

Uploading Photos To The Sedge Garden Gallery

Members of the congregation can upload their own photos to the website using a simple web based interface! If you attend an event and want to share your photos with the rest of the congregation, just follow these steps.

First you'll need to request the upload ID and password by sending an e-mail message to gallery@sedgegardenumc.org . For security reasons, the password will be changed monthly, so make sure you request the new password if you haven't used the site in a while.

Using your favorite web browser, visit the Sedge Garden Gallery website at <http://www.sedgegardenumc.org/gallery> .

Click the **login link** near the upper right hand corner of the page. Enter the ID and password provided, then click the Login button, as shown below.



There is a hidden photo album named INBOUND on our web server. When you login using the ID and password provided, you will be able to see the INBOUND album in addition to the publicly visible albums.

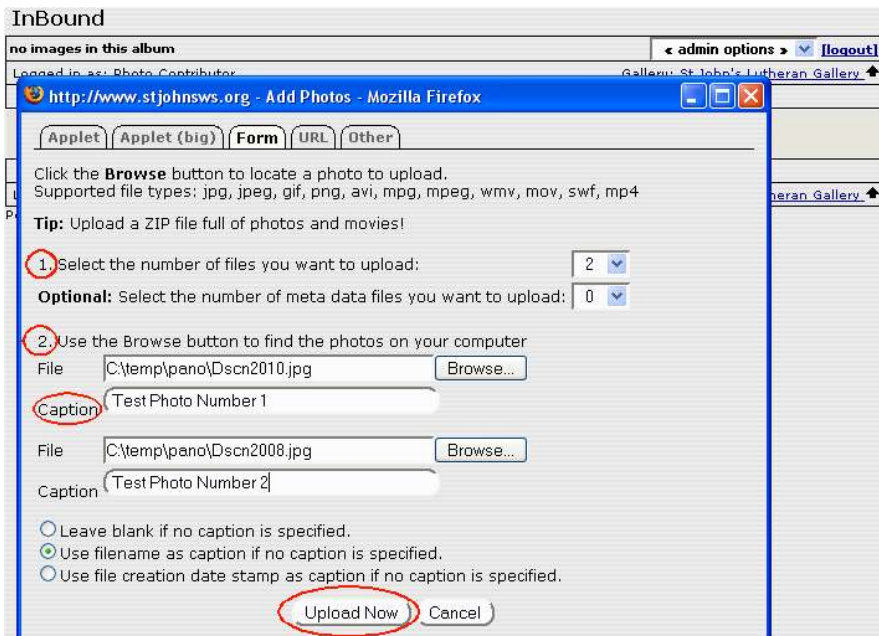
Now that you're logged into the system, click to enter the INBOUND album. Also note the **logout** link in the upper right corner of the screen – you'll use this later!



Once you're in the INBOUND album, you can upload your photos by clicking the drop down boxes in the upper right corner of the screen as shown below.



A new window will open where you can browse your local PC to locate your pictures, add a caption then upload. Just follow the instructions on the screen!



Once your pictures are uploaded, you can rotate them, change the caption, delete the image or reorder it.

Once you're satisfied with your uploads, logout of the gallery. Don't be alarmed that the InBound album disappears – remember, it is hidden from public view.

Now, send a message to gallery@sedgegardenumc.org and request the images you've just uploaded be transferred to the public view album(s) of your choice. If you want the images in a new album, please indicate what the album should be named.

If you have any problems or questions, send an e-mail message to gallery@sedgegardenumc.org !

