Uploading pictures to your Chapter's Group Albums

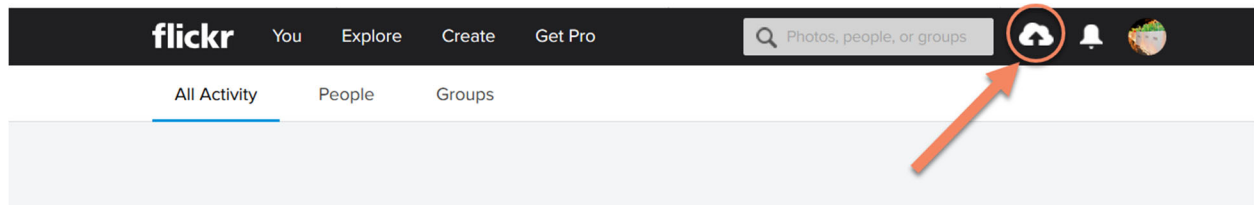## Sign in

1. Go to http://www.flickr.com
2. Click on Sign In (upper right)
3. Your ID is newhphotos@yahoo.com
4. Password: Hospitality4u!
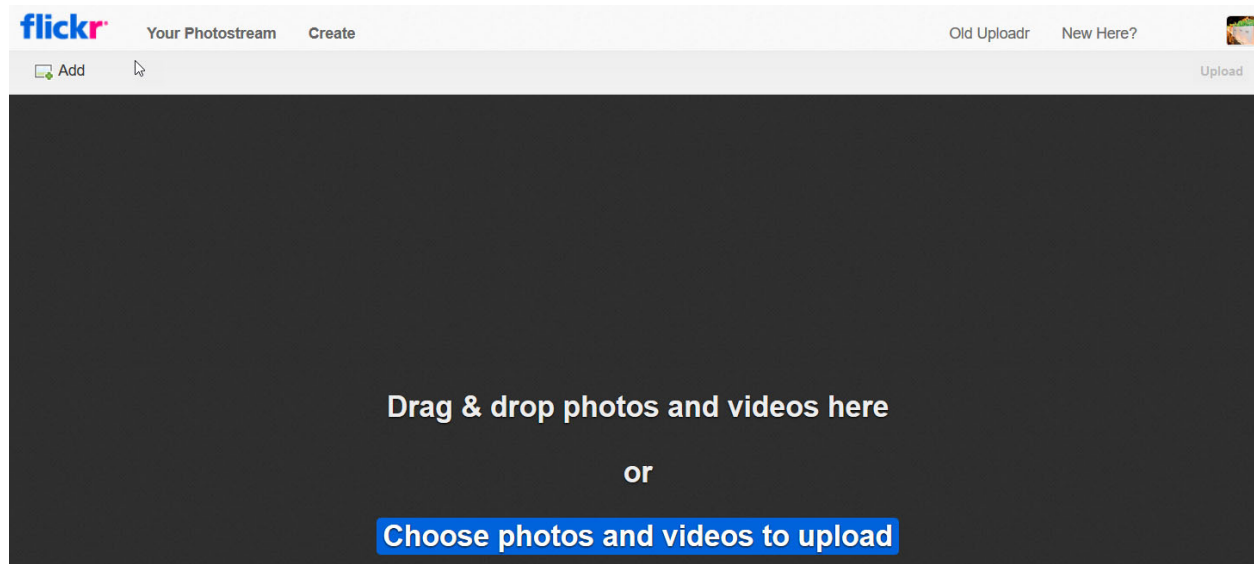
> ***Important***
> Please do not enter the "Organize" area of Flickr. This is an administrative area only. This is the area that is tied directly to our website and will be accessed only by the NEWH Inc. office.

