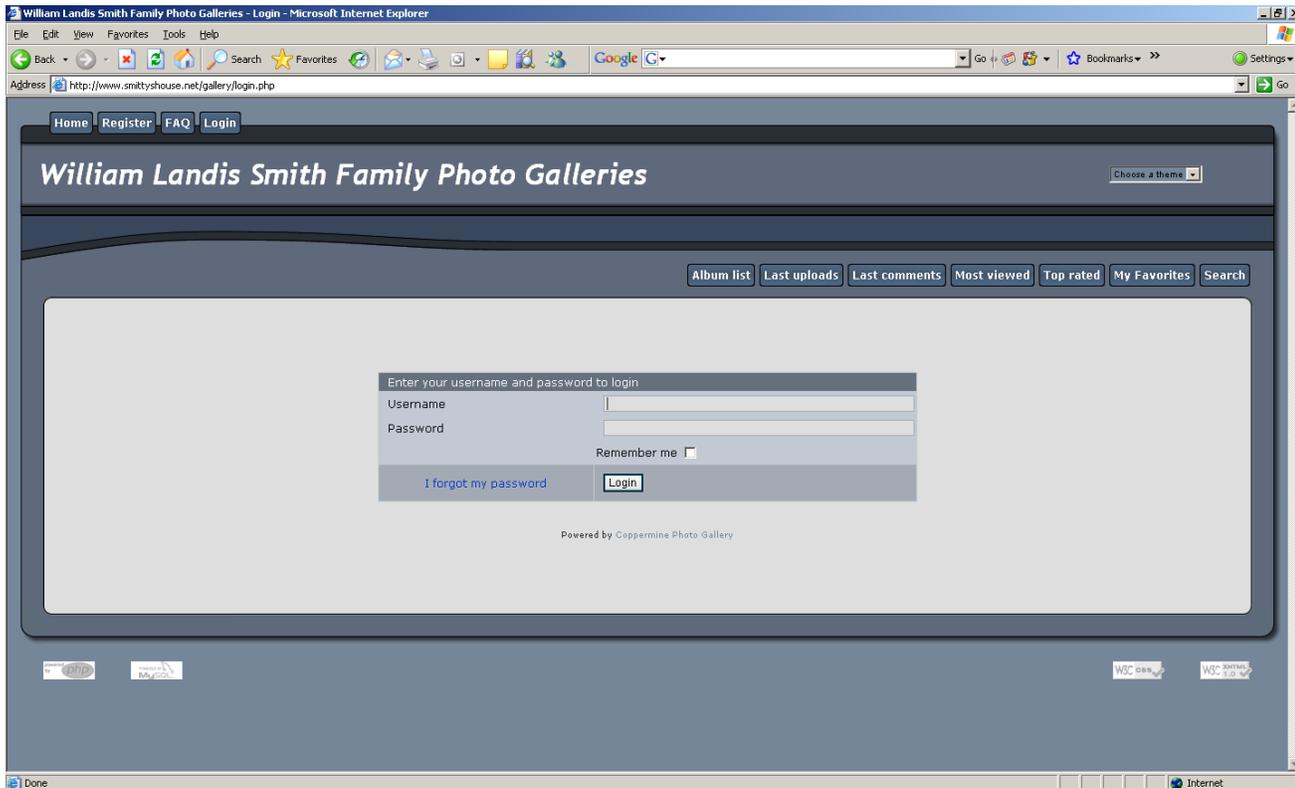


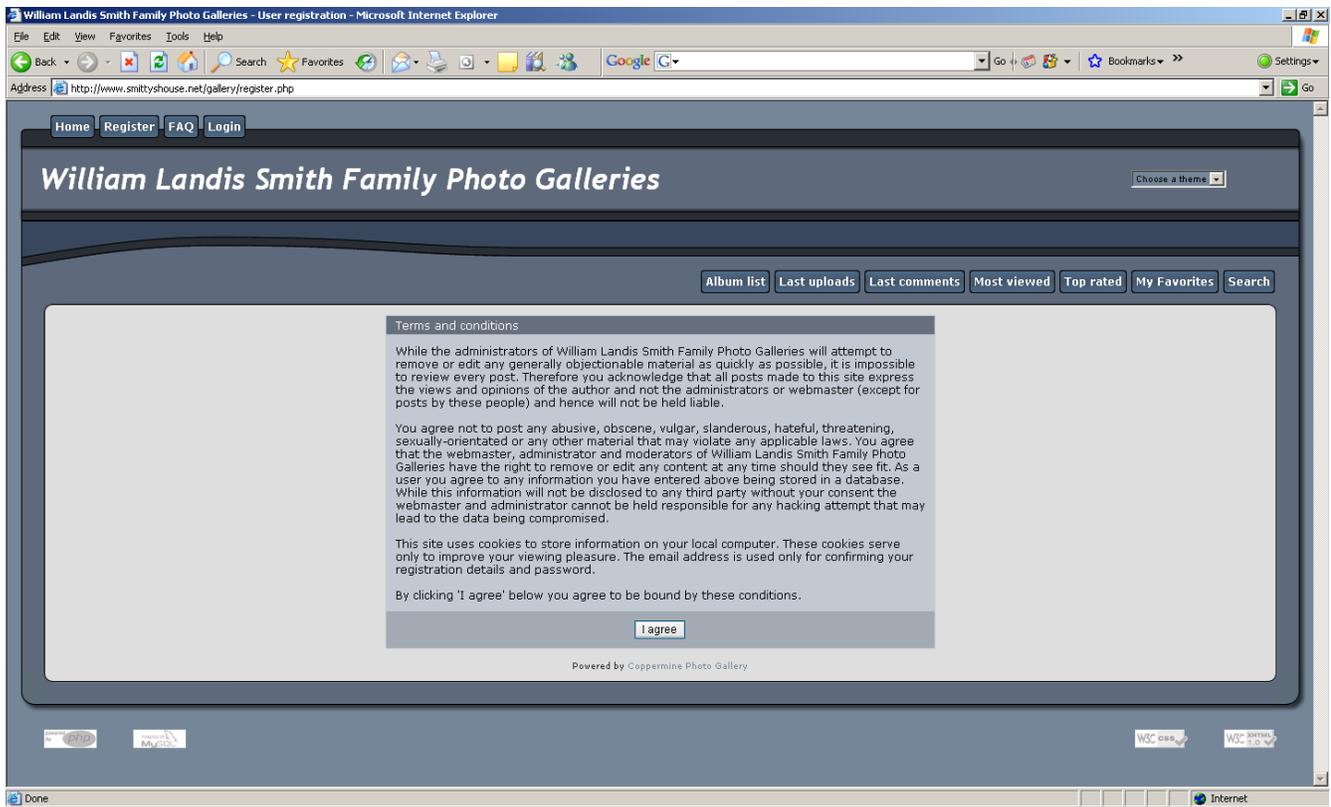
GCS Gallery Instructions

Go to: <http://Gallery.GulfCoastSound.org>

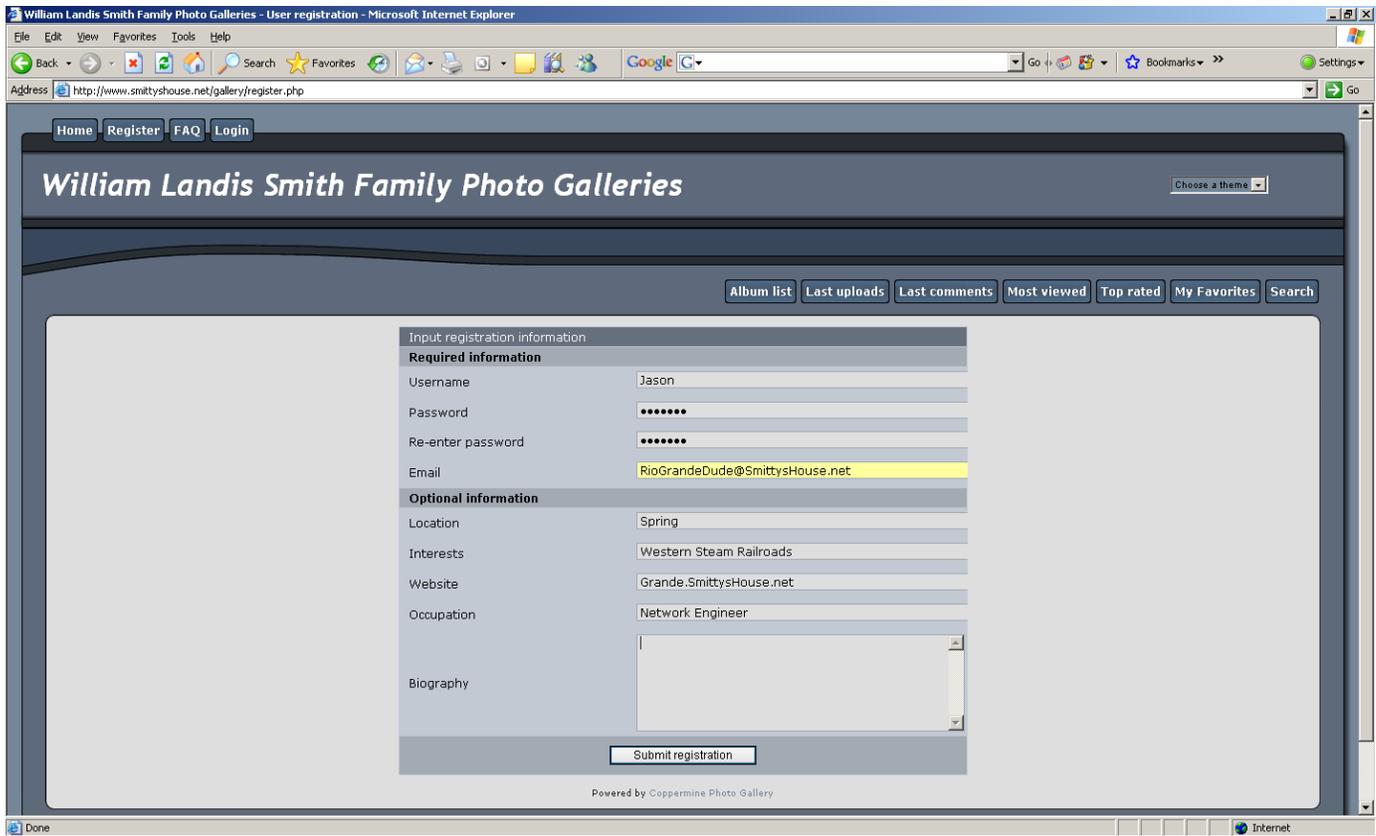
***Some of these screens will look a bit different. The procedure is the same.*



