# GWRRA

# Maryland District

# Uploading Photos

# to the District Website

# SOP

# Procedures for Creating Your Photobucket Account

In order to upload your photos to the Maryland District Website photo album, you will need to create your own photobucket.com account.   There are two options when doing this and you will have to decide whether to go for the free account or the paid account.  If you do not plan to use it but for uploading your photos to share with other GWRRA members, I would recommend you use the free service.

Follow the steps below to setup your account and the information you'll need to upload photos to our website.

1.  Create an account
    a.  Browse to www.photobucket.com
    b.  Select "**Sign Up**" in the title bar of the website.



2.  Enter the information requested in the field boxes below.



> **Do not forget your account name and password.  You will need this in the future.**

3.  Photobucket will take you to another page asking if you wish to buy their service.  If you do not wish to, select "**No, thanks**" below the "Next" button.
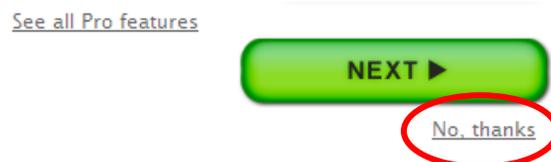


4.  You are now ready to upload your own photos to your personal albums to share with friends and family.

# Procedures for Searching for the
# Maryland District Website

1. From your new Photobucket webpage, select "**Find stuff**" from the dark blue menu bar.
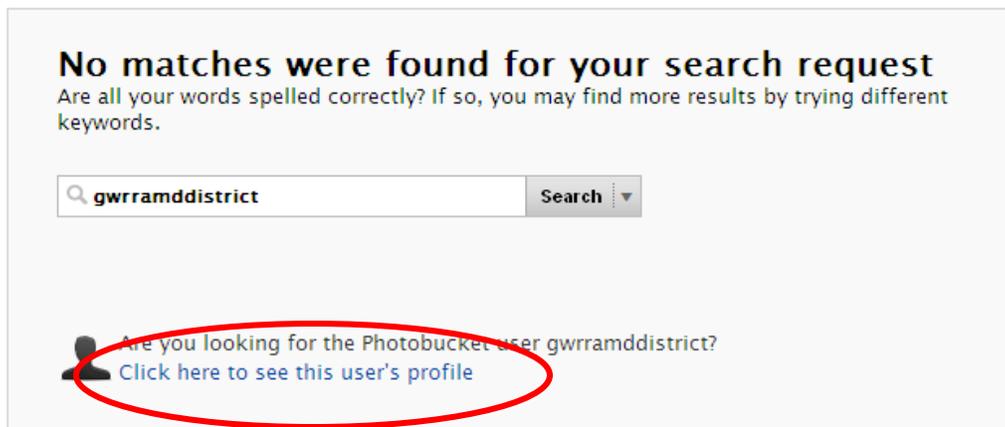


2. Notice the light blue menu bar changes. Select the "**Group albums**" menu function.



3. In the "Search photos…" field, type "**GWRRAMDDISTRICT**" and select Search.



4. You will probably receive a "No Matches" window. At the bottom, select the "**Click here to see this user's profile**" link.



5. Once selected you will be take to the GWRRAMDDISTRICT's latest activity page and you are now ready to view photos and albums.

# Procedures for uploading your images to the
# Maryland District Website

If you wish to upload your photos of district events to our website, please follow the rules and procedures below.

**IMPORTANT NOTE**

Due to the limited space provided for our use, we request you to resize you images to 1024x768 pixels.  Most new cameras have the ability to take poster size photos which make the images very large (approx 3-4 megs each).  Resizing the images to 1024x768 pixels reduces the image to a more manageable size and allows us to store more images to our account.

1. From the "GWRRAMDDISTRICT's latest activity" page, select "**All Albums**".



2. A pop-up window will appear.  Select the "**Group albums**" Tab.

3.  Select "**GWRRA Maryland District Photos**"



4.  You will be taken to the page where you will now be able to upload you photos to the district website.

**NOTE**

Keep in mind that your photos will remain unavailable to all until the District Webmaster has approved them for sharing.

**Please keep your image clean and proper**.

Also include the date and where the photos were taken in order to place them in the correct album.

5.  To upload your images, Select "**Add photos and videos to this group album**".
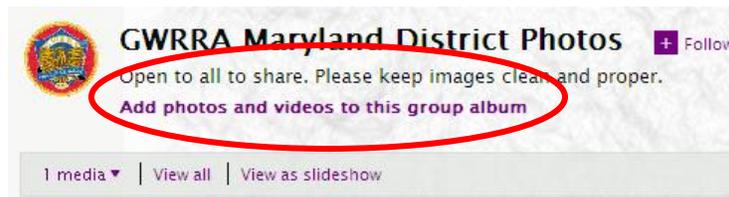


6.  From the "Upload to Photobucket" window, "**Select photos and videos**" green button.



7.  Browse to your photos and tag all the images you wish to upload.

8.  Once upload is complete, you should see a green alert bar stating upload complete. Select the "**Save and continue**" link to complete the process.



**YOU'RE DONE!  Congrats and Thank You!**

**Doug Walmsley - District Webmaster**