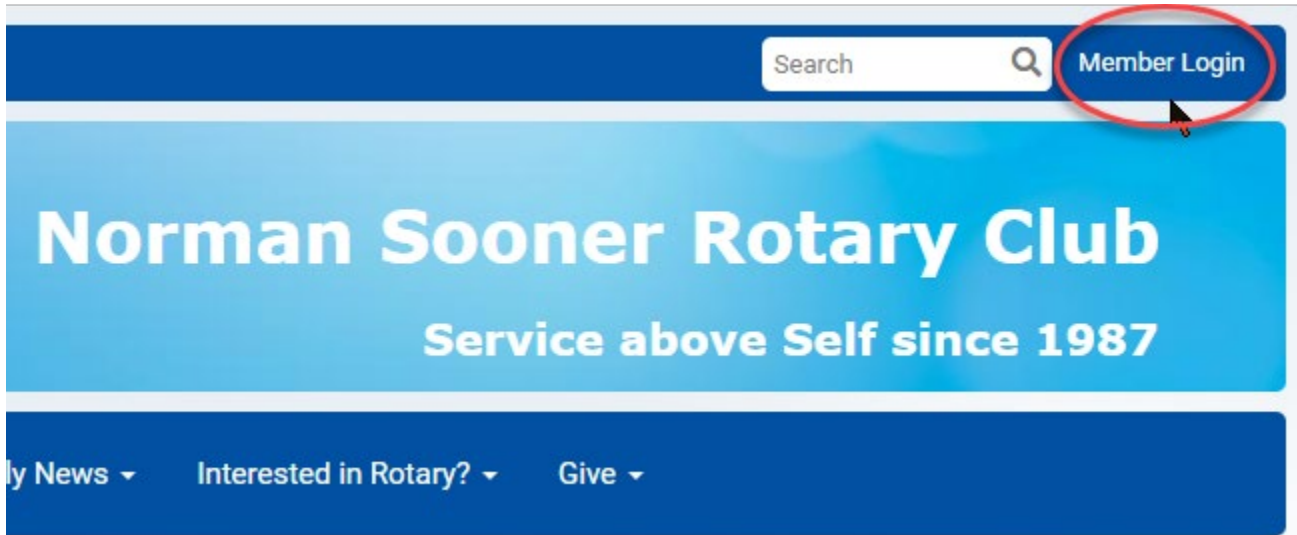


Working with Club Photo Album

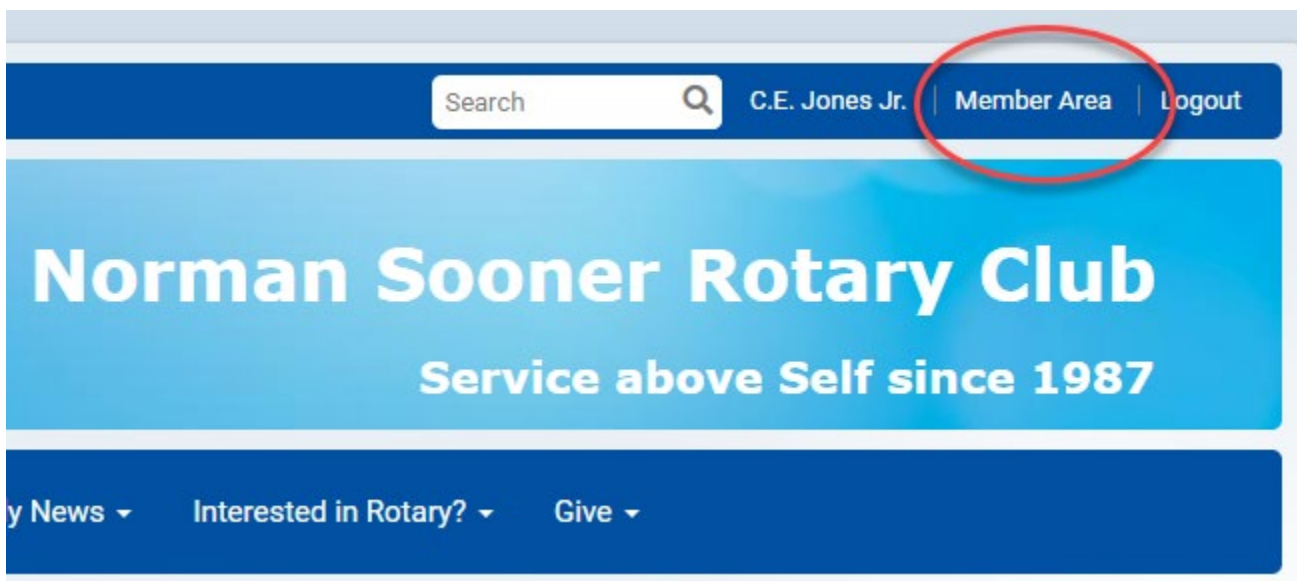
Create New Photo Album

Log into the club website at www.soonerrotary.org.