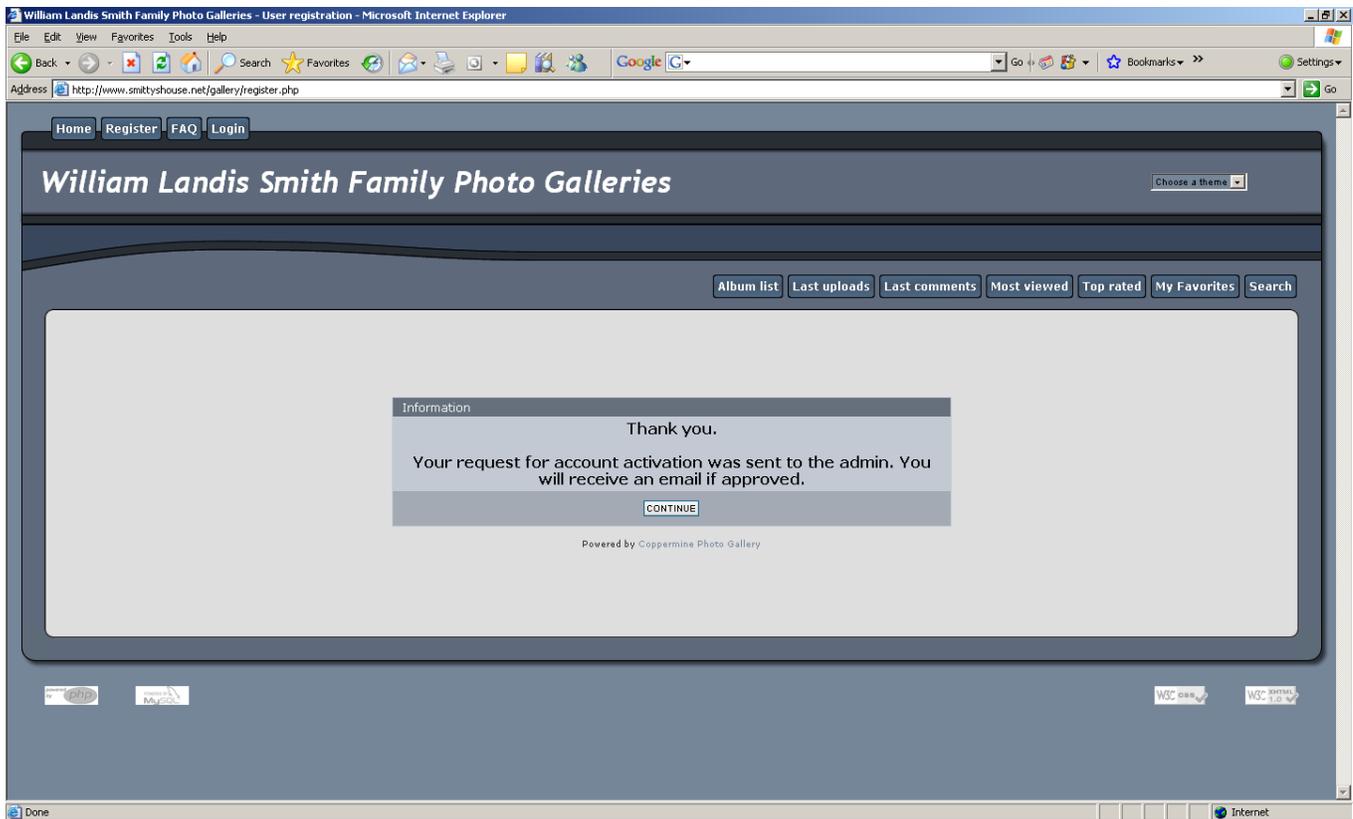
-Click "Register" at the top left.



-Click "I Agree"

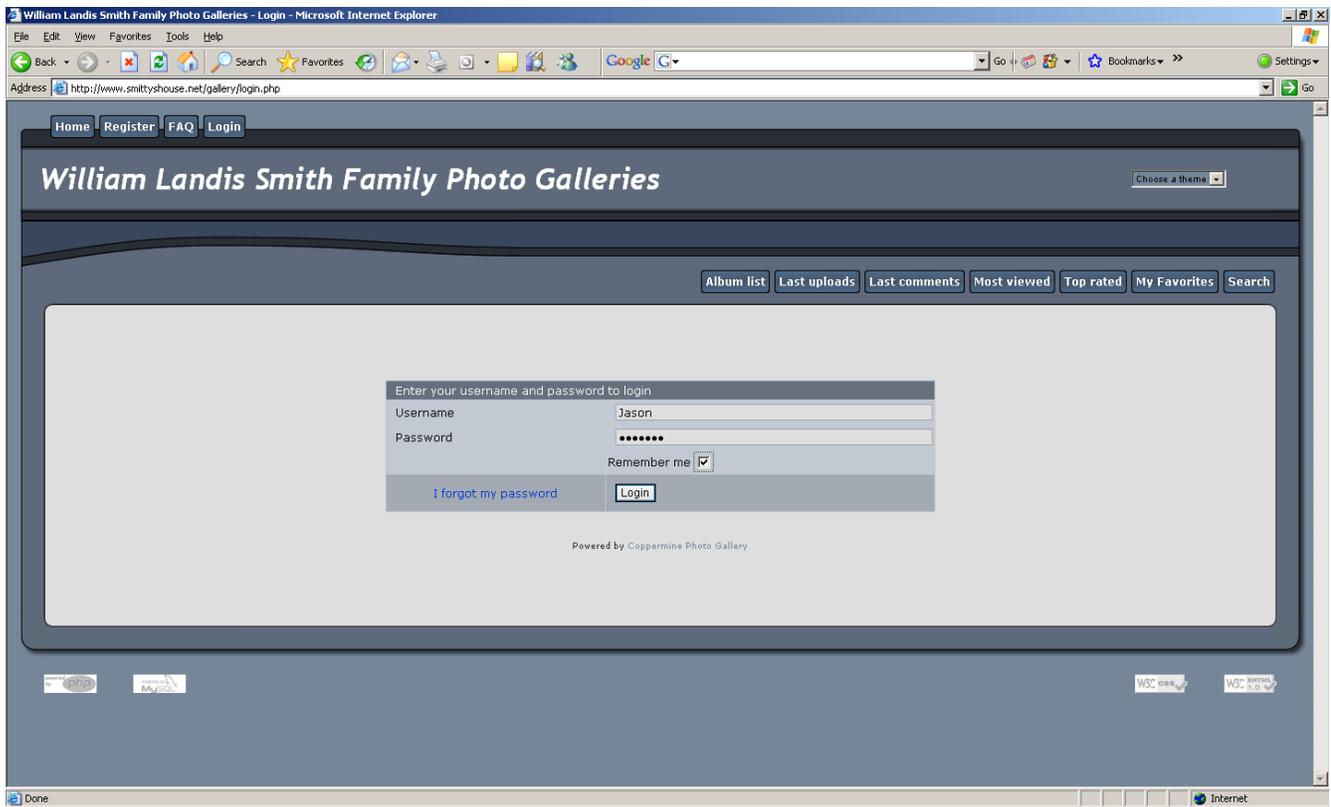


- Fill in the blanks. You must provide your Email address.
- Please use your full name (Username) so that I know who you are and can then activate your account.

