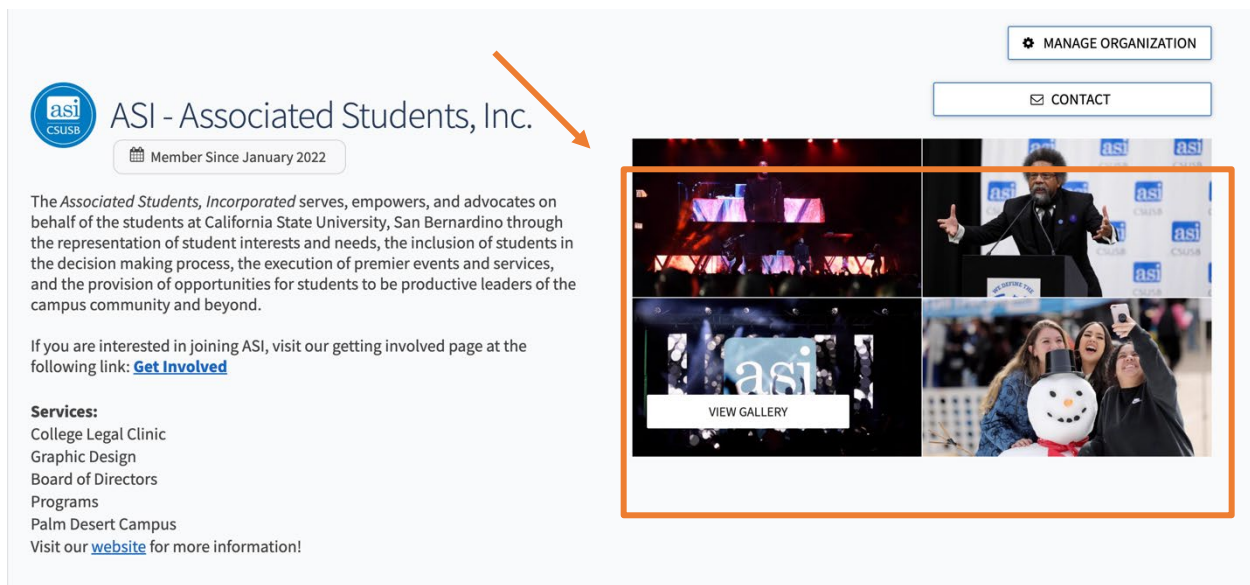


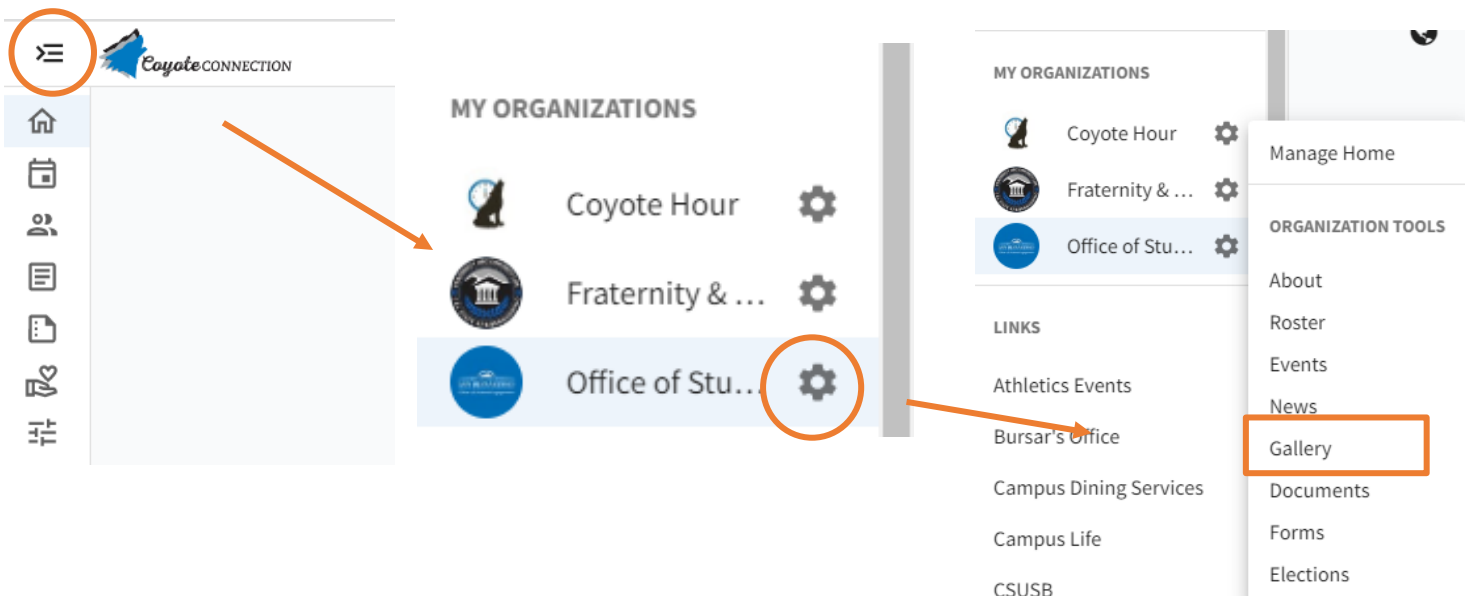
Adding Photos to your Organization's Gallery