Click Member Login in the top right corner.



Once you are logged in, click Member Area in the top right corner.



Working with Club Photo Album

On the Admin Page, scroll to the bottom of the page to the Website Content section.

Click Create Photo Album

Website Content

Expand your digital reach with current and relevant content to engage your members.

[Home Page Content](#) → [Content Libraries](#) → [Help](#)

- Story Library [+ Create Story](#)
- Story Comments
- Story Tags
- Sponsors
- Photo Albums [+ Create Photo Album](#)**
- Pages [+ Create Page](#)
- Download Files [+ Add Download File](#)
- Image Library

Fill out the fields for Photo Album Name, description, owner (who is responsible for the photo album)

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

Date: Sep 02 2020 

Working with Club Photo Album

Scroll down to continue to fill out the fields for slide show settings. 3 seconds for the Interval Time is pretty short. 5 seconds is a better setting. Check out the different Transaction Effects.


Click Save to save your changes.

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: 

Save

Edit Photo Albums

To add and edit photos in a photo album, log into the website, go to the Member Area, scroll to the bottom of the page to the Website Content section. Click the Photo Albums Link.

Website Content



Expand your digital reach with current and relevant content to engage your members.

[Home Page Content](#) →

[Content Libraries](#) →

[? Help](#)

[Story Library](#) [+ Create Story](#)

[Story Comments](#)

[Story Tags](#)

[Sponsors](#)

[Photo Albums](#) [+ Create Photo Album](#)

[Pages](#) [+ Create Page](#)

[Download Files](#) [+ Add Download File](#)

[Image Library](#)

Working with Club Photo Album

Click the photo album you wish to edit, add or remove photos.

Photo Album Library

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](#)

[Published](#) [Deleted](#)

Filter photo albums:

[+ Add](#)

Title	Description	Date	Show on Photo Page	Owner	Actions
Club Banners	<i>Banners from clubs that Sooner club members have visited.</i>	Feb 01, 2020		C.E. Jones Jr.	
Jack Beller Presentation		Dec 17, 2019		Sandra Longcrier	
Join Page Photo Album	<i>Club board and meeting photos for join page.</i>	Aug 08, 2019		Sandra Longcrier	
Rotary 2019-09-24	<i>Rotary meeting on 9/24/2019 with Blue Badge presented to Bill Wallace, and presentation by Connie Eckstein about Suicide Awareness and Prevention, which she began to address with the suicide of her son Damien Eckstein who served in the mili...</i>	Sep 24, 2019		Mark Sandifer	
School Crossing August 2020	<i>School Crossing Photos August 31, 2020</i>	Sep 01, 2020		C.E. Jones Jr.	


Click the drop-down arrow to the right of an album for more choices.

School Crossing August 2020	<i>School Crossing Photos August 31, 2020</i>	Sep 01, 2020		C.E. Jones Jr.	
test background		Jun 16, 2019		C.E. Jones Jr.	
Tutorials	<i>Screen shots for tutorials</i>	Jan 12, 2020		C.E. Jones Jr.	

View
 Edit
 Photos
 Delete

To edit or delete a photo, click the drop-down arrow to the right of the photo.

Drag and drop photos to change their sequence.

Thumbnails	Title	Description	Created By	Created On	Actions
	Terry Boehrer and Family-2020 Crossing Guards	<i>Our fearless leader who set this all up for us! Thank You, Terry</i>	C.E. Jones Jr.	Sep 01, 2020	

[Upload Photos](#)

Edit
 Delete

Working with Club Photo Album

Edit the photo or replace it with a different photo.

Click Save when you are finished.

Current Image:



Replace Image:

Choose File

No file chosen

Maximum file size for upload is 15.00 MB.

Title:

Terry Boehrer and Family-2020 Cros

Description:

Our fearless leader who set this all up for us! Thank You, Terry

Total characters: 64/1000

Cancel

Save

Note: There are times when Clubrunner takes over the orientation of the photo. Who knows why?

