

ADD A GALLERY TO THE MAIN PU3A WEB PAGE

(Not attached to your own group – but available in the general “GALLERY” link on the home page menu bar)

We recommend that before you start to upload any photos you use a commercial software package to reduce the file/picture size to less than 1Mb before you try to upload it to reduce load time for both yourself and viewers of the picture.

Group Leaders have the ability to add a photo gallery to the home page of the PU3A website (shown below) using the method described. The Gallery can be tagged to your group in the Gallery Title. The Group Leader (or an assigned helper) is the only person who can add/delete from that gallery, so you have total control.



GL Log on process

When you visit the home page of the PU3A site you will see Member login at the right-hand end of the menu bar at the top of the screen. You need to click on that item. This takes you to the login page. For the purposes of editing your activity, you need to use the link that is below the normal Log-in fields (shown below in red box) – you may need to scroll down to find that link.

Member Login

Please login with your membership details below.

Membership number

Password

Forgotten your password? [Click here.](#)

Login Help

Only people with current membership of PU3A will be able to access all details within the site

You were issued with a Member Number and System Password when you first joined.

Log in with this the first time – then see the User Guide [here](#) - refer to pages 3 and 12 for how to change your password to something more personal

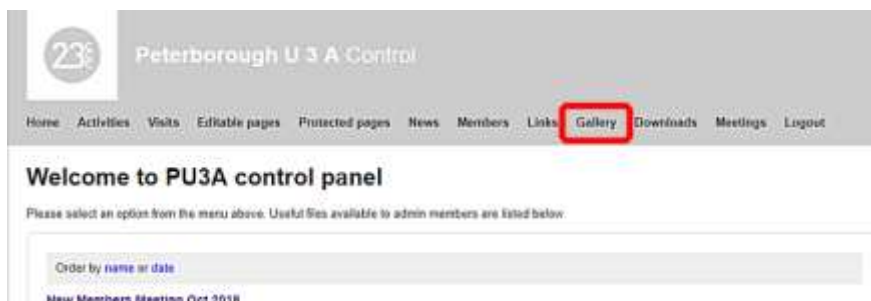
If you forget your password, then click on the link below the input fields and an e-mail reminder will be sent

Not yet a member?
Click the button below for more info and a membership request form

To edit your activity group page [click here to login.](#)

Use your normal PU3A Member No and Password to log in on the page presented.

Once logged in the page as shown below will show



Click on the item "Gallery" as shown in the red box

Add the Gallery

The page below will be shown

Galleries

Add a new gallery

Gallery name

Description

BE AWARE
Please select an activity to associate the gallery to. Please note that you can **ONLY** administrate, upload to and delete galleries which are associated with an activity that you are a Group Leader for. If you are not a Super Admin and you add a new gallery associated to an event that you are not Group Leader, it will **NOT** show up below.

General

Create gallery

Current galleries

Title: General Gallery	Delete? You cannot undo this: DELETE NOW	General <input type="text"/>	Photos
Title: Anniversary Lunch	Delete? You cannot undo this: DELETE NOW	General <input type="text"/>	Photos

In the first field give the gallery a name (preferably include your group name in this as it will be the title of the gallery and tell people to which group the pictures depict).

Type a brief description of what the gallery photos are about in the second field.

From the field shown above **in the green section** with "General" in it select the group you are entering for (there will be more than one if you lead multiple groups)

Click "Create Gallery" button

A new gallery will add to the bottom of the list of galleries shown under "Current Galleries"

Add photos

Click the blue button marked "Photos" on the far right of the gallery you have just created.

The screen below is presented

Gallery

Add new photos

Select a file No file chosen

Image description

Current photos

The images may appear in an incorrect aspect ratio below - this will not be the case on the main website. You can drag and drop to reorder the images below. Images nearer the top appear first.

Click “Choose File” button and navigate to the required photo in your PC (or other device) structure.

The location you have selected will appear where “No file chosen” shows above.

Add a description of what the photo shows in the “Image description” field

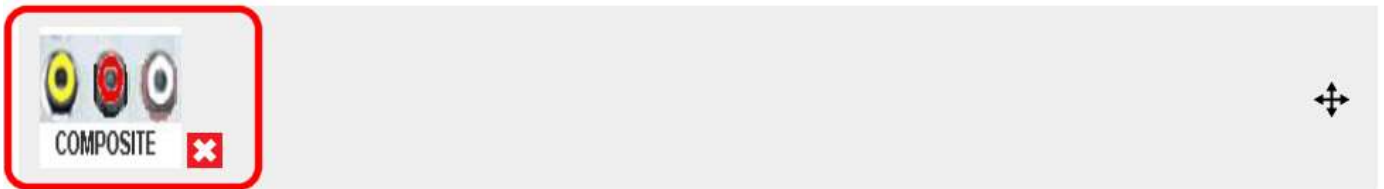
Click Upload button

The picture selected will be shown in the lower portion of the screen as below



Current photos

The images may appear in an incorrect aspect ratio below - this will not be the case on the main website. You can drag and drop to reorder the images below. Images nearer the top appear first.



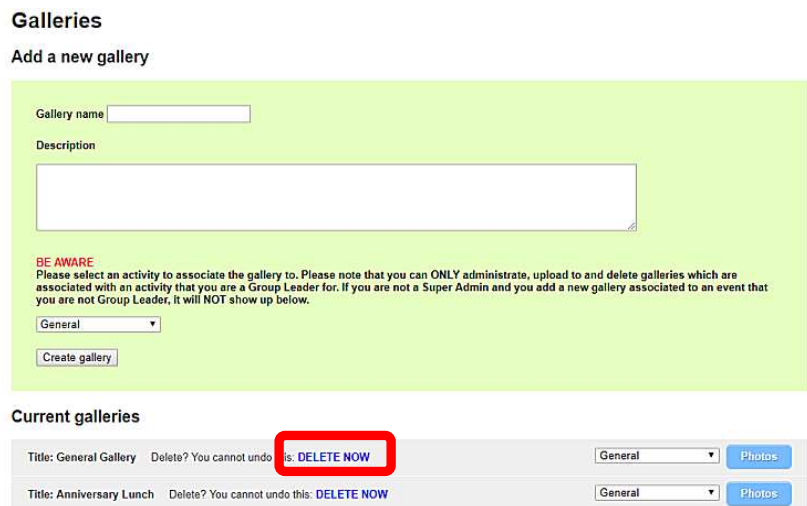
A brief instruction is given above the list of photos – please read.

If you wish to remove a photo added in error then click on the red “X” next to that photo.

Repeat for each photo required in gallery

To completely remove a gallery

Go back to the page below



Beside each gallery there is a link “Delete Now”.

Be careful using this as once clicked you cannot back up – you have to recreate the gallery from scratch.