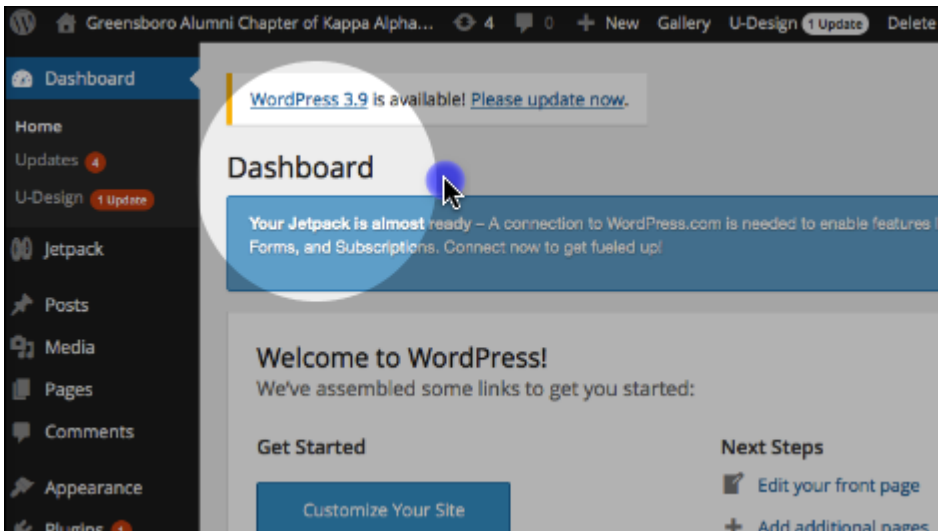


PART 1: HOW TO CREATE A GALLERY

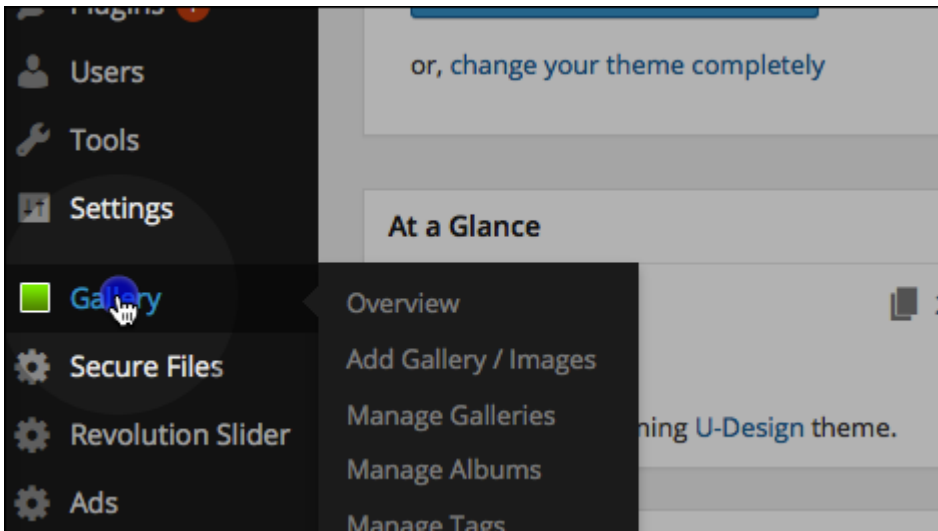
1. Login to your website

Once you login, you will be in your website Dashboard

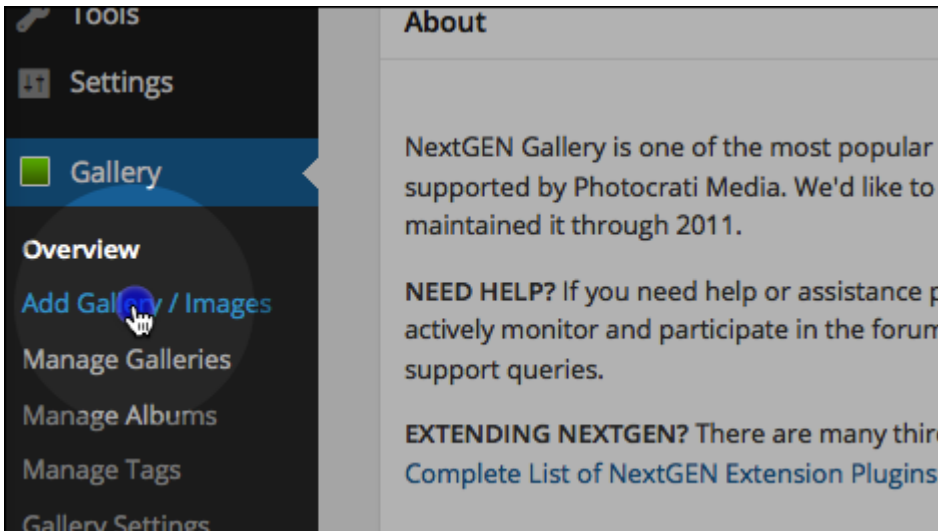


2. Click on the Gallery Icon

