

# Creating your own personal photo album on the OCG Website

Member photo albums are collections of photos that can appear on a member's profile.

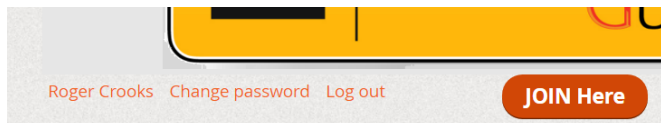
You can create multiple photo albums and upload photos to your albums. You can add descriptions to the albums and captions to your photos. Photos are displayed in the order loaded.

There is a limit of 50 photos for each photo album.

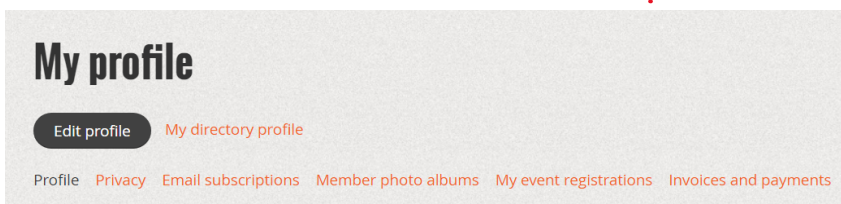
Currently we have set up Member Photo Albums to be viewable to members only.

## Setting up your own photo albums

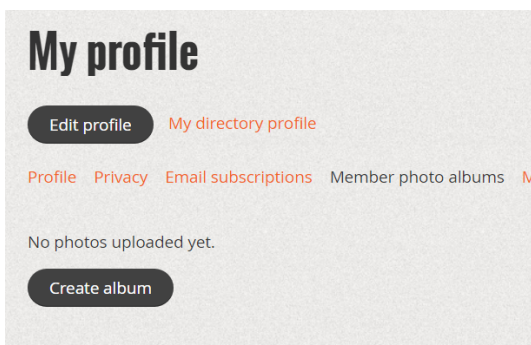
1. Log into the website
2. Click on your name in the upper left corner



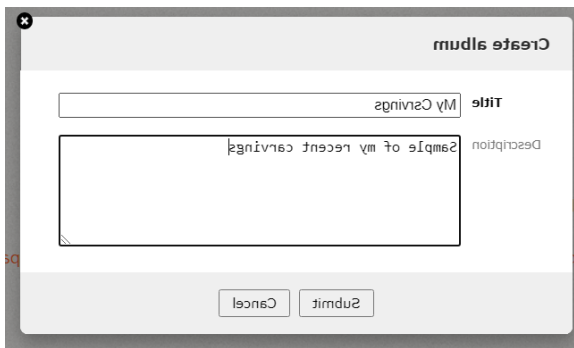
3. Click on Member photo albums



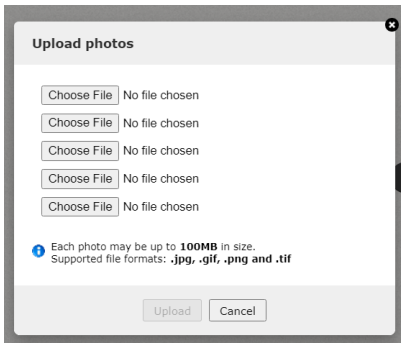
4. Click on Create Album



From there you name the album and optionally add a description.



Click on Submit. On the dialog that appears, select up to 5 images to be uploaded at a time.



You can select photos saved using the following file formats: .jpg, .gif, .png and .tif.

After selecting the files to be uploaded, click the **Upload** button.

The selected photos will be uploaded and added to the photo album.

## Managing photos

After adding photos to a photo album, you can set a photo as the album cover (hover over the photo then click **Set as cover**), assign a caption to the photo (click the photo, click **Add caption**), or delete photos.

Administrators cannot manage photos within member photo albums, only members control their album.

## Viewing member photo albums

Member information is protected to only other OCG members including the photo albums. To see or show your albums to others;

1. Log into the website
2. Go to your profile (see above)
3. Click on Member photo album

To view a photo album, the click the album cover. Thumbnails will be displayed for each photo in the album.

To view a larger version of a photo, click the thumbnail within the photo album page. On the individual photo page, the photo will be displayed as close to full size as can fit on the page.

To view the full version of the photo in a separate browser tab, click the photo within the photo page. To scroll through other images in the album, click the **Previous** or **Next** links.

The caption will appear below the photo thumbnail within the album and on the individual photo page.

## Deleting photos

To delete a photo, hover over its thumbnail within the photo album page then click the **Delete** link that appears.