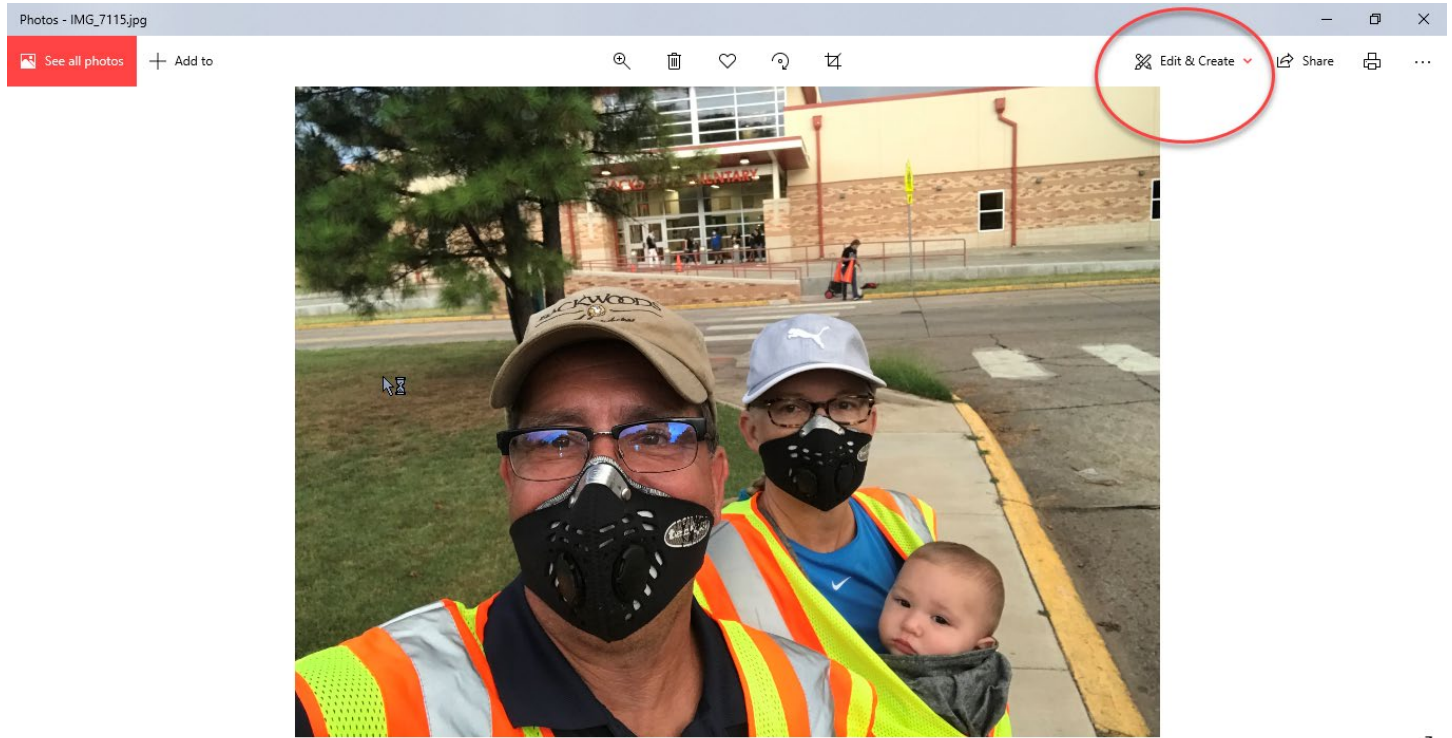
It is best to delete the photo. Edit your photo by cropping it down in another photo editing program then uploading the edited photo.

Working with Club Photo Album

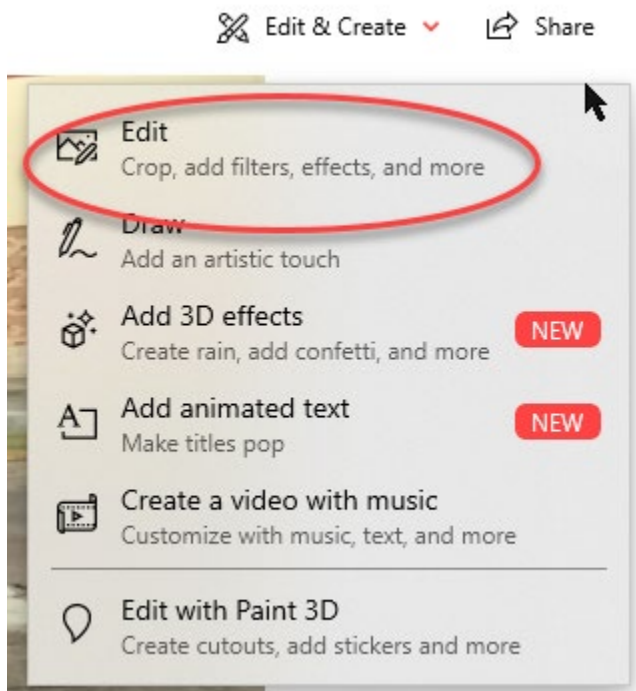
Editing Photos using Windows 10 Photos App

Double-click the photo to open it in Windows 10 Photo App.