At the lower left of the Dashboard, click on the "Gallery" icon

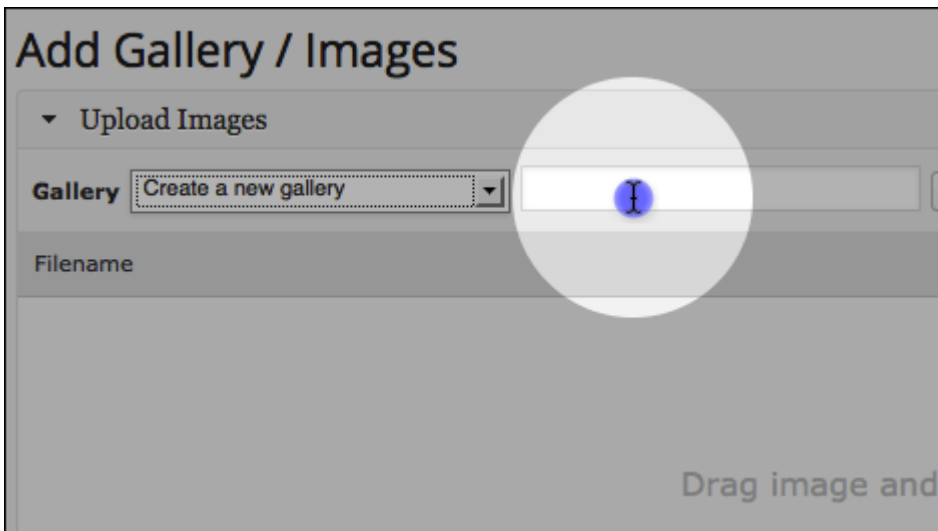


3. Click on "Add Gallery/Images"

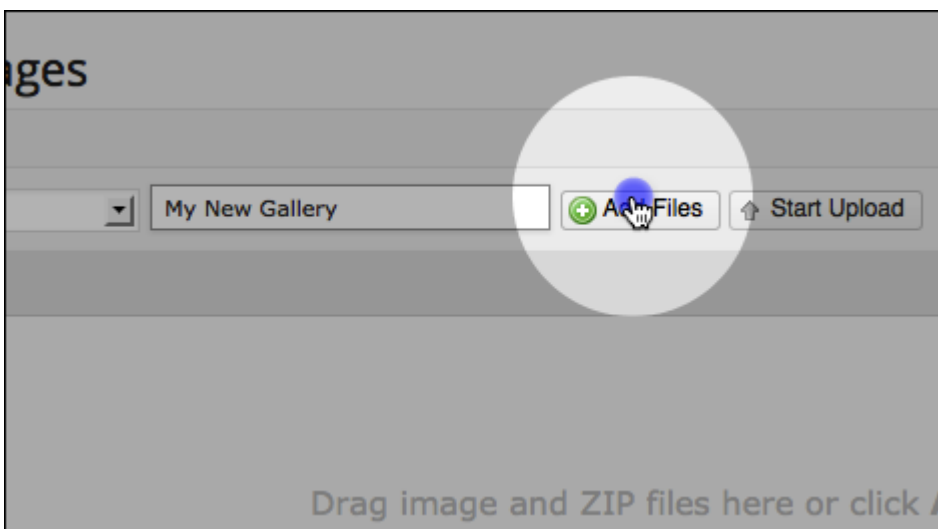


To create a new group of photos (gallery), click on the "Add Gallery/Images" link