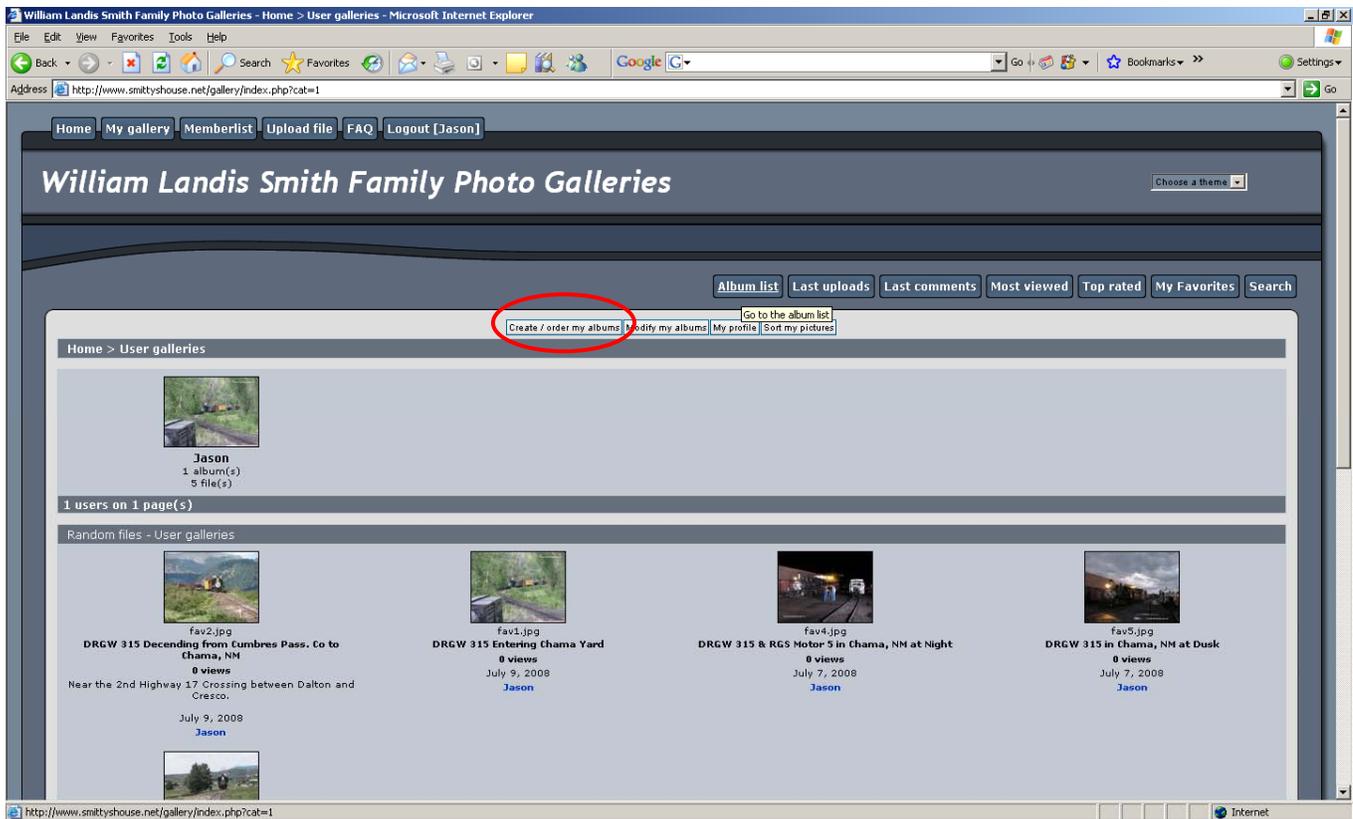


-You will see this “Thank you” message.

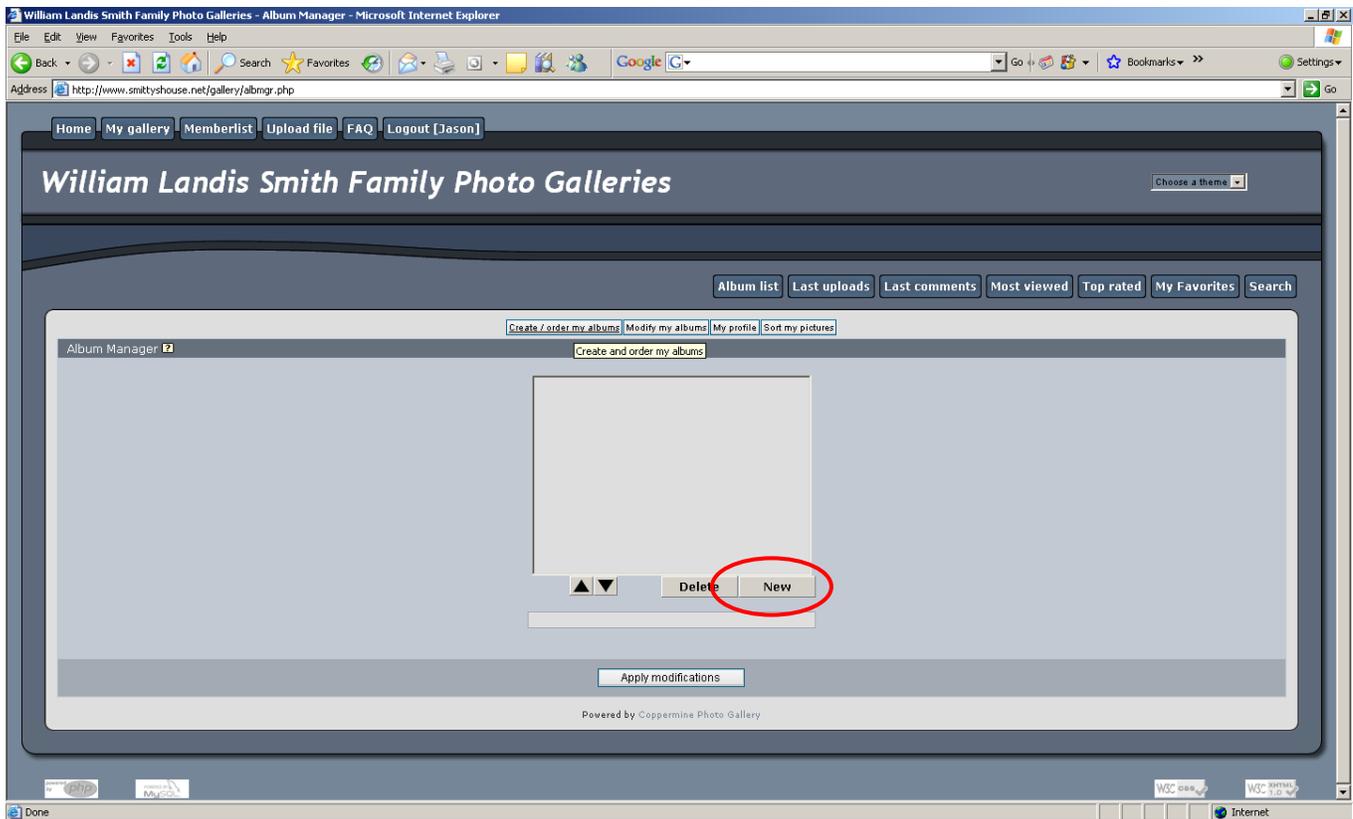
-An email will be sent to you once your account is activated.



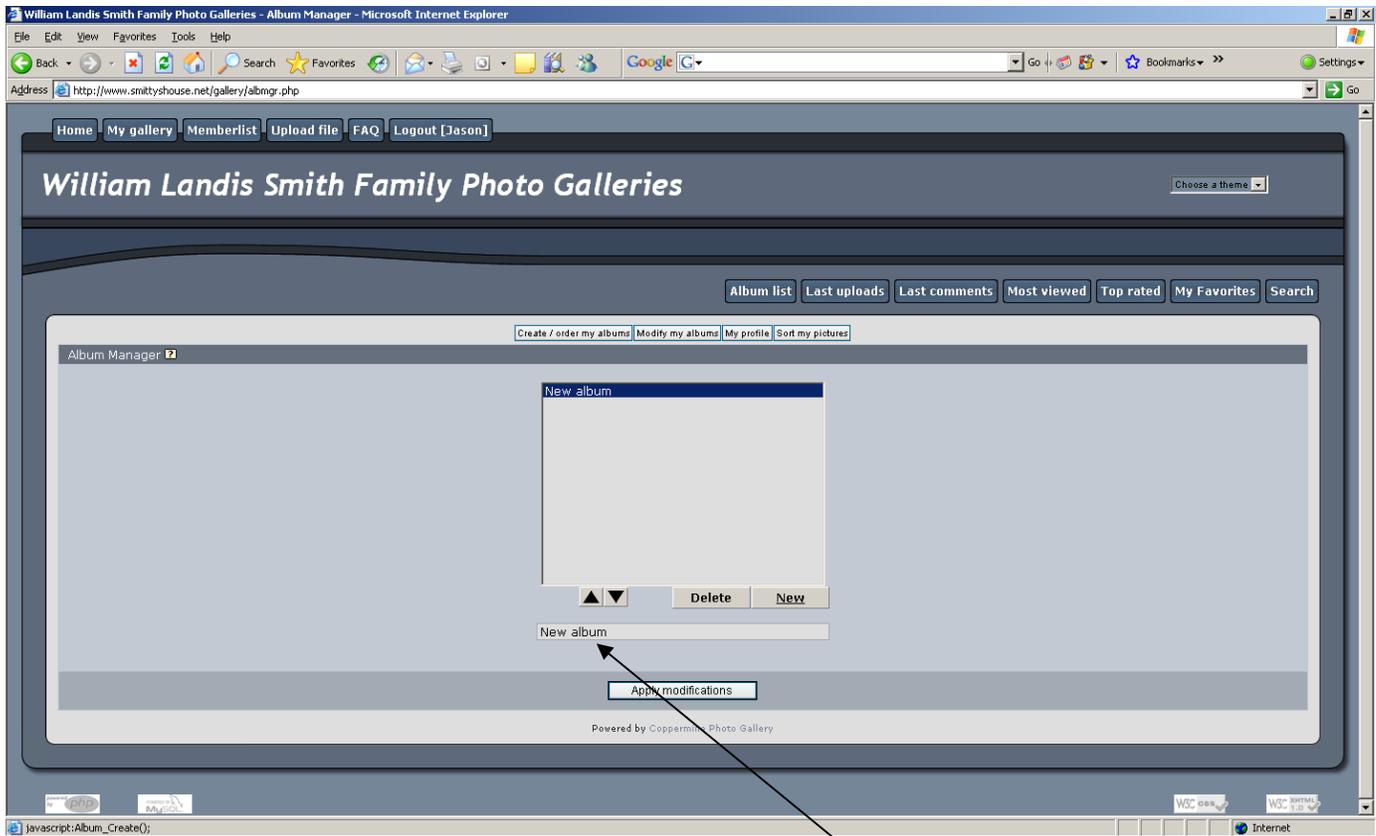
-After your account is activated you will be able to login to the GCS Photo Gallery.



