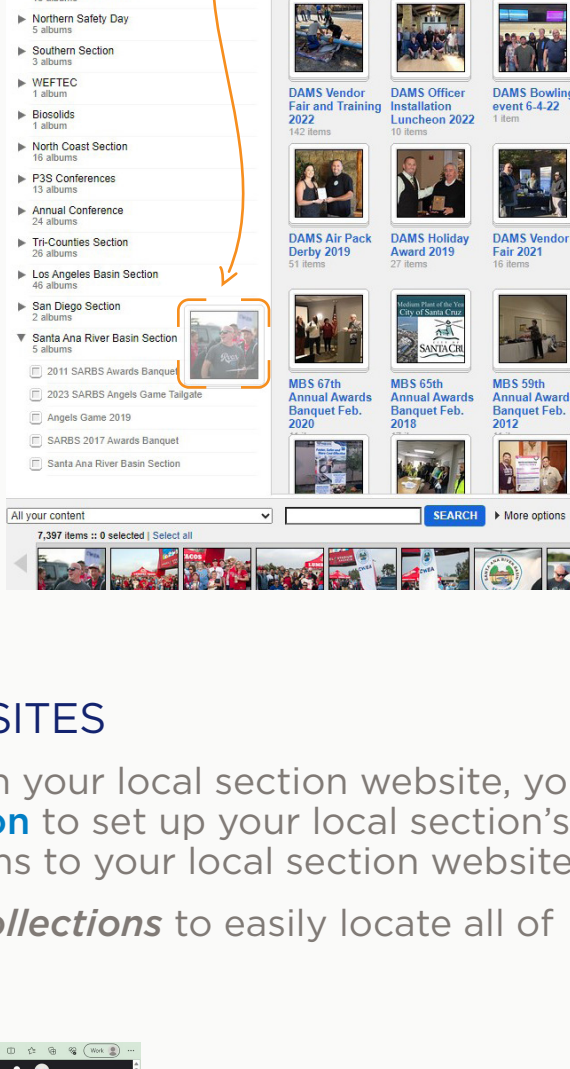
5. Review your files before clicking **Upload Photos**.

## ADD ALBUM TO A COLLECTION

1. Hover the cursor over **You** in the top left of the menu. Choose **Organize** from the dropdown list.
2. Select the **Albums & Collections** tab.



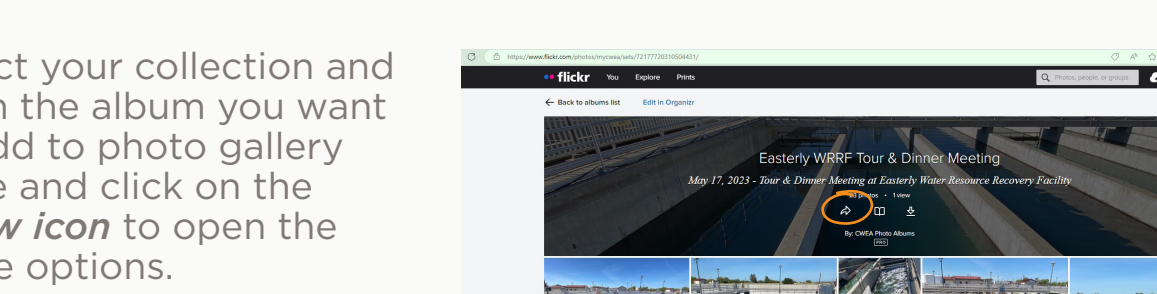
3. A list of collection titles is displayed in the left-hand column. If your section is not in this list, you will need to create a new collection.
4. To create a collection click **collection** where it says "Create a new..." in the upper left of the page. Title the collection with your section name and click **create**.
5. Once your section's collection is listed in the left-hand column, add albums to the collection by clicking on an album, dragging it over to a collection on the list, and releasing the album over the highlighted collection. The album title should now appear in the nested list underneath the collection.
6. Once you've adding albums to your local section's collection, you can exit the organizer.