Photos are a great way to show off the exciting things your organization has done! Your gallery photos will be showcased at the top of your organization's public-facing page. Note: To add photos to an organization's site, a user must hold a position that has "Photo - Full" access.



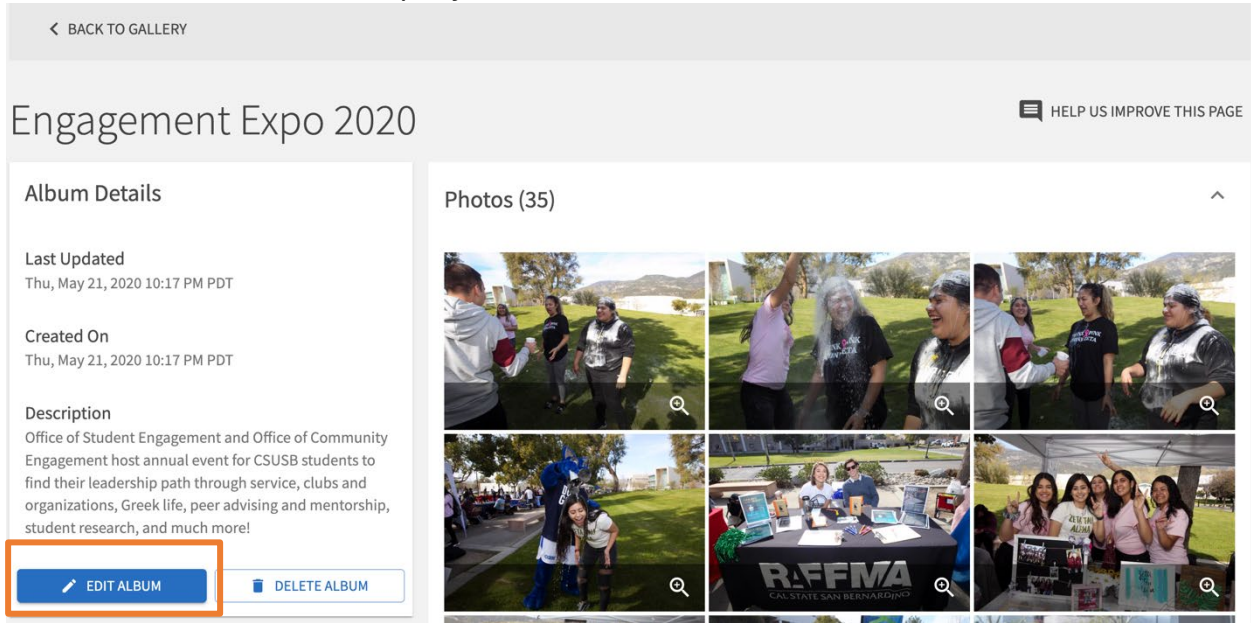
Uploading Photos

To add photos to your organization's gallery, navigate to your org's tool drawer and select *Gallery*.