Click Edit & Create in the top right corner.

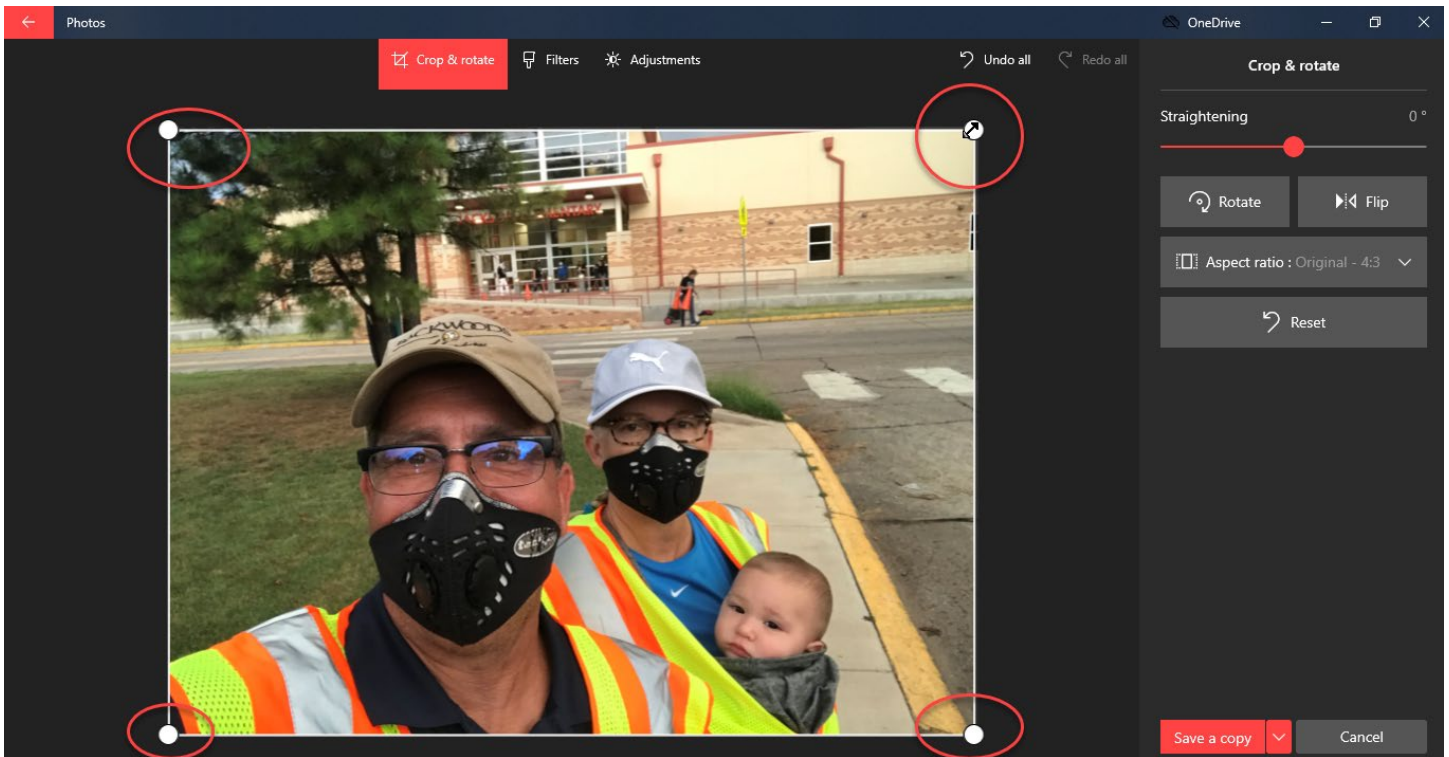


Click the top Edit option.



Working with Club Photo Album

Click and drag one of the round dots in the corners of the photo to crop the photo.



Use the Rotate button on the right to rotate the photo.

When finished, click the Save a Copy button in the lower right.

This saves the photo using the original name of the photo with copy added to the name.

Use the new copy to upload to the Clubrunner site.

If Clubrunner still uploads it incorrectly, try cropping or resizing again.