In the navigation panel of the RCC website go to the Members Webiste View and then to the Images> Galleries Admin link.

Sign in using the user name and password for the Pick of the Month mage galleries. You will be provided this information separately. If you need this information send an email to webhelp@ridgewoodcameraclub.org requesting it . This will restrict you so that you can only see the Pick of the Month section so if you make a mistake it will only affect this one section. Not to worry it is very easy to recover from any error you make.

To upload an image just click on the Upload button in the upper right corner of the screen on the same line as the +New button. Then click on the Add File button and point to the image on your machine that you want to upload and click on the Start Upload button and the software will take care of all the magic for you including generation of the thumbnails. Since these images come from competitions they are all sized correctly and in the correct file format, jpeg. When the image(s) have been uploaded they will appear at the bottom of the Pick of the Month page, Once the file is uploaded click on the View Uploaded files and go to the bottom of the display to view the new file. Make sure the Change List View button is set to the pencil in The Gallery tab**.** Click on the wrench icon next to the image file name (you will have ot do a mouse-over next to the file name to see the wrench) you just uploaded and select Rename. Now add a sequence number to the start of the file name that is one higher than the last image in the gallery followed by a dash (-). This will provide the correct sort of the image in both the Admin and normal view of the gallery which is sorted by Name (the file name of the image).

You then should add to the Title field using the Title field of the previous image as a guide and click Save. You can leave the Description field blank. To view the Title field ensure you are viewing the Gallery tab and use the pencil icon to Change the List View until you see the Title field.