4. Create a title for your new gallery



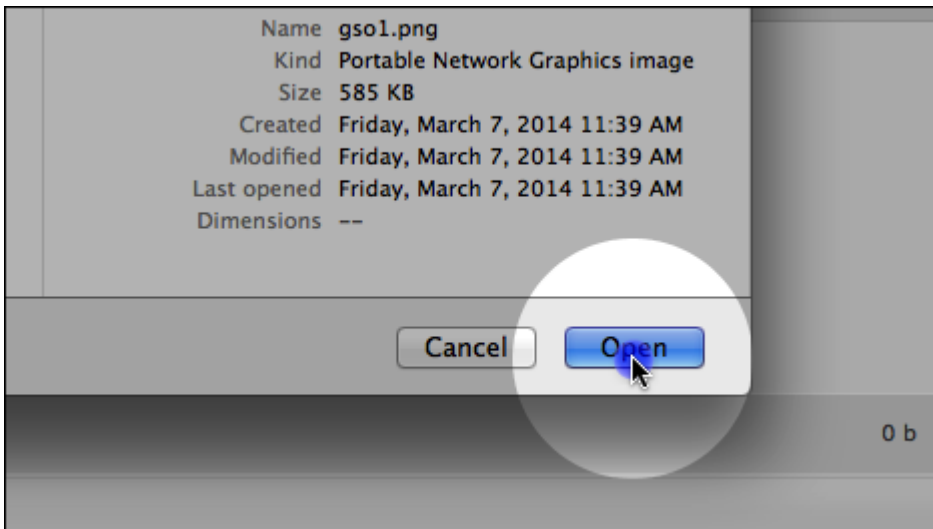
5. Click the "Add Files" button



To add photos to your new gallery, click on the "Add Files" button.

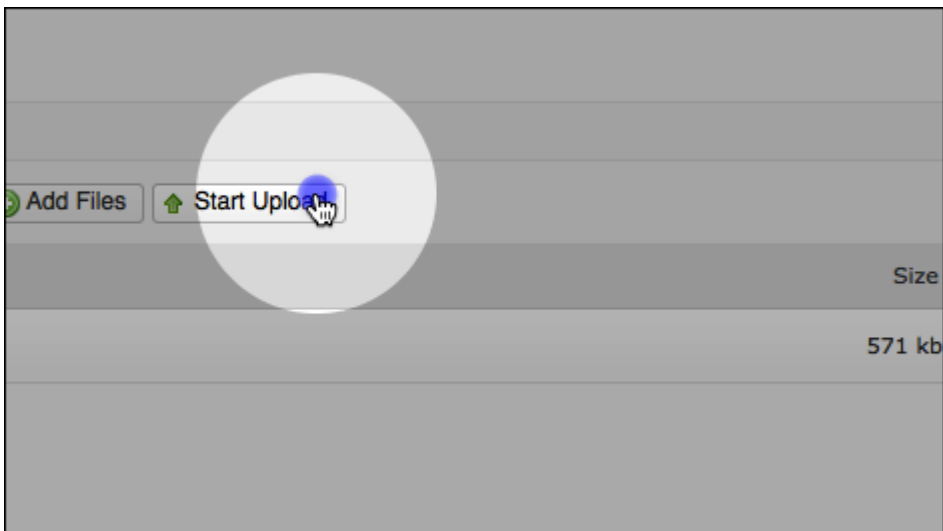
You will be prompted to search for photos on your computer

6. Click the "Open" button



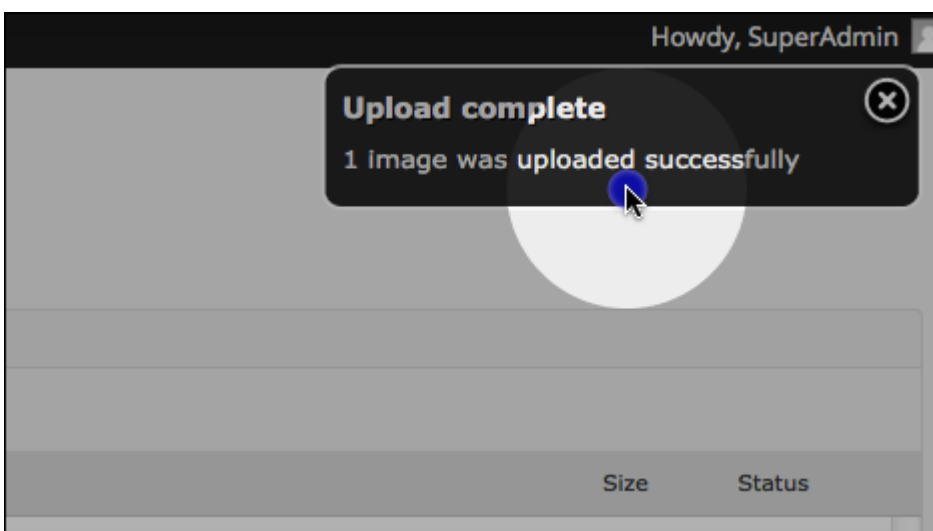
After selecting the photos you would like to add, click on the "Open" button