Upload pictures

1. Click on **Upload** (top menu)

2. Drag & drop your photos or click on '**Choose Photos and Videos**'

3. Browse your computer to find the photos you want to upload (you will be able to select multiple files at once) – click Open

4. You will be able to see your uploaded photos coming in on the right side of the screen. (be patient, this may take some time if you have a lot of photos)

   Note: If you see this lightbox (below) pop up before you are able to Create an Album (Step 7), be sure to click on **Continue Editing** (if this is not done and you click on Upload to Photostream, your photos will be part of one large pool of photos and will not be categorized for your chapter. If you accidentally click on Upload at this point, please contact Diane at the NEWH office – diane.federwitz@newh.org – and she can help you categorize your pictures to your chapter)
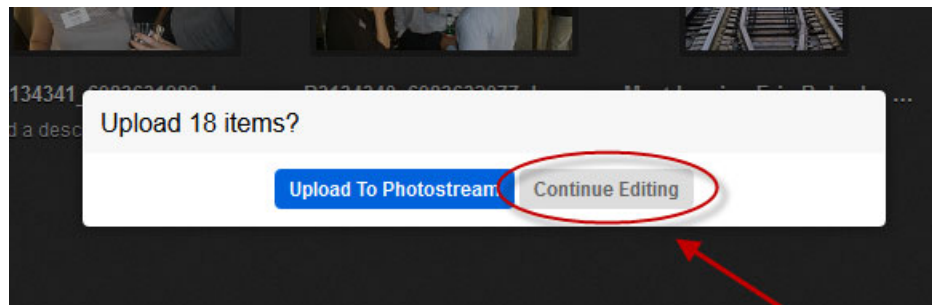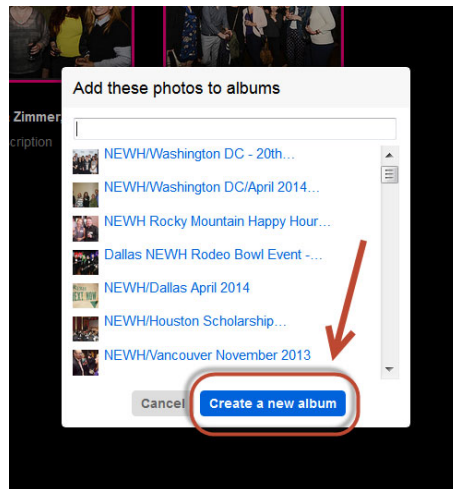