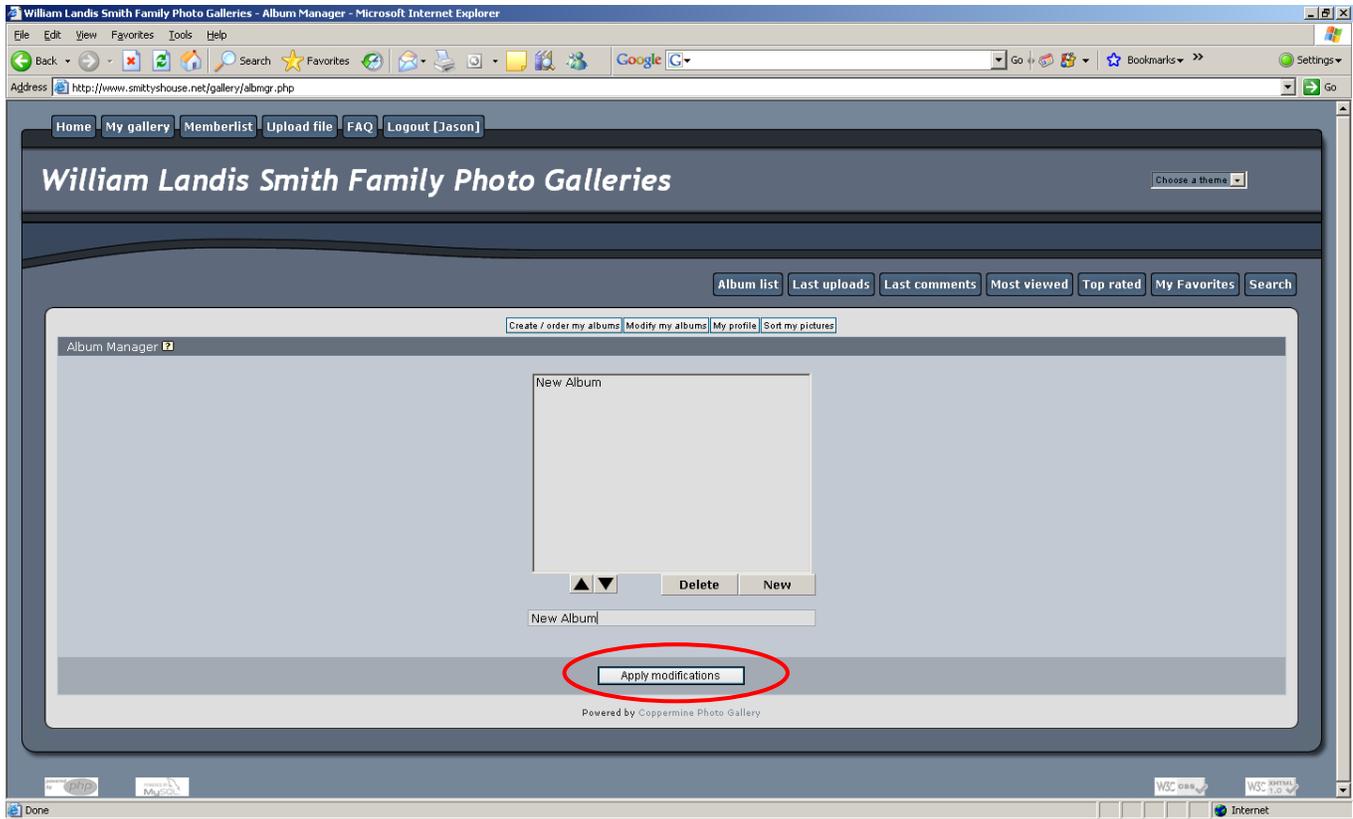
- Upon logging in, you'll see something similar to this.
- Click on "Create / order my albums" in the center at the top.



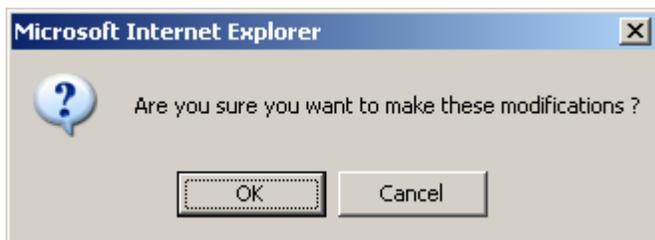
- You must first create an album
- Click New.



- Type a name for your album in the lower box.
- Replace “New Album” with the name you want to use.

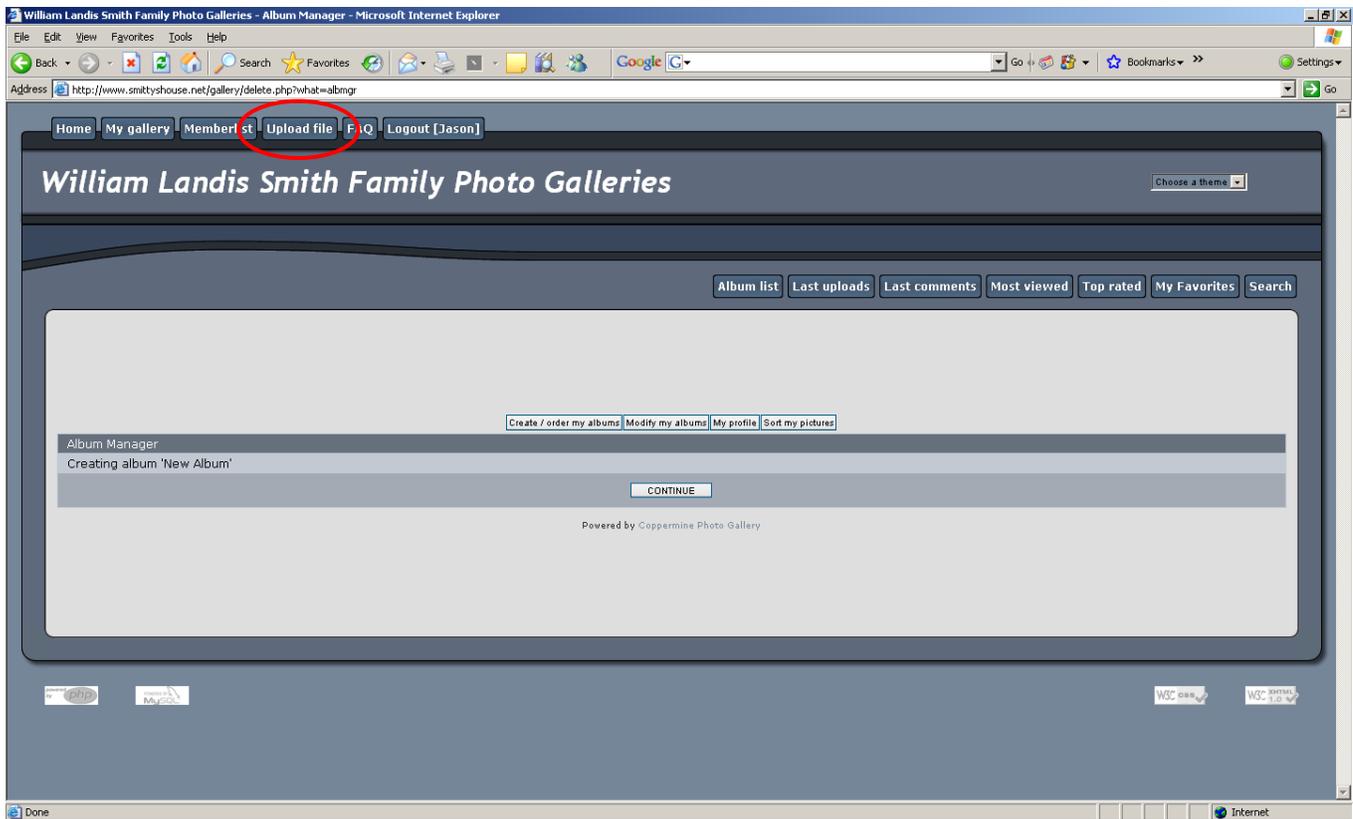


-When finished, click “Apply Modifications”



-This will pop up.