7. Click "Start Upload"



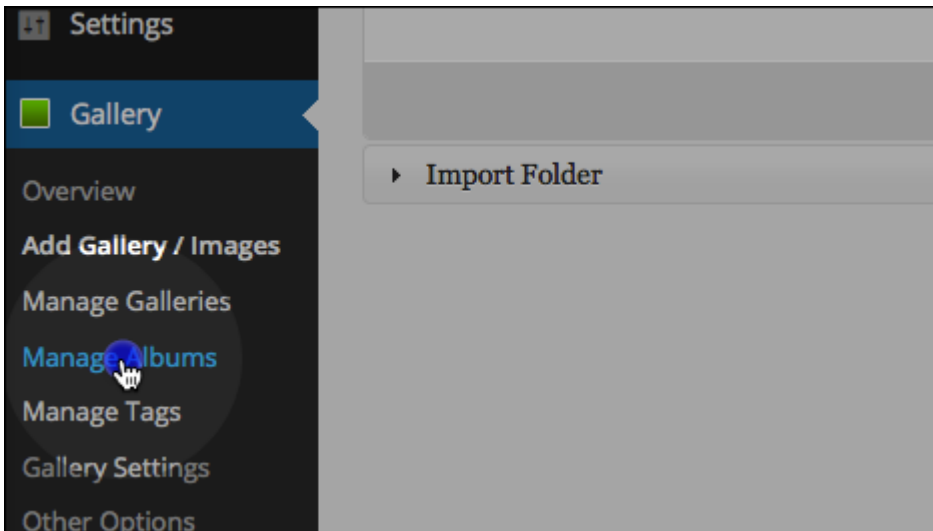
To upload your photos, click on the "Start Upload" button

8. Upload Complete



You will receive an "Upload Complete" message once all of your photos have been successfully added to your gallery

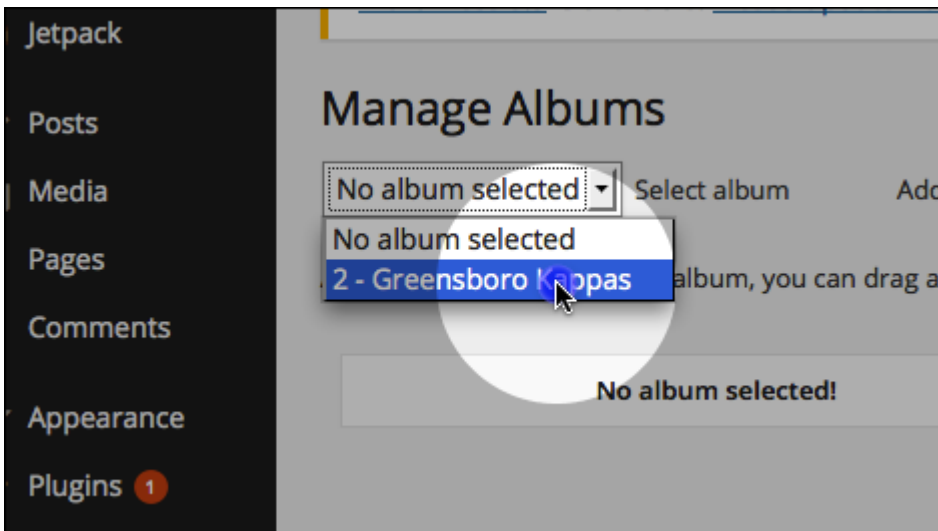
9. Click on "Manage Albums"



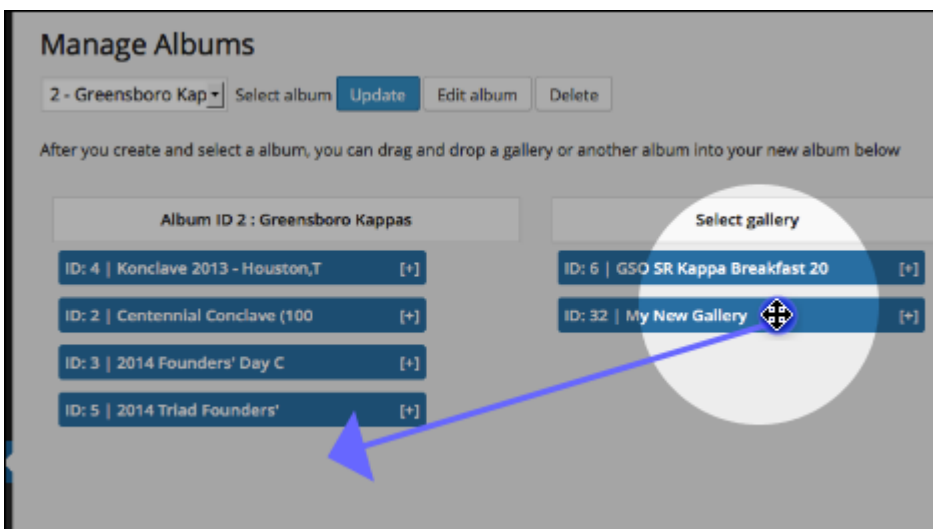
Next, you will need to add your new gallery to your website album.