5. Once you see all the photos – they should all have a pink box around them like the image below (meaning all are selected) – (if not click on All on the top menu to select all images
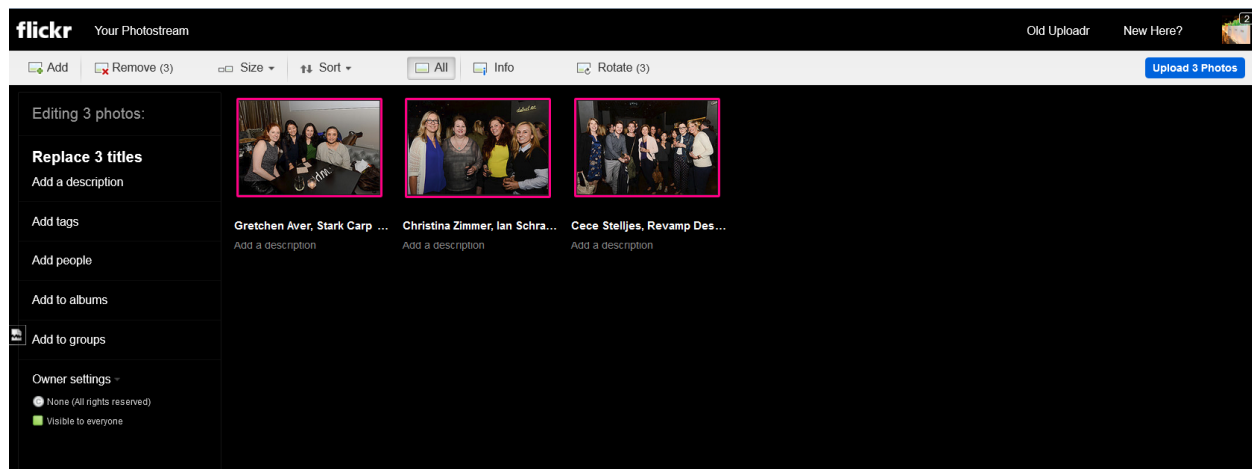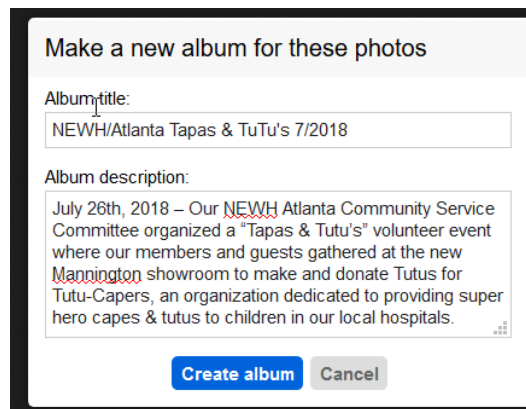
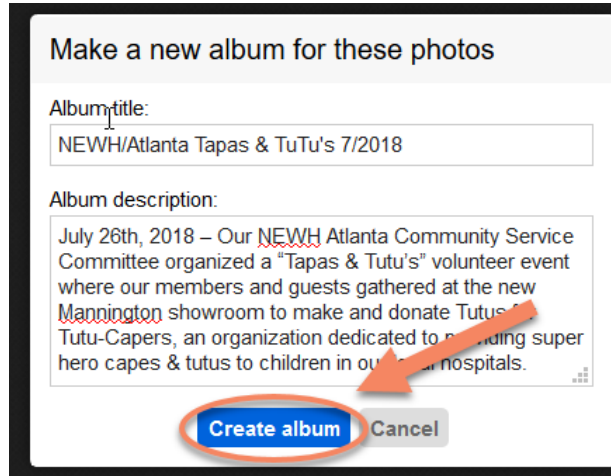6. On the left side menu – click on **Add to albums**.
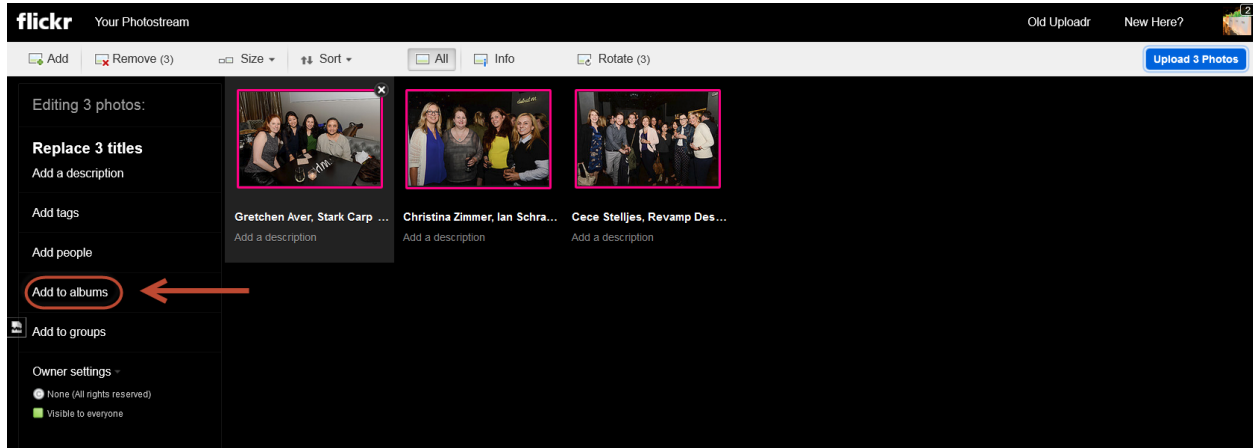
7. You will then see this menu pop up – click on **Create a New Album**

8. In **Album Title** – include your Chapter Name, Event Name, and Month/Year (i.e. NEWH/Atlanta Tapas & TuTu's 7/2018)

9. In **Album Description** - Add Description of the event (date, time, location – brief description of event) – then click on **Create Album** - see image below
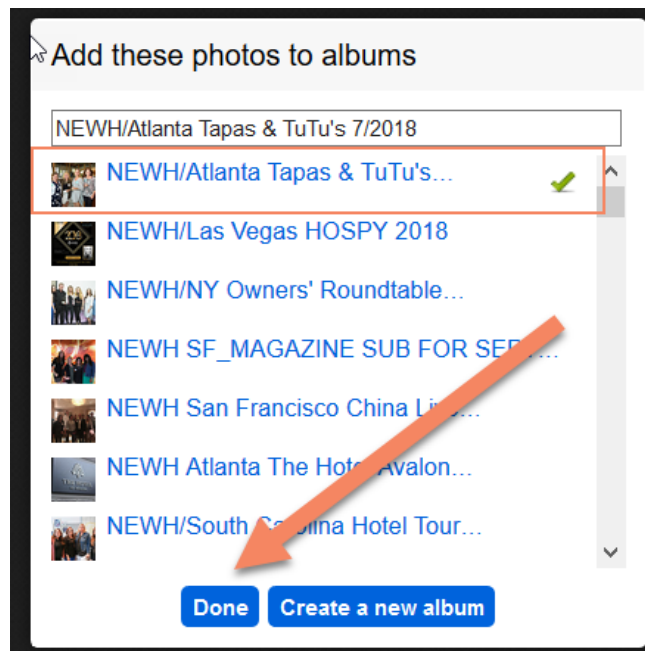

