

Club Runner Website, Editing Photos, (Jack k 9-20-22)

1. Sign-in
2. Start on HOME page
3. CLICK on Pencil @ lower right
4. In BLUE Navigation panel CLICK it
5. In Medium Blue Horizontal tool bar at top CLICK to highlight WEBSITE
6. Just below In the Light GREY tool bar CLICK WEBSITE CONTENT at top
7. In Left GREY vertical panel CLICK Home Page Photo Albums
8. In White Horizontal bar Click Photo Albums List Page
9. Observe list of Albums (to see them in date sequence CLICK the top of the DATE column heading until the most recent date appears at the top of the list)
10. To EDIT Text of an existing album
 - Go to Action column of that album & CLICK on Properties
11. To ADD a photo to an existing album go to Action column & Click on Photo
 - a. **OR** To EDIT text of an existing photo
12. To CREATE a New album CLICK on the Orange Bar (it will need)
 - a. Title
 - b. Description
 - c. Owner
 - d. Date of event (NOT necessarily today's date which is the default)
 - e. CLICK BROWSE button to add a photo from your computer folder
 - f. CLICK the photo from your folder
 - i. Load button
 - ii. Import button
 - iii. Then Click Orange SAVE button at bottom

Note: When returning to the library it is NO Longer in date sequence so one needs to CLICK on the DATE column heading until the most recent album appears at the top, so one can continue

 - g. To add more photos to the same album CLICK on the Date column heading to re-sequence the albums.
 - i. Go to 'Action' column CLICK on Photo, scroll down to & CLICK 'Add Files' then select the desired photos from your computer folder, then CLICK Open on your computer screen window. This takes you back to the list, then CLICK 'Start Upload.'
 - ii. CLICK the Orange Save button which takes you back to the list of photo(s) with a blank description for each photo.

Note: The album cover photo does not appear in the Slideshow group so it needs to be added here.

 - iii. In the column 'Action' CLICK the Down Arrow 'Edit'. Now you can edit the Title of the photo & add a VERY brief description, then CLICK 'Save.'
REPEAT this # III for all other photos in this album.
If done CLICK the Orange 'Upload Photo' button.
 - iv. You should now be back at the Photo Album list.
 - v. Proof your work!
 - a. CLICK on the date column heading to re-sequence your albums.
 - b. CLICK on 'Actions' for that new album then CLICK 'View' which shows the photos for that album.
 - c. CLICK 'Start Slideshow' & admire your work.
 - d. CLICK small red 'X' in upper right to stop the Slideshow & return.

- e. If no further editing is needed CLICK the 'Go Back' text in the upper right corner. You may see a yellow bar at the top of page.

13. Click PUBLISH button at top right as one exits

14. Go back to Home screen to review work

15. CLICK 'Log Out'

16. Re-start at the Home screen, then CLICK the Photo button and proof your work as to albums being in the right place and that any Slideshows run correctly. If all is good smile! If not, go back to Log-in and work you way down to the album that needs editing.