You should only have 1 website album. Make sure to add every gallery you create to your website album so that your galleries can be viewed on your website

10. Select your website album



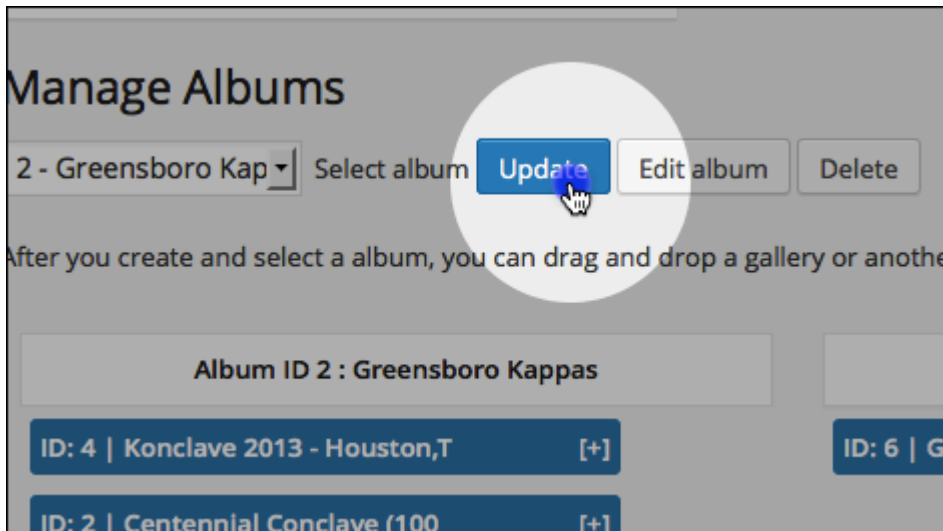
11. Drag your gallery over to your album



Left click and drag your new gallery to left over to your album.

Any galleries that are under your album are viewable on your website

12. Click Update

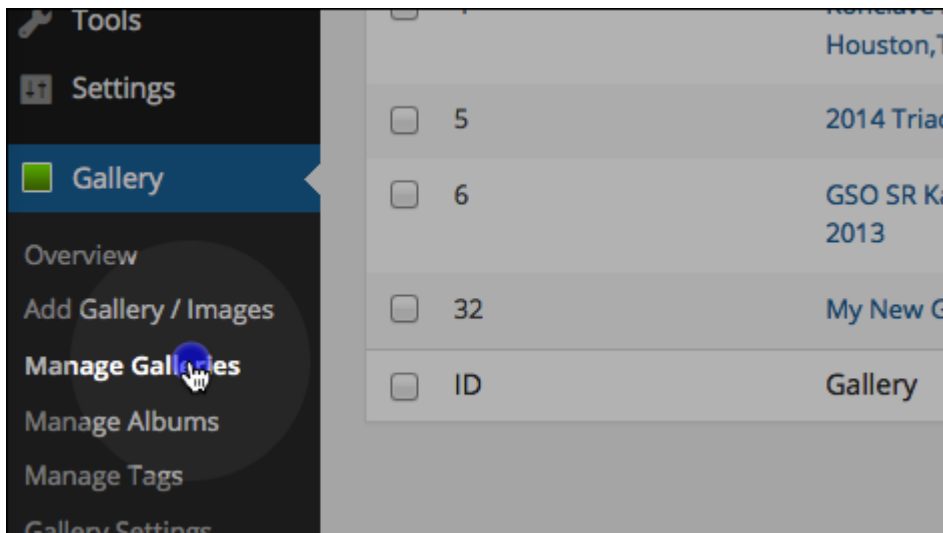


Click on the update button to save your changes.

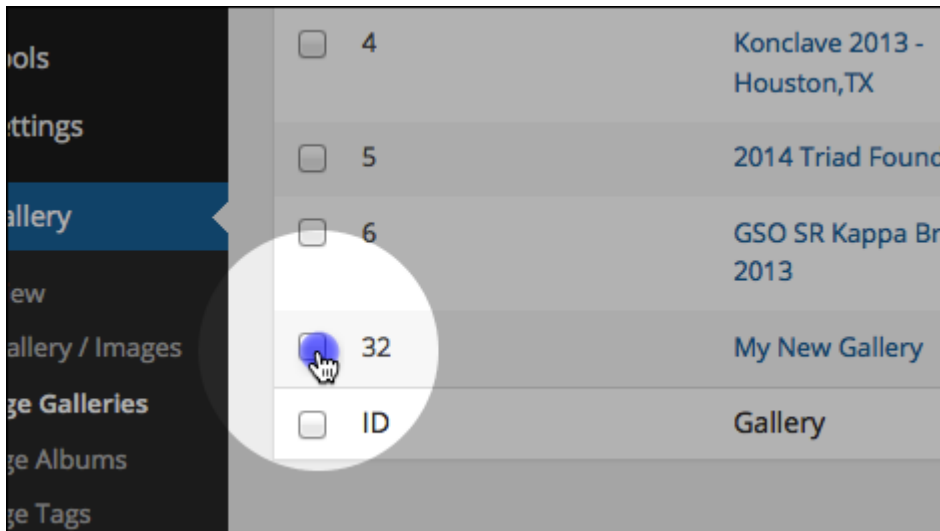
Your new gallery should now be viewable on your website