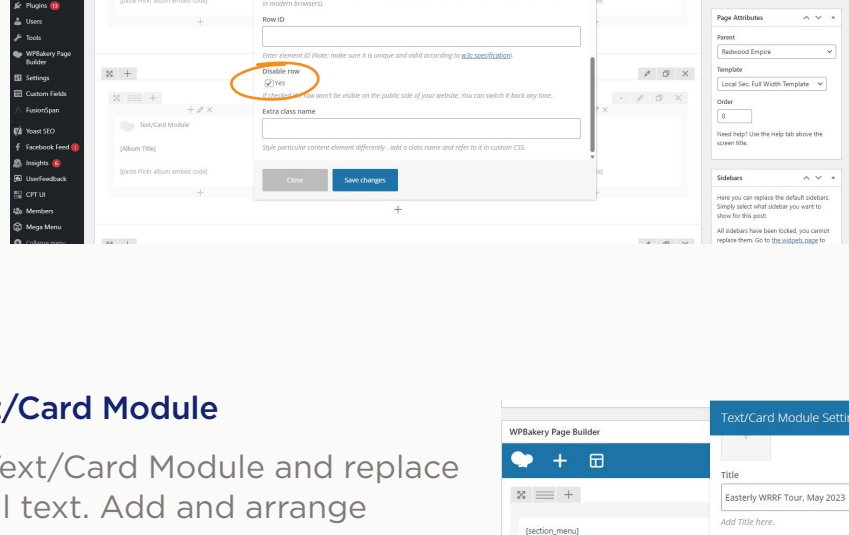
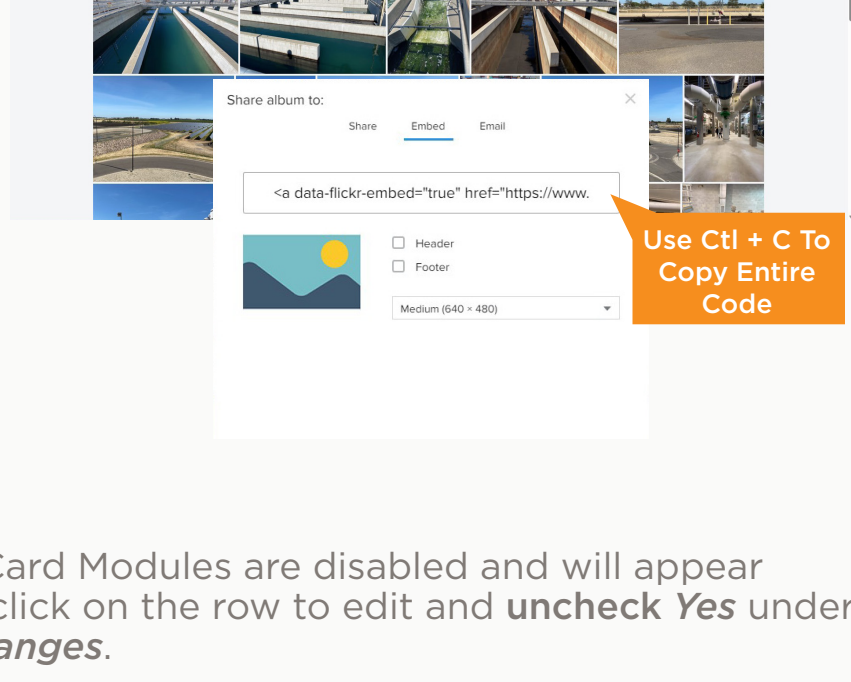
## ADD ALBUM TO LOCAL SECTION WEBSITES

If a photo gallery page has not been set up on your local section website, you will need to follow the steps in the [next section](#) to set up your local section's gallery page before you are able to add albums to your local section website.

1. From the **Albums** view, click on **View my collections** to easily locate all of your local section albums.



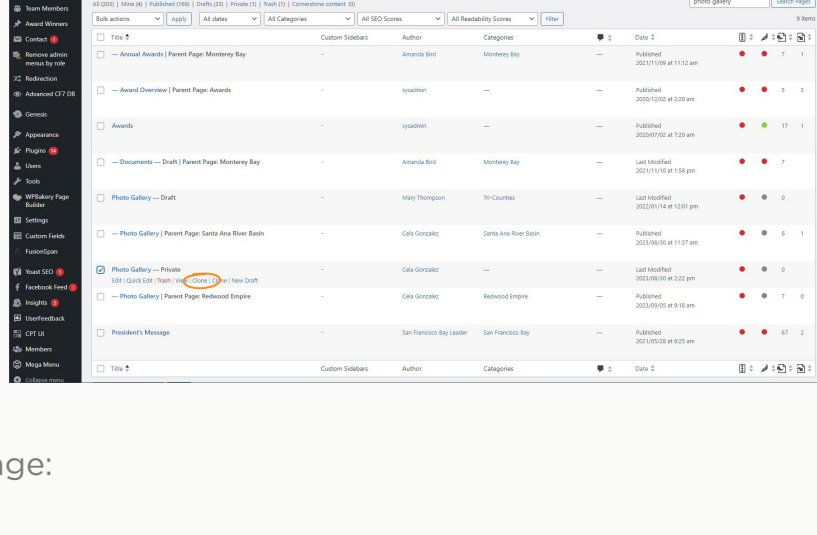
2. Select your collection and open the album you want to add to photo gallery page and click on the **arrow icon** to open the share options.
3. Click **Embed**
4. Uncheck the Header and Footer options and select **Medium** from the dropdown list.
5. **Copy all of code in the box.**
6. Return the WordPress editor for your Local Section Website Photo Gallery Page.
7. By default the rows of Text/Card Modules are disabled and will appear grayed out. To enable a row click on the row to edit and **uncheck Yes** under "Disable Row." Click **Save Changes**.