10. After clicking on Create Album, it will be added to the list. Find your newly created album (usually right at the top) and **be sure there is a Green Check Mark** by the album (and no check mark by any other album), then click on **Done**

Describe/Name your Photos

Optional: For each picture you can give a Title/Caption – or a description of the photo (i.e. name people in photo)

1. You can click on **Add a Description** under any photo, or click on the Name of those photo to add a caption/title to the photo (see yellow arrows)
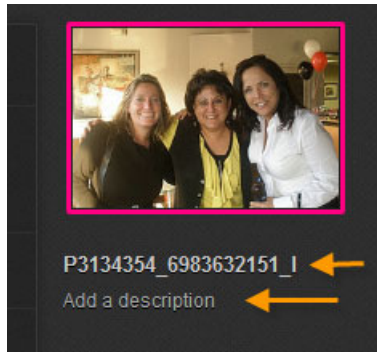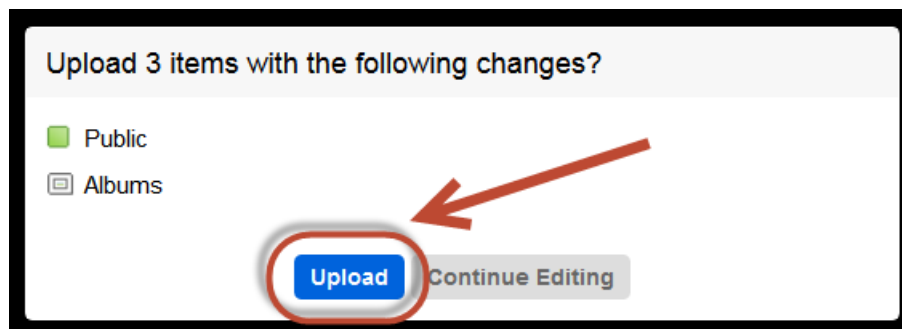

Upload your Photos

1. Once you have added any captions/names you'd like to the photos – click on **Upload 'x' Photos** in the upper right of the screen
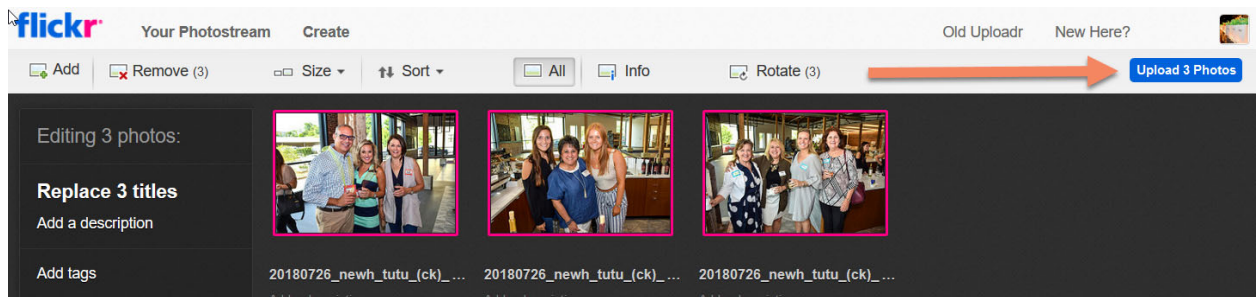
2. A light box will appear asking if you'd like to **Upload xx items?** Click on **Upload**

Last Step!

Send an Email to NEWH letting us know you've uploaded photos!

Please email Diane at NEWH (diane.federwitz@newh.org) to let her know you've added an Album to Flickr and she will file the photos correctly and add the code in the admin area of our website. It will then pull those photos right to your chapter page.

That's it!
If you have any questions, please email or call Diane at 800-593-6394.

Important
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