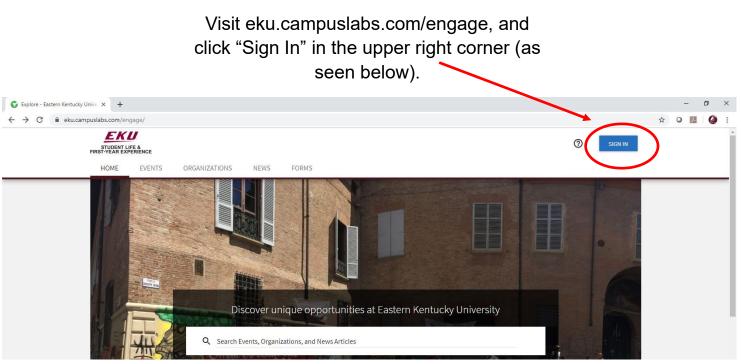
# Managing the Gallery

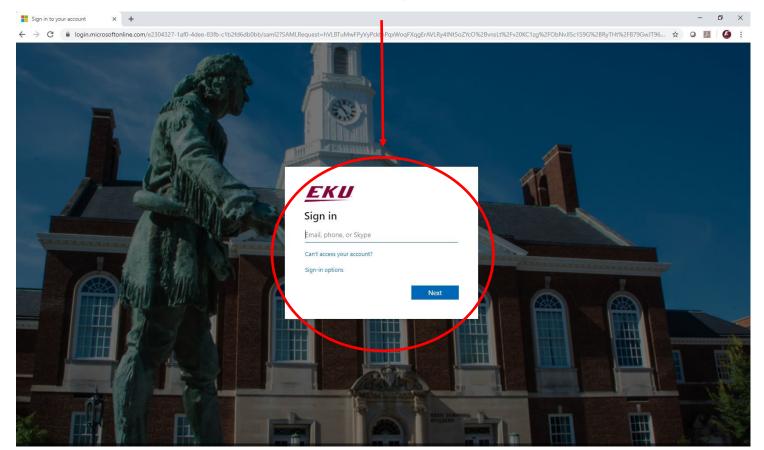
#### **STEP 1**



**STEP 2** 

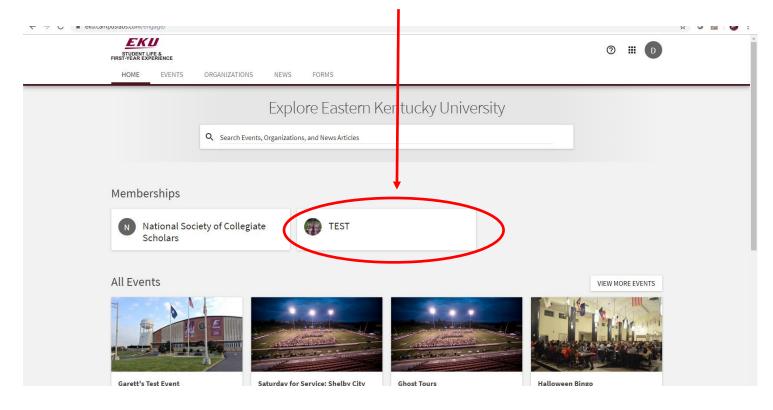
## Enter your EKU Email credentials to log

into the system.