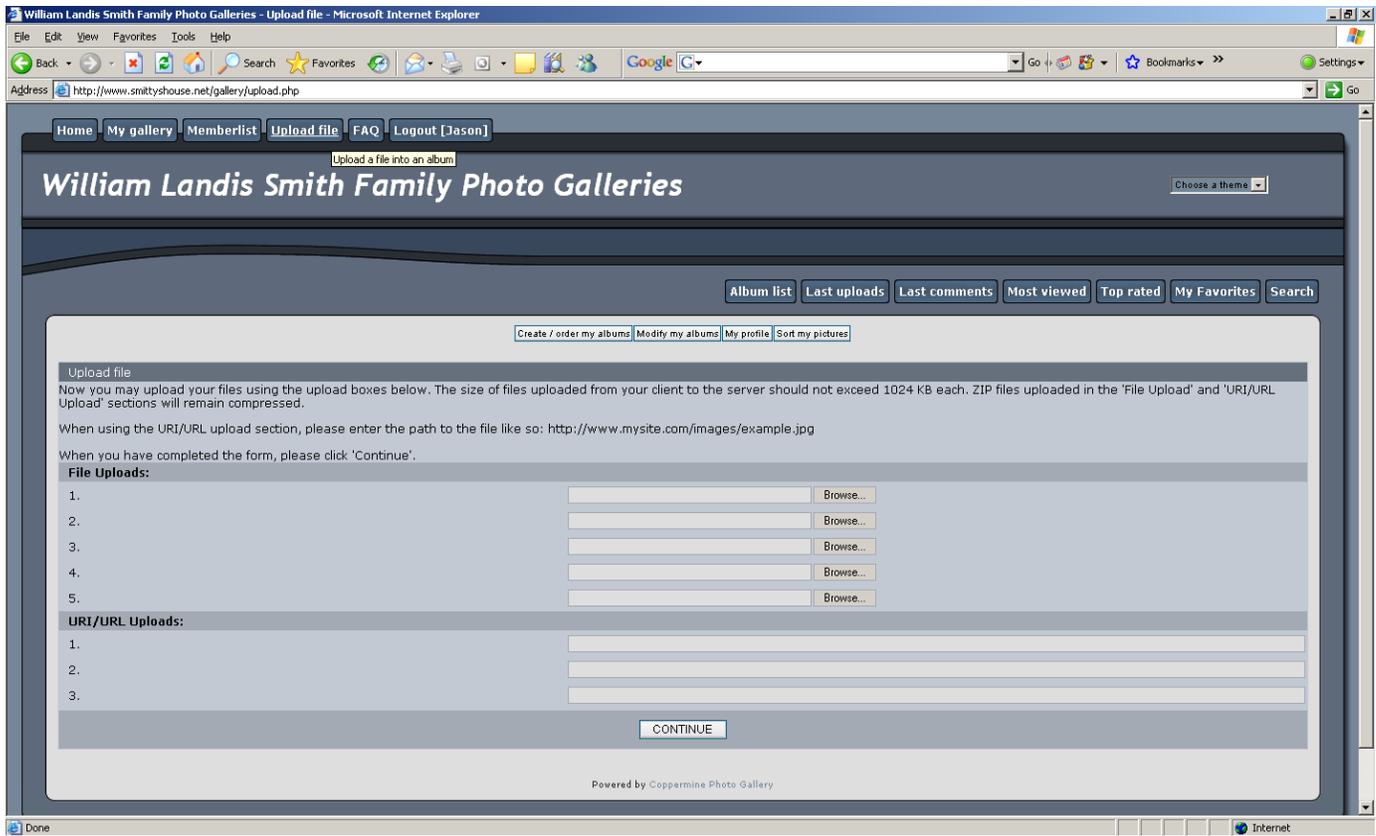
-Click “OK”



-Click "Continue"

