ClubRunner

What is the photo albums library?

Michael C. - 2021-03-12 - 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 Club'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. Click on **Libraries**.

5. Click on **Photo Album Library**.

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

Photos - Displays the photos in the album

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 ▾	Date ▾	Show on Photo Page ▾	Owner ▾	Actions
Carousel		Oct 04, 2017			▾
Home Carousel -old		Aug 04, 2016			▾
Homepage Carousel Draft		Nov 13, 2019	✓		▾
Rotary in Action	*Rotary in Action*	May 14, 2015	✓		▾
speakers		Dec 18, 2019	✓		▾
Website Content Photo Album		Jul 22, 2020	✓		▾

Showing all 6 photo albums

<u>Adding a Photo Album</u>

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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Showing all 6 photo albums

2. Fill in the fields on this page. Once done, click **Save** near the bottom right.

   - **Title**: The title of the new photo album.
   - **Permalink**: The name of link for the photo album. (Does not need to be edited)
   - **Description**: Description of the new photo album.
   - **Display on Photo Albums Page**: Allows the photo album to be displayed on the built-in photo album's page.

- **Owner**: The owner of the photo album. (Optional)
- **Date**: The date of the photo album.
- **Album Logo**: Allows you to upload an image for the album logo. (Optional)
- **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.
- **Slide Show settings**
  Interval time: How long the photo will stay on the screen while in slide show mode.
- **Transition Time**: The time it takes to load the next photo.
- **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:	[text area]
Display on Photo Albums Page:	☑
Owner:	Type at least 3 letters of name
Date:	Sep 21, 2020 📅
Album Logo:	Choose File 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. Now you are able to add photos to the album. This is done by:

- **Drag and Drop** - Drag the photos form your computer onto the **Drag files here** text.
- **Add Files** - Click on the **Add File** button to browse your computer.
- 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.		
Add files Start upload	0 b	0%

4. After the files are uploaded, you will see a **OK** message saying they are done. Click on the **OK** button.
5. You will now see the photos you uploaded. You can edit them to add a title and description to them, or you can delete the photo.

       ·   Click on "Photo Albums"

Photos for Green Town Photos

Drag and drop photos to change their sequence.

⊕ Upload Photos

Thumbnails	Title	Description	Created By	Created On	Actions
	Join Leaders		Douglas Simmons	Oct 04, 2017	▾
	Partner with Us		Douglas Simmons	Oct 04, 2017	▾
	Take Action		Douglas Simmons	Oct 04, 2017	▾

<u>View</u>

1. To view the photo album on the website click **View.**

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Published   Deleted

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Home Carousel -old		Aug 04, 2016			
Homepage Carousel Draft		Nov 13, 2019	✓		
Rotary in Action	Rotary in Action	May 14, 2015	✓		
speakers		Dec 18, 2019	✓		▾
Website Content Photo Album		Jul 22, 2020	✓		▾

Actions dropdown: 🔍 View | ✏ Edit | 🖾 Photos | 🗑 Delete

2. 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.

Photos

1. If you click on **Photos** this will display the photos in the album.

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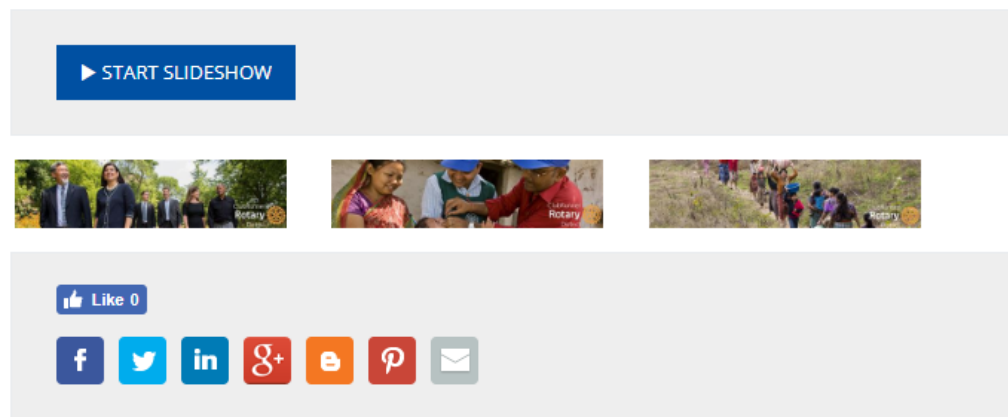
Published Deleted

Filter photo albums: [   ]   **⊕ Add**

Title ▲	Description	Date ▾	Show on Photo Page ▾	Owner ▾	Actions
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Homepage Carousel Draft		Nov 13, 2019	✓	✏ Edit	
Rotary in Action	Rotary in Action	May 14, 2015	✓	🖼 Photos	
speakers		Dec 18, 2019	✓	🗑 Delete	▾
Website Content Photo Album		Jul 22, 2020	✓		▾

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

Photos for Green Town Photos

Drag and drop photos to change their sequence.   **⊕ Upload Photos**

Thumbnails	Title	Description	Created By	Created On	Actions
	Join Leaders		Douglas Simmons	Oct 04, 2017	▾
	Partner with Us		Douglas Simmons	Oct 04, 2017	▾
	Take Action		Douglas Simmons	Oct 04, 2017	▾

Edit a Photo Album

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

Edit Carousel

Photo Album Settings

Title: Carousel *

Permalink: carousel *

Description:

Display on Photo Albums Page: ☐

Owner: Type at least 3 letters of name

Date: Oct 04, 2017 📅

Album Logo: None.

Load from Image Library

Replace Image: Choose File | No file chosen

Maximum file size for upload is 15.00 MB.

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

Delete a Photo Album

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

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Rotary in Action	Rotary in Action	May 14, 2015	✔		🖼 Photos
speakers		Dec 18, 2019	✔		🗑 Delete
Website Content Photo Album		Jul 22, 2020	✔		▾

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

Title ▲	Description ▾	Deletion On ▾	Show on Photo Page ▾	Owner ▾	Actions
Green Town Photos		Sep 21, 2020	✓		▾