PART 2: HOW TO DELTE A GALLERY

13. Click Manage Galleries

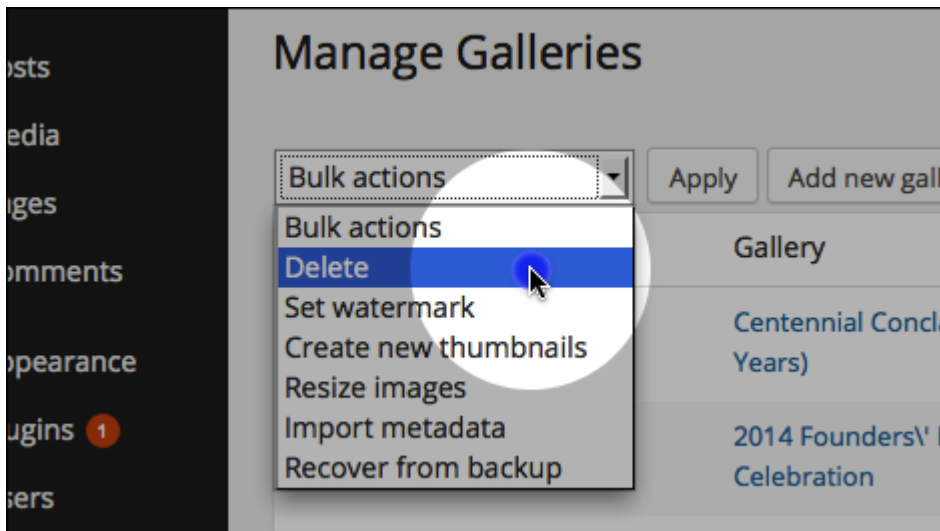


14. Click the checkbox beside your gallery

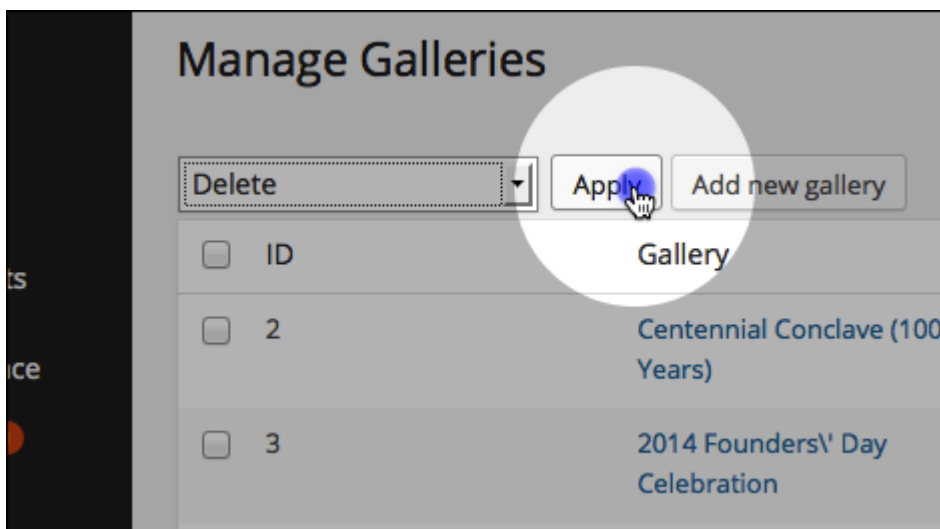


Click the checkbox beside the gallery you wish to delete

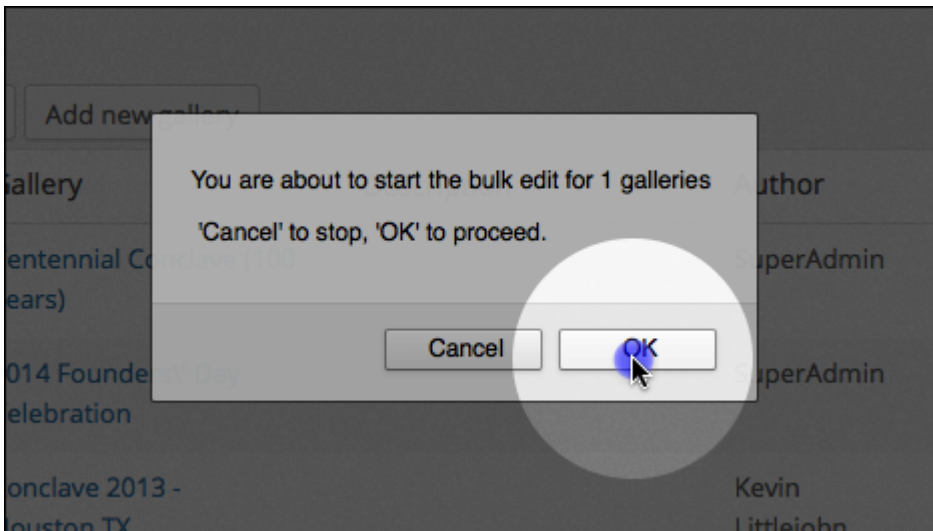
15. Select delete in the "Bulk Actions" dropdown menu