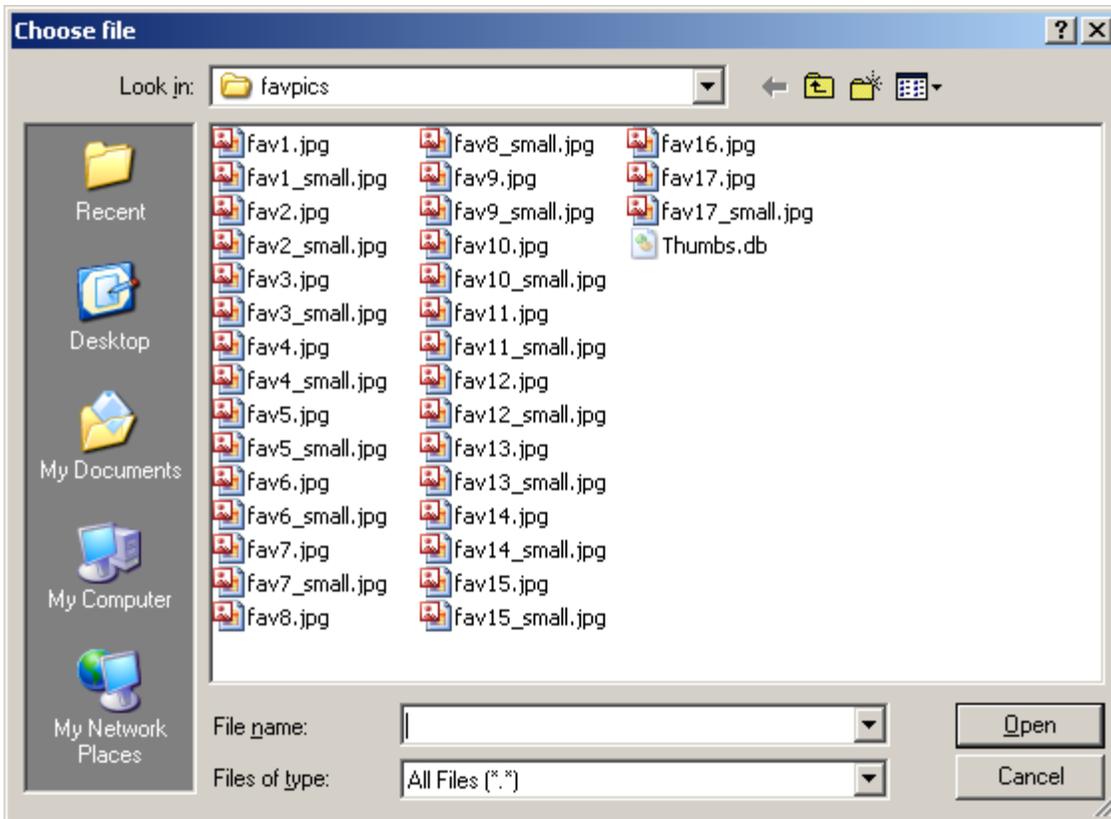
-You can now upload pictures or videos

-Click on "Upload File" at the top left

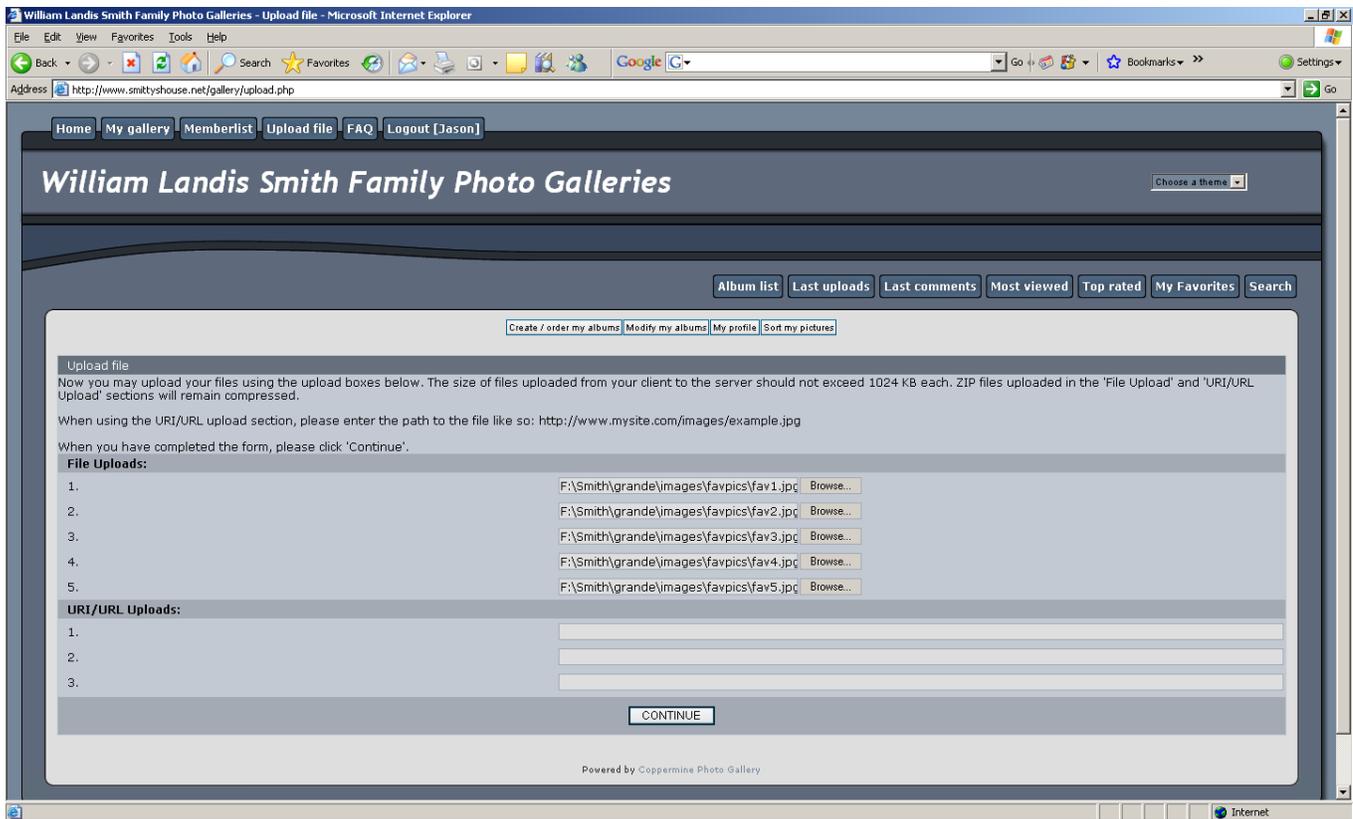


-You will see a window similar to this

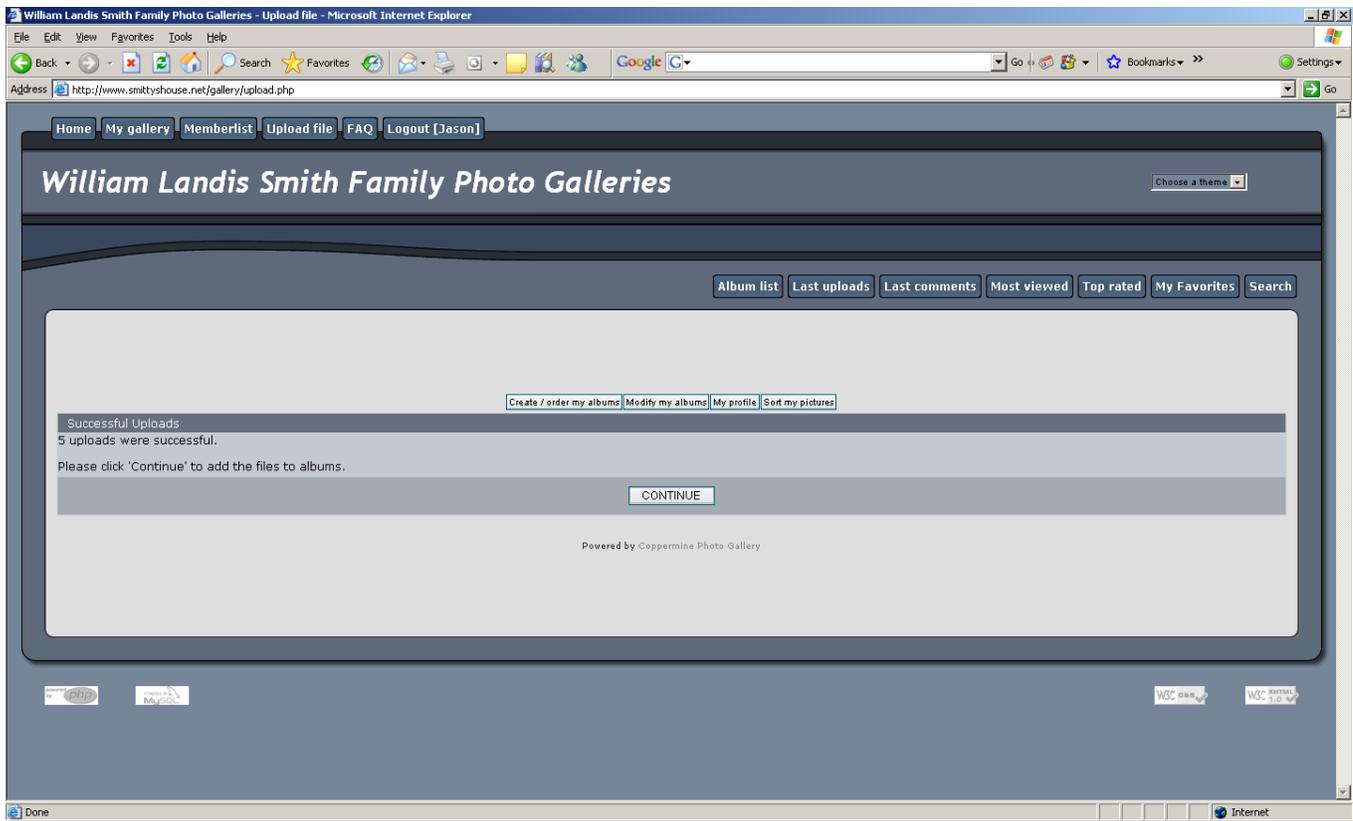
-Simply click “Browse” and navigate to the folder where your images are stored.



