

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 v | Date v | Show on Photo Page v | Owner v | Actions |
|-----------------------------|-------------------------|--------------|----------------------|---------|--------------------------|
| Carousel | | Oct 04, 2017 | | | <input type="checkbox"/> |
| Home Carousel -old | | Aug 04, 2016 | | | <input type="checkbox"/> |
| Homepage Carousel Draft | | Nov 13, 2019 | ✓ | | <input type="checkbox"/> |
| Rotary in Action | <i>Rotary in Action</i> | May 14, 2015 | ✓ | | <input type="checkbox"/> |
| speakers | | Dec 18, 2019 | ✓ | | <input type="checkbox"/> |
| Website Content Photo Album | | Jul 22, 2020 | ✓ | | <input type="checkbox"/> |

Showing all 6 photo albums

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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Showing all 6 photo albums

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.

- **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:

Display on Photo Albums Page:

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:

3. 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 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. | | |
| <input type="button" value="Add files"/> <input type="button" value="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.

| Thumbnails | Title | Description | Created By | Created On | Actions |
|---|-----------------|-------------|-----------------|--------------|----------------------------------|
|  | Join Leaders | | Douglas Simmons | Oct 04, 2017 | <input type="button" value="v"/> |
|  | Partner with Us | | Douglas Simmons | Oct 04, 2017 | <input type="button" value="v"/> |
|  | Take Action | | Douglas Simmons | Oct 04, 2017 | <input type="button" value="v"/> |

View

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

Photo Album Library

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Filter photo albums:

[Add](#)


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| Home Carousel -old | | Aug 04, 2016 | | | View |
| 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 | ✓ | | View |

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.

Carousel

[▶ START SLIDESHOW](#)



[Like 0](#)

[f](#) [t](#) [in](#) [g+](#) [e](#) [p](#) [✉](#)

Photos

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

Photo Album Library

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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](#)

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|---|-----------------|-------------|-----------------|--------------|----------------------------------|
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|  | Take Action | | Douglas Simmons | Oct 04, 2017 | <input type="button" value="v"/> |

Edit a Photo Album

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

Edit Carousel

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.

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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View
 Edit
 Photos
 Delete

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 v | Deletion On v | Show on Photo Page v | Owner v | Actions |
|-------------------|---------------|---------------|----------------------|---------|--------------------------|
| Green Town Photos | | Sep 21, 2020 | ✓ | | <input type="checkbox"/> |