

## What are Photo Albums?

Michael C. - 2024-02-08 - 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.
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](#)

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

Drag and drop your photo albums to change their sequence

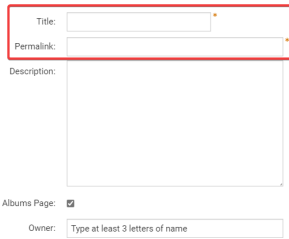
Title	Owner	Date	Actions
<input type="checkbox"/> Quick Photo album		Mar 11, 2020	⌵
<input type="checkbox"/> Photo Album	Mickey D	Jan 23, 2020	⌵
<input type="checkbox"/> New User Library	Cyril Korbbluth	May 11, 2015	⌵
<input type="checkbox"/> Default Test		Dec 14, 2015	⌵
<input type="checkbox"/> Spring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

⌵

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:

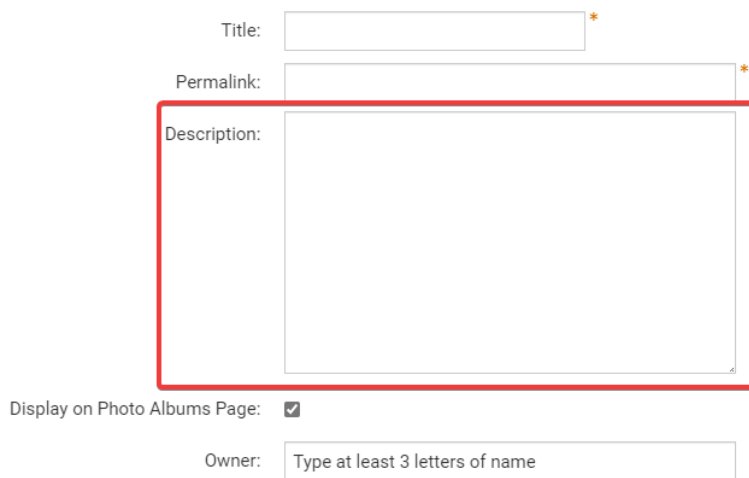
Display on Photo Albums Page:

Owner:  Type at least 3 letters of name

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:  Type at least 3 letters of name

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)



Title:  \*

Permalink:  \*


Description:

Display on Photo Albums Page:

Owner:  Type at least 3 letters of name

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% 

 Add files  Start upload

32 KB 0%

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

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 Add files 

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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

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

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  32 KB 0%

## Related Content

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