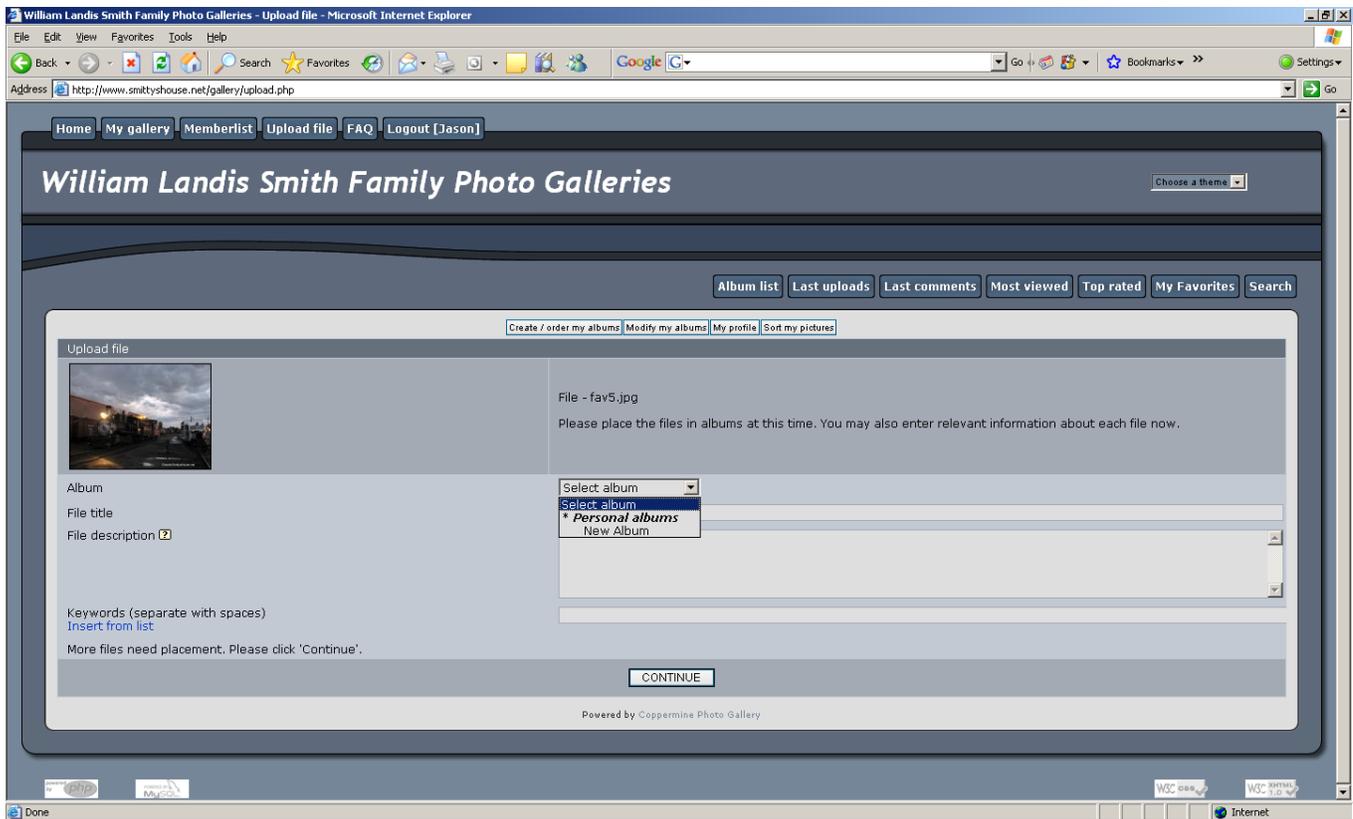
-Select 1 file per field



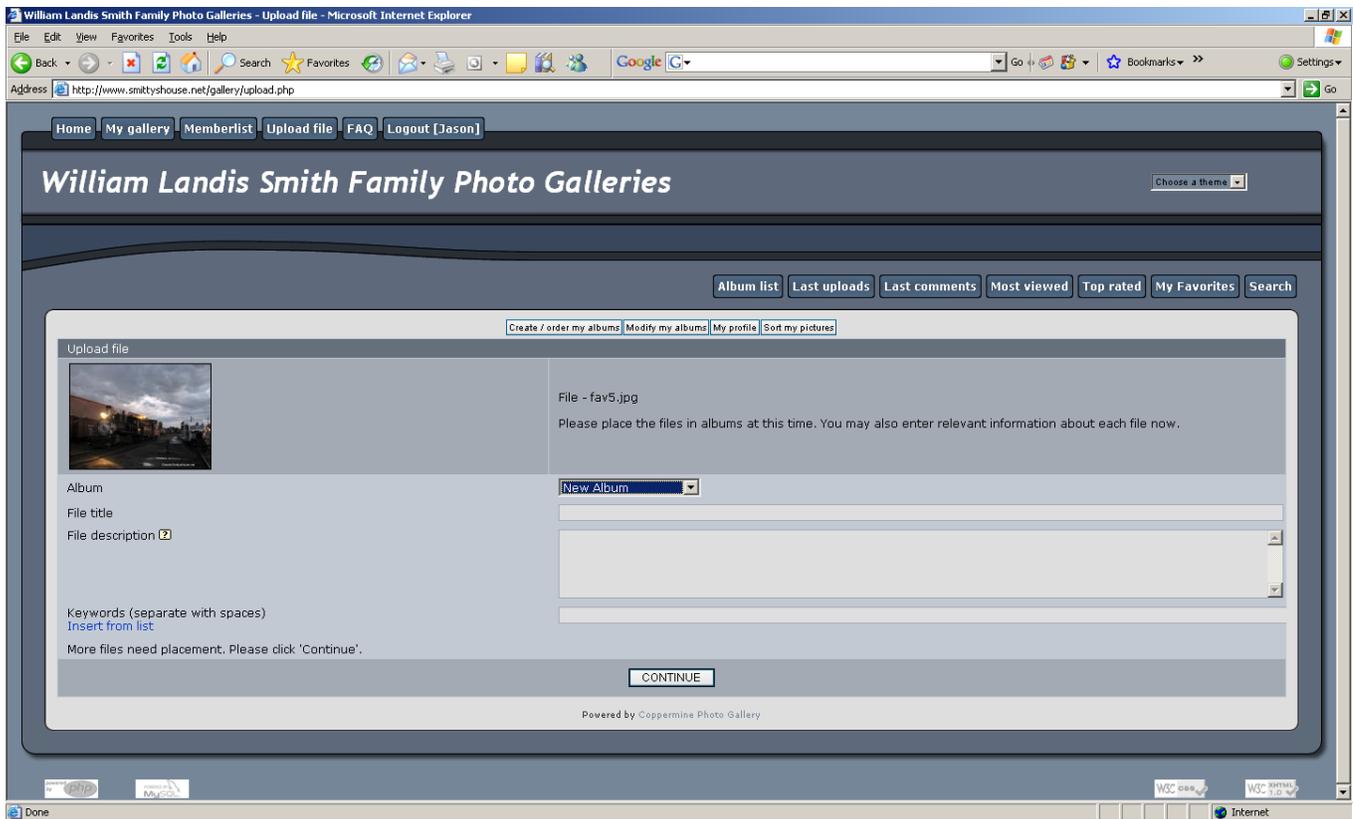
- This is what it should like
- When you're done, click "Continue"



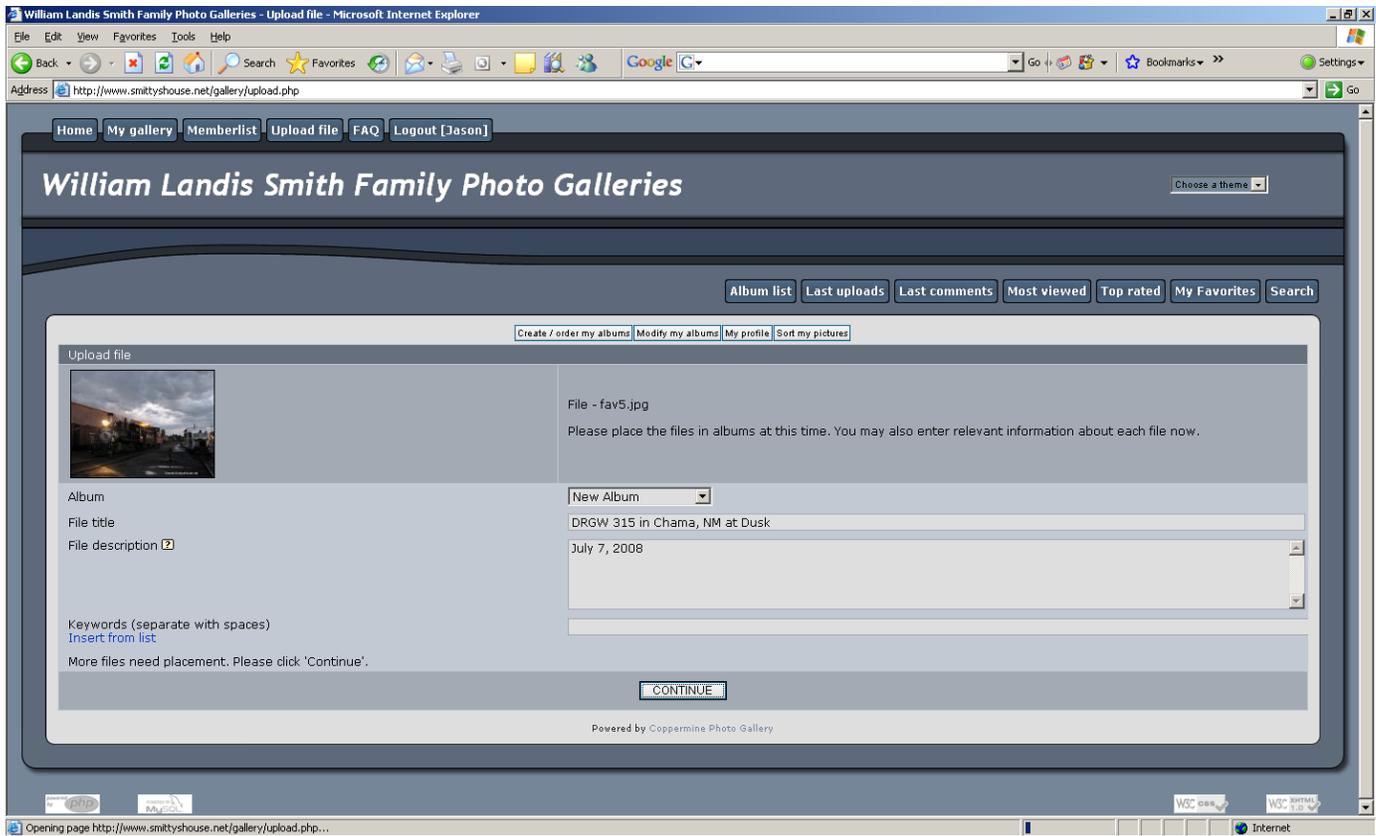
-Click "Continue"



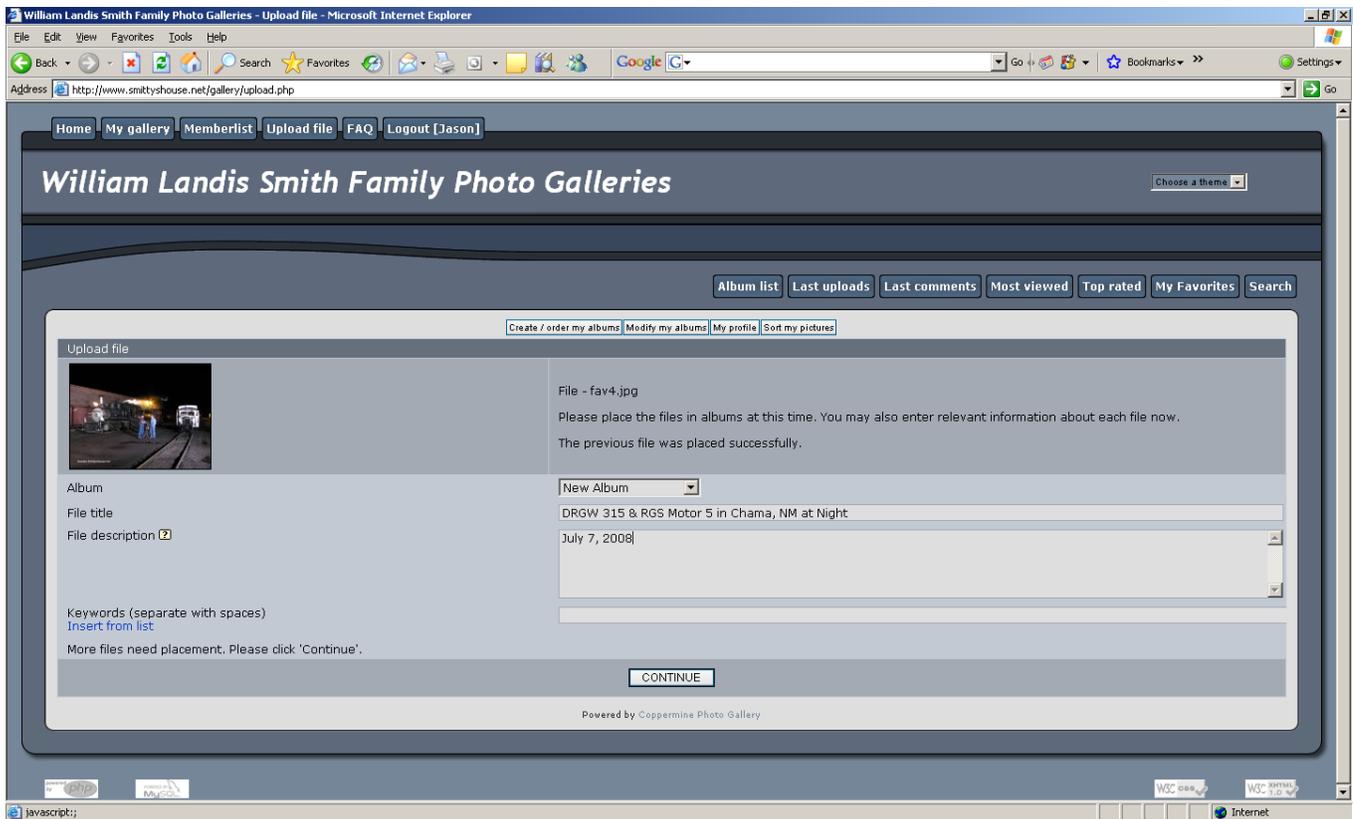
- Once the pictures are uploaded, you'll be prompted to fill out a form for each picture.
- First Select the Gallery you want to use (refer to the first few steps you went through)