16. Click "Apply"

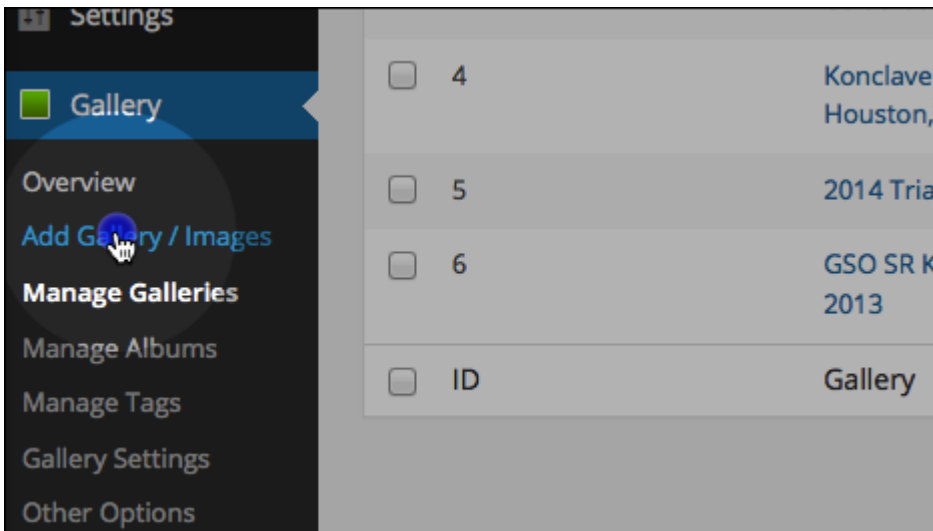


17. Click "Ok" to accept change



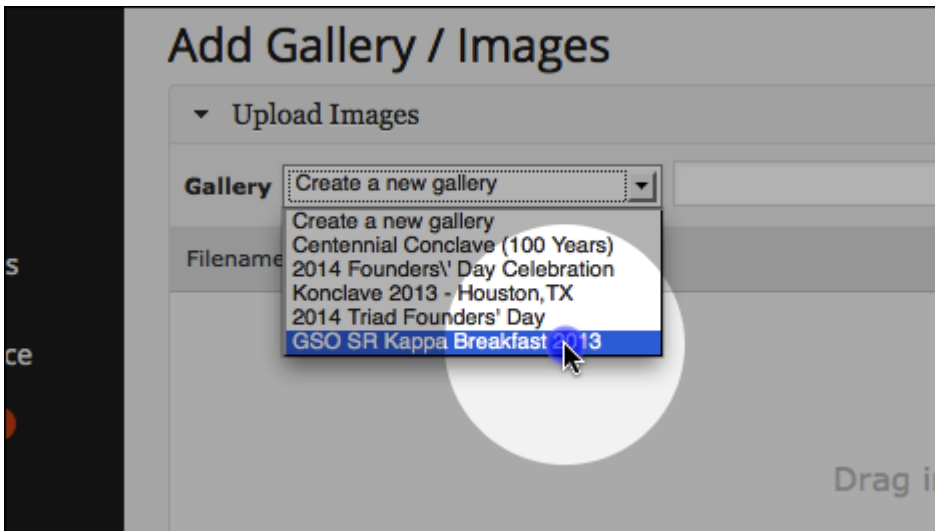
PART 3: HOW TO ADD IMAGES TO AN EXISTING GALLERY

18. Click "Add Gallery/Images"



From within the Dashboard, click on "Add Gallery/Images" in the lower left of the screen