### STEP 3

# Locate the student organization you serve as an officer in, and click into the organization.



## STEP 4

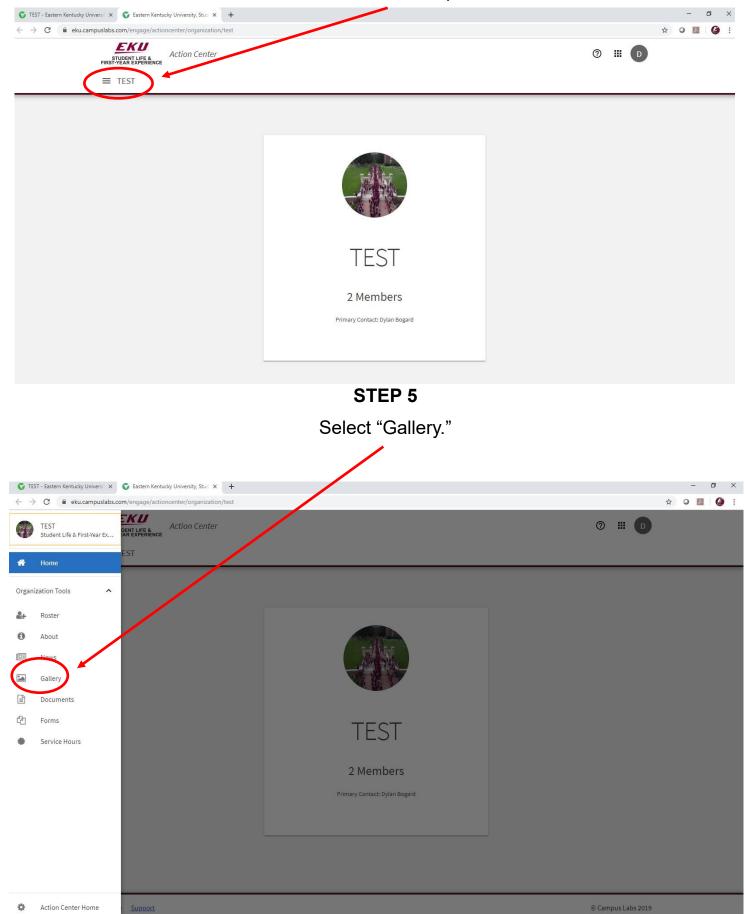
Once in, click on "Manage Organization" in the top right corner. If you do not see this, be sure you have accepted the invitation to be an officer.

HOME       EVENTS       ORGANIZATIONS       NEWS       FORMS         Image: Provide the state of the state	STUDENT LIFE & FIRST-YEAR EXPERIENCE	© # D
All Events	Member Since October 2019 TEST Contact Information 521 Lancaster Ave Rowlett 115 Richmond, KY 40475 United States E: dylan.bogard@eku.edu	
VIEW MORE EVENIS	All Events	VIEW MORE EVENTS

# MANAGING YOUR GALLERY

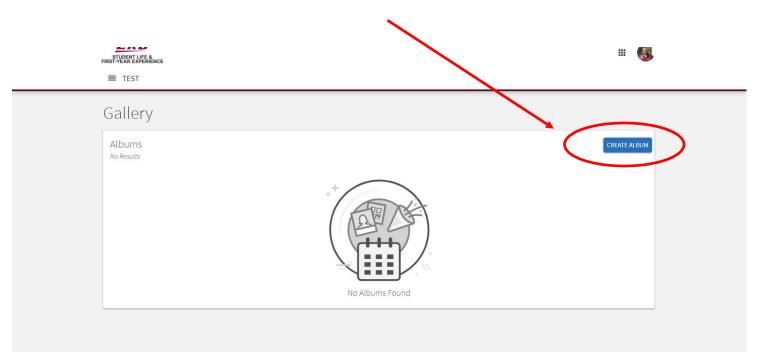
### **STEP 4**

Select the menu icon in the top left corner.



**STEP 6** 

Select "Create Gallery" in the top right corner.



STEP 7

## Complete the gallery information as prompted.

FIRST-YEAR EXPERIENCE		# <b>(</b>	
< BACK TO GALLERY			
Create Album		Visibility	
Name *		Public •	
Name *			
(up to 250 characters)			
	CREATE		
	E TEST  Create Album Name * Name * Description Description	E TEST  Create Album Name * Name * Description	E TEST

**STEP 8** 

Select "Edit Album" to change details and upload photos.

FIRST YEAR EXPERIENCE	II 😼
< BACK TO GALLERY	
Test         Image: State of the state	Album Actions EDIT ALBUM      DELETE ALBUM      Visibility      Public
Description TEST	
Photos This album contains no photos. Please edit this album to add photos.	

STEP 9

Add photos to your gallery. Photos are a great recruiting tool, so be sure to add some fun ones!

Edit Album		Album Actions
Name *		SAVE ALBUM
Name* Test		Visibility
Description * TEST (up to 250 characters)		Public
Photos		
E.	EKLEK	
Drop file or click to upload. (Max 10 files per upload)	DENT LIFIDENT L	