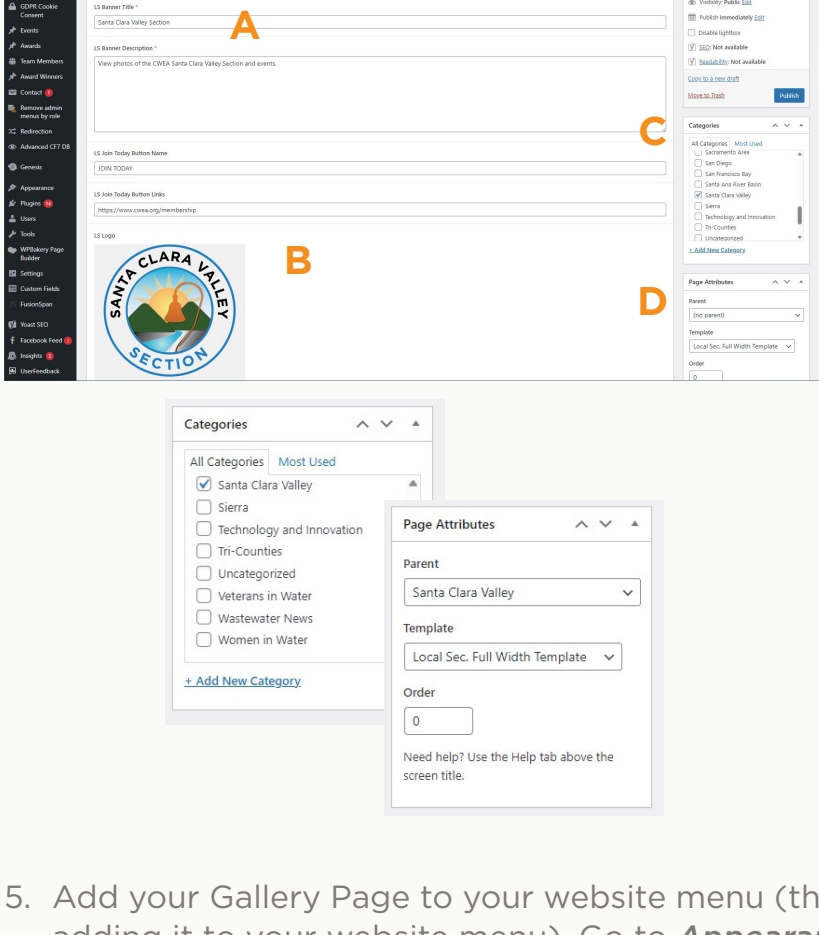
8. Add Album:
9. Repeat step 2-8 to add multiple albums.
10. Make sure that albums are displayed in chronological order, starting with the newest album in the top row of the left-most column. You can click and drag Text/Modules to arrange them in chronological order.
11. If there are less than three albums in a row, you will need to clear out the instructional text in the remaining Text/Card Modules. Otherwise the text will appear on the Photo Gallery page when updated.
12. Once all of the albums have been added in chronological order and the instructional text has been removed from enabled rows, click **Update** to finish adding to your Photo Gallery Page.

## SET UP LOCAL SECTION GALLERY

1. From the WordPress Dashboard, click on **Pages** from the side bar on the left.
2. In the search bar, type in "Photo Gallery" to locate the draft named **"Photo Gallery"** and is set to **Private**. This is the template for creating a new Local Section Gallery page. If you are not able to find the template, contact CWEA's Marketing Department.
3. Hover the cursor over the template to view options and click **Clone**. You should be automatically directed to the backend page editor where you will be able to customize the page for your local section.



4. Customize the page:



### A) Replace Text in Hero Section

Edit the LS Banner Title and LS Banner Description.

### B) Add Local Section Logo in Hero Section

Click **X** to remove the image currently under. Click **Add Image** and search for your section's logo in the media library.

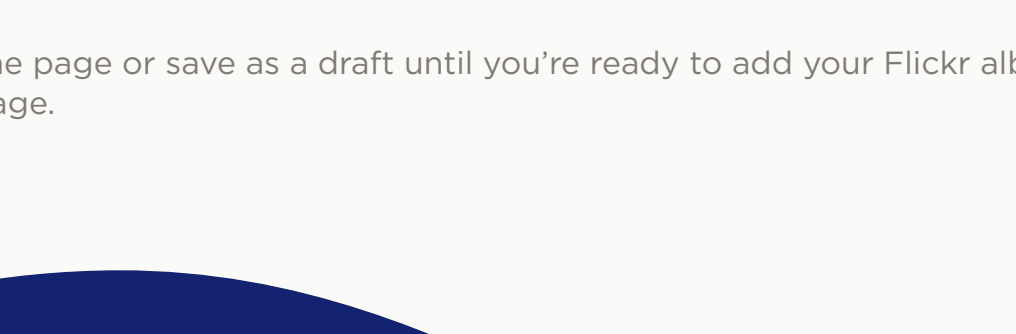
### C) Set Category

In the right-side column, under **Categories**, set the category to your Local Section's name.

### D) Set Page Attributes

In the right-side column, under **Page Attributes**, use the dropdown to change the parent from "no parent" to your local section.

5. Add your Gallery Page to your website menu (the page must be published before adding it to your website menu). Go to **Appearance > Menus** and select your Local Section Menu to edit from the dropdown menu. Click **Save Menu** when done.



6. Publish the page or save as a draft until you're ready to add your Flickr albums to the Gallery Page.

## QUESTIONS?

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