19. Select the Gallery you wish to add images to

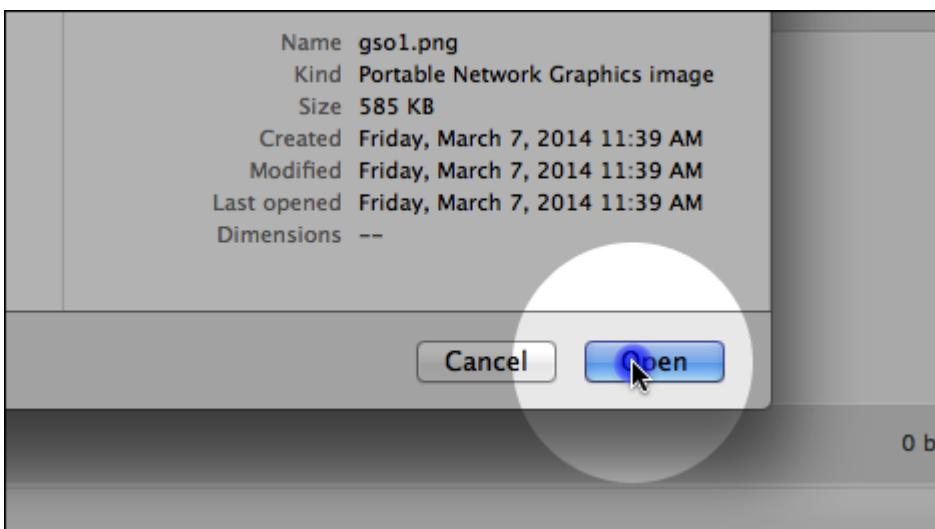


20. Click "Add Files" button



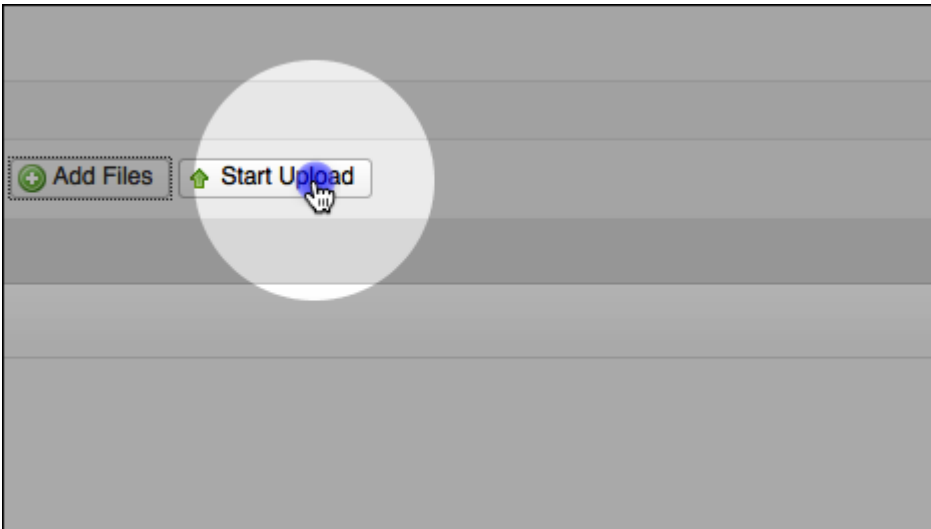
You will be prompted to search for images on your computer

21. Click "Open"

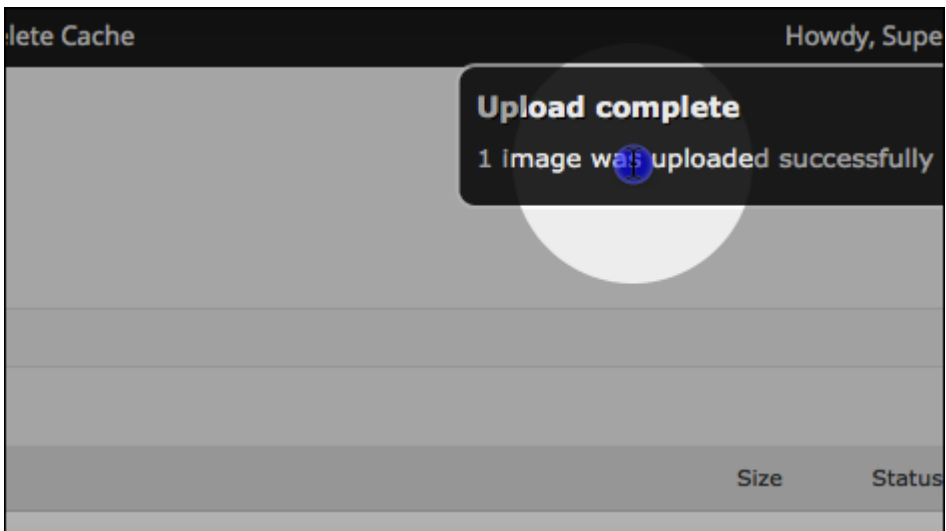


Once you have selected images to add to your gallery, click on "Open"

22. Click "Start Upload"



23. Upload Success



Once your images have been successfully uploaded, you will see an "Upload Complete" image