

Photo Albums (District)

Michael C. - 2021-01-28 - Website Content

You can upload pictures to the Photo Albums. These albums can be linked so it can appear anywhere on the website.

Please follow the steps below to begin:





1. Go to your District's website and login to ClubRunner. After you logged in, click on the **Member Area** near the top right to get to the Member Area.
2. Click on the **Website** tab on the grey menu bar near the top.
3. Click on **Website Content**.
4. On the left-hand side of the page, click on **Libraries**
5. Click on **Photo Album Library**.

Getting Started

Libraries

Libraries are the archives of your website content, not just what is published on your home page. You can draft new content here, as well as archive old content.

Libraries store content in either Published or Draft mode, so you can easily work on items over time before displaying them anywhere on the website. You will also be able to access Deleted content for a limited period of time.

 Image Library <i>Store all your images in the Image Library to easily add them throughout the site. Great for sharing with other administrators and reusing images.</i>	 Photo Album Library <i>Photo Albums can appear anywhere on your website, and a list can be published on the home page using the Photo Albums widget. You can link to any photo album from any page.</i>
 Global Custom Widgets <i>A Custom Widget is a piece of content (text and/or graphics) that can appear anywhere on your website. Global means it can be used in several pages throughout your site, not just the home page.</i>	 Links Widget Library <i>A Links Widget is a menu that can incorporate different types of links such as stories, download files, and external links, with grouping. They are used to supplement the main horizontal menu that appears on every page and are available globally to be embedded on any page.</i>

6. From the Photo Album Library you can see all of the albums. You are able to add, view, edit, and delete photo albums. Click on the links below to learn more:
 - [Add](#) - Creates a new photo album
 - [View](#) - Opens the photo album's webpage
 - [Edit](#) - Edit the properties of a photo album
 - [Delete](#) - Delete a photo album

Photo Album Library

Click on the Photo Album Library Link below to access all of your photo albums, or click on one of the other links to access the photo albums for a specific section of your website or bulletin.

Go to: [Photo Album Library](#) [Photo Albums Widget](#) [Photo Albums List Page](#) [Custom Page Photo Albums](#) [Bulletin Photo Albums](#)

[Published](#) [Deleted](#)

Filter photo albums: [+ Add](#)

Title ^	Description v	Date v	Show on Photo Page v	Owner v	Actions
Carousel		Dec 11, 2017			<input type="checkbox"/>
Green Town Photos		Nov 18, 2014	<input checked="" type="checkbox"/>		<input type="checkbox"/>

Adding a Photo Album

Before uploading your pictures to ClubRunner, you will need to create a Photo Album. Photo Albums are used to store your pictures, similar to a folder.

1. Click on the **Add** button.

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[Published](#) [Deleted](#)

Filter photo albums: [+ Add](#)

Title ^	Description v	Date v	Show on Photo Page v	Owner v	Actions
Carousel		Dec 11, 2017			<input type="checkbox"/>
Green Town Photos		Nov 18, 2014	<input checked="" type="checkbox"/>		<input type="checkbox"/>

2. Fill in the fields on this page. Once done, click **Save** near the bottom right.
 - o **Title:** The title of the new photo album.
 - o **Permalink:** The name of link for the photo album. (Does not need to be edited)
 - o **Description:** Description of the new photo album.
 - o **Display on Photo Albums Page:** Have a check mark in the box if you would like the new photo album to be displayed on the built-in photo album's page.
 - o **Owner:** The owner of the photo album. (Optional)
 - o **Date:** The date of the photo album.
 - o **Album Logo:** Allows you to upload an image for the album logo. (Optional)
 - o **Display Social Media Bar:** Have a checkmark in the box if you would like to have the social media bar displayed on the new photo album's page.
 - o **Interval time:** How long the photo will stay on the screen while in slide show mode.
 - o **Transition Effect:** The visual effect that displays during the transition time.

Add a New Photo Album for Home Page

Photo Album Settings

Title: *

Permalink: *

Description:

Display on Photo Albums Page: ☒

Owner: Type at least 3 letters of name

Date: Dec 07, 2020

Album Logo: No file chosen
Maximum file size for upload is 15.00 MB.
[Load from Image Library](#)

Display Social Media Share Bar: ☒ Yes ☐ No

Slide Show Settings:

Interval Time: 3 Second(s)

Transition Time: 0.70 Second(s)

Transition Effect: Fade

3. After clicking save, your photo album will be created. Clicking on the title of your new photo album will open up the page to upload and edit photos.

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Published Deleted

Filter photo albums:

Add

Title ^	Description v	Date v	Show on Photo Page v	Owner v	Actions
Carousel		Dec 11, 2017			<input type="button" value="down"/>
Green Town Photos		Nov 18, 2014	✓		<input type="button" value="down"/>
PhotoAlbum		Dec 07, 2020	✓		<input type="button" value="down"/>

4. On this page you can edit any photos to add a title and description. You could delete the photo and you can add more photos by clicking **Upload Photos**.

Photos for PhotoAlbum

Drag and drop photos to change their sequence.

Upload Photos

Thumbnails	Title	Description	Created By	Created On	Actions
No photos uploaded to this album.					

