

What are Photo Albums?

Michael C. - 2021-01-25 - Website Content

I. Introduction

General Overview

You can upload your pictures to the Homepage Photo Albums. These albums are also stored in the Photo Album Library which allows you to have it linked so that it can appear anywhere on your website.

II. Getting Started

Location

Please follow the steps below to begin:

1. Go to your Club's website, login to ClubRunner. After you logged in, click on the **Member Area** near the top right to get to the Administration page.
2. Click on the **Website** tab on the grey menu bar near the top.
3. Click on **Website Content**.
4. Click on **Home Page Photo Albums**.

III. Functions

Creating the 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. If the Photo Album widget was not added to the Home page or the Bulletin, an alert will appear.

1. Click on the **Create New Photo Album** button.

Photo Albums for Home Page

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](#)

Drag and drop your photo albums to change their sequence.

[Preview](#) [Add Photo Album from Library](#) [Create New Photo Album](#)

Title	Owner	Date	Actions
<input type="checkbox"/> Quick Photo album		Mar 11, 2020	-
<input type="checkbox"/> Photo Album	Mickey D	Jan 23, 2020	-
<input type="checkbox"/> New User Library	Cyril Korbuth	May 11, 2015	-
<input type="checkbox"/> Default Test		Dec 14, 2015	-
<input type="checkbox"/> Spring Fling Memories		May 12, 2015	-
<input type="checkbox"/> Photos from our History			-
<input type="checkbox"/> Green Town Photos	Carlos Salvador	Nov 18, 2014	-

4 [Check All](#) [Remove Selected](#)

2. Enter the **Title** of your new photo album. The **Permalink** will appear automatically.

Add a New Photo Album for Home Page

Photo Album Settings

Title:

Permalink:

Description:

Display on Photo Albums Page:

Owner:

3. Enter the **Description** of your new album. (optional)

Add a New Photo Album for Home Page

Photo Album Settings

Title:

Permalink:

Description:

Display on Photo Albums Page:

Owner:

4. Assign an **Owner** to the album by typing the first three letters of the member's name. The album owner can add or remove photos. (optional)

Add a New Photo Album for Home Page

Photo Album Settings

Title:

Permalink:

Description:

Display on Photo Albums Page:

Owner:

5. Finalize your changes by clicking **Save**, or **Cancel** to discard the album.

Owner:

Date:

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: Second(s)

Transition Time: Second(s)

Transition Effect:

Adding Photos to the Album

After the album is created, you will have an opportunity to upload your photos from your computer. There are two methods:

- Drag and drop
- Add File Button

Drag and drop

1. To add a photo using the **Drag and Drop** method, open the file folder where your pictures are stores.
2. Click on an image and hold down the left button of your mouse. Drag the photo to the **Photo Album Box** on ClubRunner. If you want to move multiple photos, hold down the CTRL key and click each photo.

Upload Photos to Purple Metro

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
RotaryLogo.jpg	32 KB	0%

32 KB 0%

3. The photos will appear in your album. Click on the **Start Upload** button to begin the upload process.

Upload Photos to Purple Metro

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.


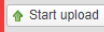
Tip: To select multiple files, hold down the **Ctrl** key and click on each one. To select a group of files, click on the first file, then hold down the **Shift** key and click on the last file.

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

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RotaryLogo.jpg	32 KB	0% 

  32 KB 0%

Add File Button

1. To use the **Add Files** method, click on the Add Files button, and then select your photos from your device.

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

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

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  32 KB 0%

2. Click **Start Upload** to add the files.

Upload Photos to Purple Metro

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.


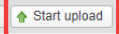
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Related Content

- [VIDEO: Website Content with Shawn P.](#)