

Uploading Pictures to a Gallery.

Sign in to the Club Website Editing page at <https://broughtonparkfc.rfu.club/admin>.

It is a two stage process. First you have to upload your pictures to a Media folder and secondly create a Gallery and select the pictures you want in the Gallery from the pictures you have uploaded to the Media folder.

Upload Pictures to a Media Folder.

Your pictures should be in a folder on your computer or be accessible on a card plugged into it.

In the left hand side menu click on 'Media'. You will see folders which have already been created. Create a new folder by clicking on 'Create Folder'. Type in your folder name something like:-

Broughton Park v Hoylake.

Click on 'Save'.

Click on the folder that you have just created:- **Broughton Park v Hoylake.**

Click on 'Import' top left.

Where it says "**Click here, Drop files or paste images.**", Click there.

Your folders on your computer should be shown. Navigate to the folder containing your pictures.

Use Control A to select ALL the pictures in the folder.

OR

Select each individual picture by holding down the CTRL key and selecting all the pictures you want.

Click on 'OPEN' or 'LOAD' whatever it says on your computer.

The thumbnails of all the pictures will appear in the **Broughton Park v Hoylake** folder that you have created. Click on 'Close' at the top right.

Set up a Gallery

Now click on 'Gallery' from the menu on the left hand side.

Type in the title where it says 'Title' eg '**Broughton Park v Hoylake.**'

Click on 'Add' under 'Photos'. All the Media folders will show.

Click on the one you created before eg '**Broughton Park v Hoylake.**'

All the thumbnails of the pictures that you uploaded should be showing.

Hold the CTRL key down and select all the pictures you want. A tick should appear on each image.

Click on 'Select' at the top right. All the pictures that you selected should appear in the Editor page.

Click on 'Save', at the bottom of the page.

Hopefully your pictures should be accessible by clicking on 'Gallery' on the website.