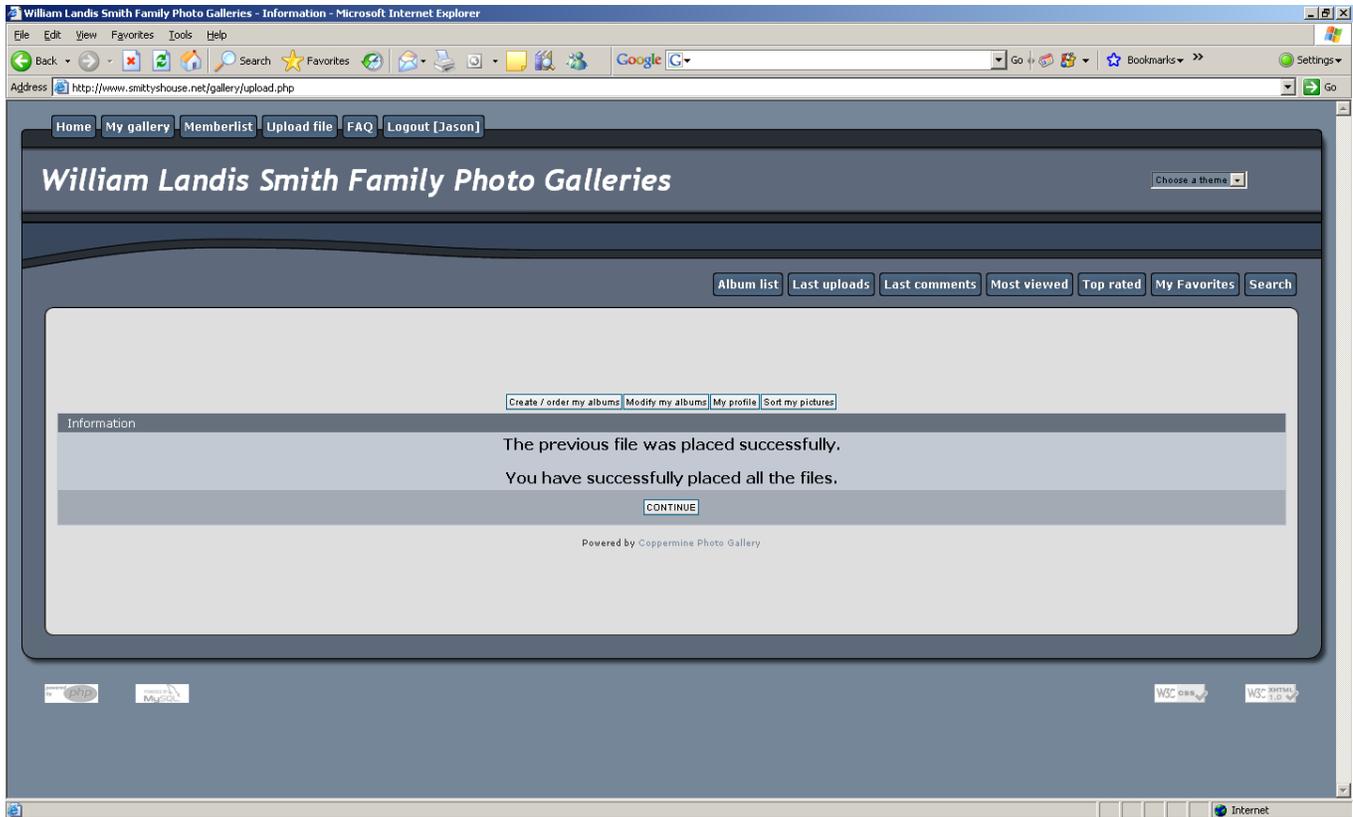
-This is what it will look like after selecting your Gallery



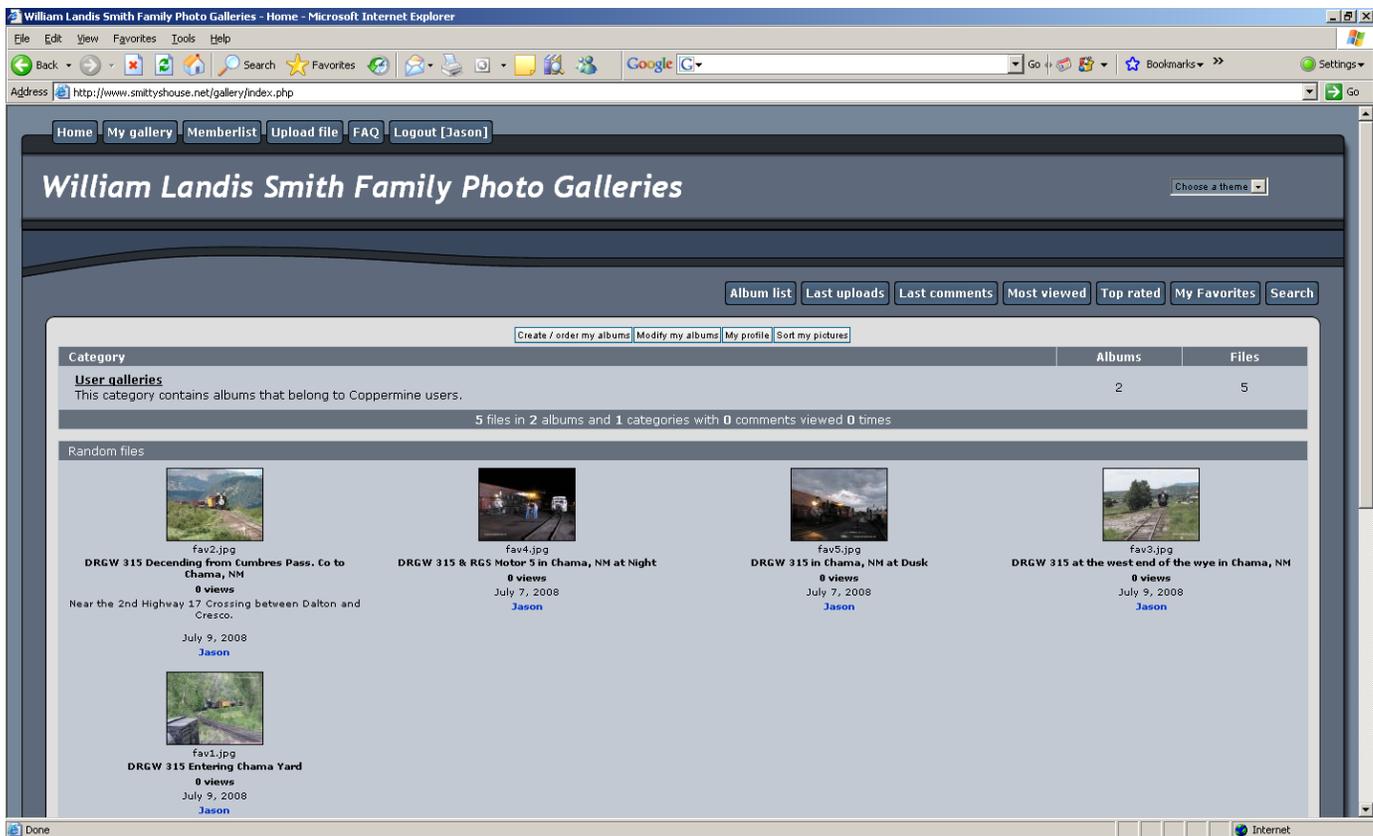
- Fill out whatever information you'd like
- Click "Continue"



-Each of the pictures you upload will prompt you in this manner.



- After you finish the final picture you'll see this window.
- Click "Continue"



-You're done!

-To change the order of the photos in the album, click "Sort My Pictures" and select the album.

-When finished, click "Apply Modifications," and then click "OK"

FYI

-You may create as many Albums as you wish.

-Videos work too, but the file must be under 10 MB.

-It is best not to try to upload high resolution pictures. Sometimes the server will not be able to accept them.

If you have questions or problems please email Jason:

Exec.Director@GulfCoastSound.org