How To: Create a Photo Album

1.) Go to www.academyonline.org, and sign in to your member account.

2.) On your Manage Profile page, scroll to the section titled Content and Features.

3.) Click on Photo Gallery.

4.) You are now on your Photos page.
5.) To create a new photo album, click on the Manage Albums link.

6.) On the Photo Albums page, insert the name of your new album and click Submit.

7.) You have now created your album. To add images to your album, click on the Photo Gallery icon.
8.) Click the **Upload a Photo** link.

9.) You are now on the upload page. For the **Post in Album** options, you can use the pull down menu to choose the album in which you wish to upload your image.

Note: You can also use the multi-file upload applet if you have multiple files to upload at one time. The application will open in a popup window, and will require Java to run. The options are the same on both image upload platforms.

9.) To select an image, click the **Browse** button.
10.) Choose an image from your computer, and click **Open**.

11.) After you have chosen your photo, create a caption for your image. Tags to your image will allow it to appear in a community search.
9.) You can also allow people to comment on your image. Using the pull down menu for **Comments**, choose the setting that is right for you.

10.) The last option is the **Visible To** option. Members should set the **Visible To** option to Member Only. After you have selected all your options, hit the **Submit** button.
11.) You will return to the **Photos** page, where you will be able to see your uploaded photo album!