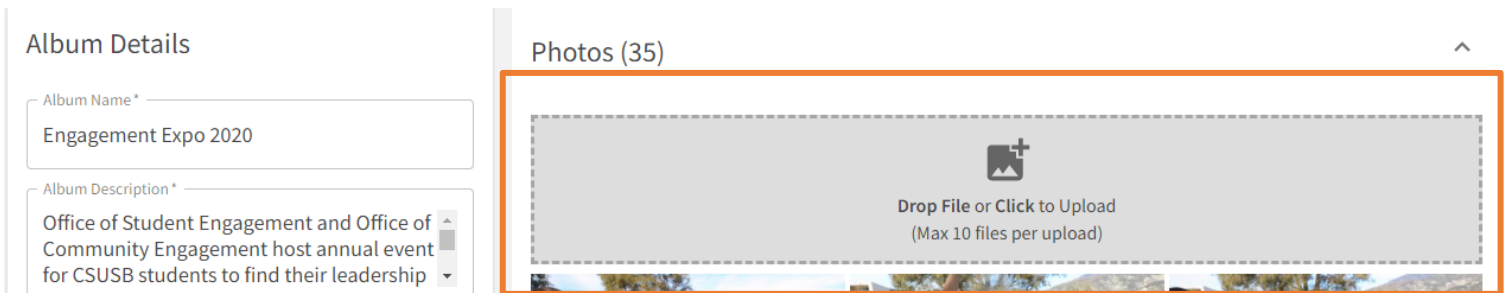


Select the blue *Create Album* button at the top right corner and enter a name for the album and a brief description. Indicate who can view the photo album based on their position. Click *Create Album*.

Click on the title of the album you just created and select the blue *Edit Album* button.



On the next page, hover over and click the grey box that says *Drop File or Click to Upload* and add any photos you wish to include in that album.



Setting Featured Photos

Once you have uploaded photos to your gallery, you can select which photos will be featured on your organization's homepage. You can feature any number of photos you want, and they will randomize in a collage format. To feature a photo, select the "Edit Photo" button and then check the box next to "Set as Featured Photo."

Edit Photo

Preview



* Caption
Involvement Fair

Set As Album Cover

Featured Photo

Featured Photos will appear in the Gallery Preview area of the Organization's Home Page. Featured Photos appear in randomized order.

Set As Featured Photo

SAVE

CANCEL

Updating Albums

Locate the album to update and click *Edit Album* in the top-right corner. Update the name, description, and access to the phone album. Click *Save* to make your changes.

Engagement Expo 2020

Album Details

Last Updated

Thu, May 21, 2020 10:17 PM PDT

Created On

Thu, May 21, 2020 10:17 PM PDT

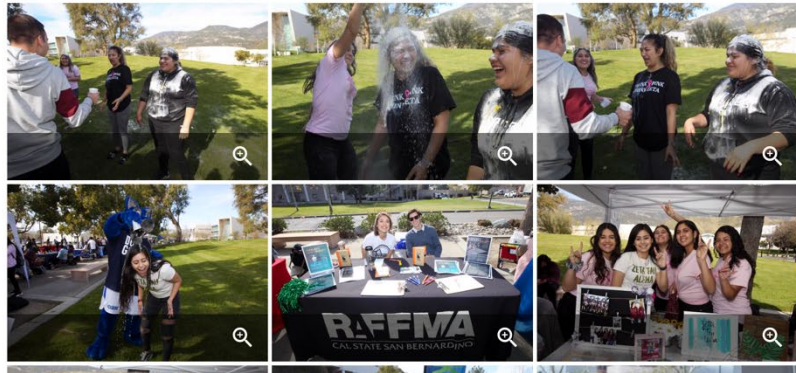
Description

Office of Student Engagement and Office of Community Engagement host annual event for CSUSB students to find their leadership path through service, clubs and organizations, Greek life, peer advising and mentorship, student research, and much more!

EDIT ALBUM

DELETE ALBUM

Photos (35)



Removing Photos and Albums

To remove a photo or an album, click *Edit Album*. Then, hover over any of the three dots and select one to open the edit/delete options.

Album Details

Album Name *

Engagement Expo 2020

Album Description *

Office of Student Engagement and Office of Community Engagement host annual event for CSUSB students to find their leadership

Up to 250 Characters

Visibility

Public

SAVE ALBUM

Photos (35)