5. Now you are able to add photos to the album. This is done by:

- **Drag and Drop** - Drag the photos from your computer onto the **Drag files here** text.
- **Add File** - Click on the **Add File** button to browse your computer.

6. Once done click **Start Upload** to upload the photos.

Upload Photos to Green Town Photos

Select files

1. **Drag and drop** your image files from your computer to the image uploader box below. Or, click on the **Add files** button at the bottom of the image uploader to select your files.

Tip: To select multiple files, hold down the **Ctrl** key and click on each one. To select a group of files, click on the first file, then hold down the **Shift** key and click on the last file.

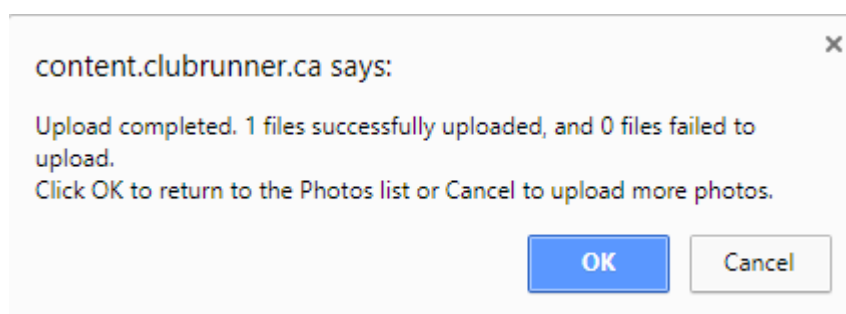
Maximum file size for upload is 15.00 MB.

Supported extensions: bmp,gif,jpg,jpeg,png,tif,tiff.

2. Click on the **Start upload** button.

Filename	Size	Status
Drag files here.		
<div>Add files</div> <div>Start upload</div>		0 b 0%

7. After the files are uploaded, you will see a **OK** message saying they are done. Click on the **OK** button.



View

1. To view the photo album on the website click on the Action dropdown menu, and select **View**.

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[Published](#) [Deleted](#)

Filter photo albums:

[Add](#)

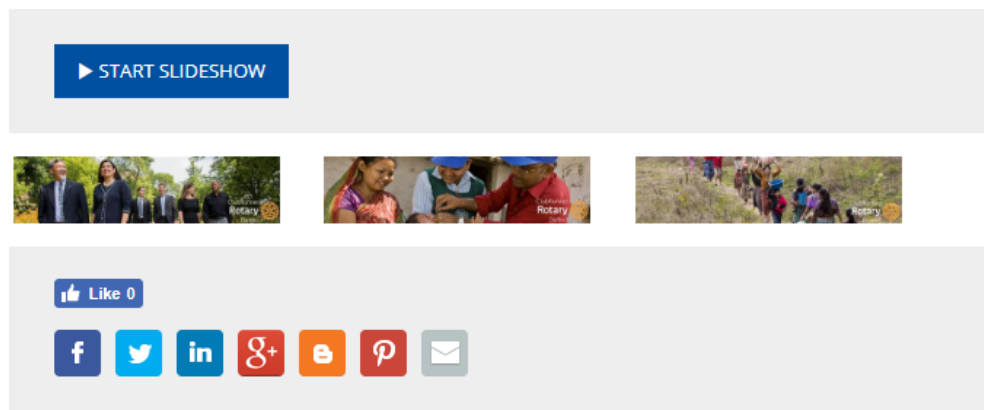
Title ^	Description v	Date v	Show on Photo Page v	Owner v	Actions
Carousel		Dec 11, 2017			View
Green Town Photos		Nov 18, 2014	✓		Edit Photos Delete

Showing all 2 photo albums

- This will open a new page and display the photo album's photos on the website.

- **START SLIDESHOW** - This will start a slide show of each image.

Carousel



Edit a Photo Album

- If you click **Edit**, this will take you into the albums properties.

Edit Green Town Photos

Photo Album Settings

Title: *

Permalink: *

Description:

Display on Photo Albums Page: ☒

Owner:

Date:

Album Logo: None.
[Load from Image Library](#)

Replace Image: No file chosen
Maximum file size for upload is 15.00 MB.

Display Social Media Share Bar: ☒ Yes ☐ No

Slide Show Settings:

Interval Time: Second(s)

Transition Time: Second(s)

Transition Effect:

- From here you can change the album's title, description, owner, date, logo, and more.

Delete a Photo Album

- If you click **Delete**, this will delete the photo album and move it into the **Deleted** folder.

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Published Deleted

Filter photo albums:

Add

Title	Description	Date	Show on Photo Page	Owner	Actions
Carousel		Dec 11, 2017			
Green Town Photos		Nov 18, 2014			<div> View Edit Photos Delete</div>

Showing all 2 photo albums

2. This is where the Deleted folder is located. If you click on it, you will see the deleted photo albums.

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Published **Deleted**

Filter photo albums: [Add](#)

Title ^	Description ▼	Date ▼	Show on Photo Page ▼	Owner ▼	Actions
Carousel		Dec 11, 2017			<input type="button" value="▼"/>
Green Town Photos		Nov 18, 2014	✓		<input type="button" value="▼"/>