How To: Upload an Image to your Photo Gallery

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

2.) Click on Manage Profile, and scroll to the section titled Content and Features

3.) Click on Photo Gallery

4.) You are now on your Photos page.
5.) To upload a new photo, click on the link **Upload a Photo**.

6.) You are now on the photo upload screen.
7.) To upload a photo, use the **Browse** button to select an image from your computer.

8.) After you have selected 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!

• For more information about uploading photos, see the tutorial Create a Photo Album