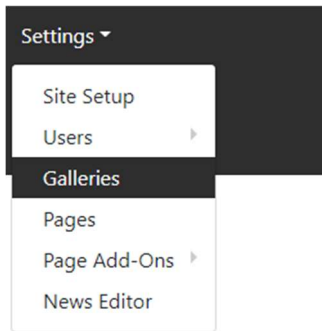


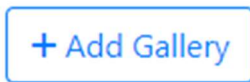
Creating a Gallery-

1. Once you are logged into your site, go to **Settings > Members Area**



(If you are only a gallery editor, you will find this by going to **Groups Area > Edit Gallery** & select the gallery you wish to edit)

2. Press the **'+ Add Gallery'** button



3. You will then be taken to a form where you add the **name/title** of the gallery and choose whether you would like image captions to be shown alongside the images. Then press the 'Add Gallery' button.

Name: **Required**

Bee's Gallery Tutorial Gallery

Display Image Captions:

Descriptions of each image will shown alongside them.

Add Gallery

Cancel

4. Once you have filled in your title and chosen whether you would like captions, press the **'Add Gallery'** button. This will then display a confirmation banner letting you know that your gallery has been saved successfully.

Gallery Saved. The gallery has been saved successfully.

5. Once your gallery has been saved, two new buttons will appear. **'Gallery Images'** and **'Gallery Editors.'**

< Gallery List

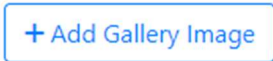
 Gallery Images

 Gallery Editors

Name: **Required**

Bee's Gallery Tutorial Gallery

6. **'Gallery Editors'** lets you choose which (if any) members from your organisation have the permission to edit this specific gallery.
7. Once the gallery is created, press the **'Gallery Images'** button, this will take you to a page where you can add your images. Press **'+ Add Gallery Image'** button at the top of the screen.



8. You will be brought to a pro former to fill in with your image info-

← Image List

Image: **Required** + Select file

Image Title:

Image Caption:

9. Firstly, press the **'+ Select File'** button, and select an image from your files. Once your file is uploaded a blue bar will appear with the name of the image underneath.

Image: **Required** + Select file

Spring Lambs.jpg

Image Title:

10. Then fill in your image title and image caption. If you selected **'Display Image Captions'**, your title and caption will be displayed with the image. Both the Image Title and Caption are optional, but we recommend filling in the title as it makes it easier to identify which images are which from the **Gallery Image Admin** list.

Image: **Required** + Select file

Spring Lambs.jpg

Image Title:

Image Caption:

11. Once you have filled in all your image information, press **'Save Image.'** Once this has saved, a preview of your image will pop up, and a banner confirming that the image has saved successfully.

Gallery Saved. The gallery has been saved successfully.

[← Image List](#)

Image: **Required** [+ Select file](#)



Image Title:

Spring Lambs

Image Caption:

Photo taken by : Bee Horner, in Streetlam.

12. Finally, press the **'Image List'** button to be taken back to the **Gallery Image Admin** page. Your image should now be showing on this page.

[← Back to Gallery](#)

[+ Add Gallery Image](#)

↑	Spring Lambs Photo taken by : Bee Horner, in Streetlam.	/images/Gallery/images/Spring Lambs.jpg ✎ 🗑️
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13. Repeat this process for each image you wish to add to the gallery.