

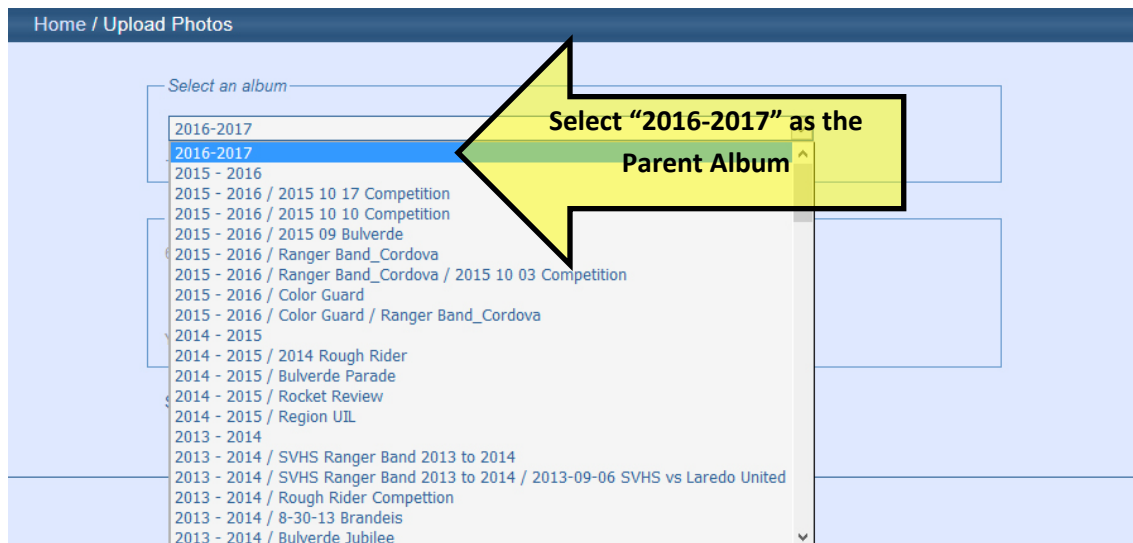
Step 1: Go to the Albums Page and Log-in with your user name and password – contact admin@svhsband.com to request an account.

The screenshot shows the 'Albums' page interface. On the left, there is a sidebar with sections: 'Albums' (listing years from 2014-2015 down to 2006-2007), 'Specials' (with links like 'Most visited', 'Best rated'), 'Menu' (with a search box and links like 'Tags', 'Search'), and 'Identification' (with a 'Login' link and a 'Quick connect' form). On the right, the 'Home' section displays a grid of album thumbnails. A yellow arrow points to the '2008 - 2009' album thumbnail, which is labeled '946 photos in 11 sub-albums'. The text 'Log in here' is written inside the arrow.

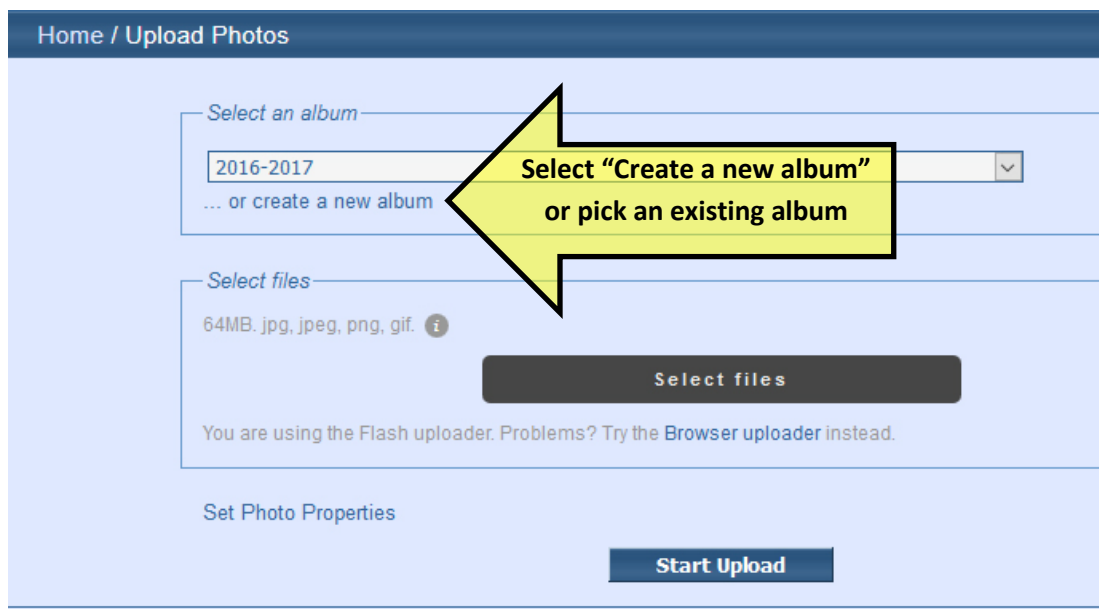
Step 2: Select the menu item "Upload Photos".

The screenshot shows the 'Menu' section of the website. It features a 'Quick search' box at the top. Below it is a list of menu items: 'Tags', 'Search', 'Comments', 'About', 'Notification', and 'Upload Photos'. A yellow arrow points to the 'Upload Photos' item, with the text 'Click "Upload Photos"' written inside the arrow. Below the menu is the 'Identification' section, which displays 'Hello admin !' and a list of links: 'Logout', 'Customize', and 'Administration'. To the right of the menu, a partial view of a photo gallery is visible, showing a photo of a person.

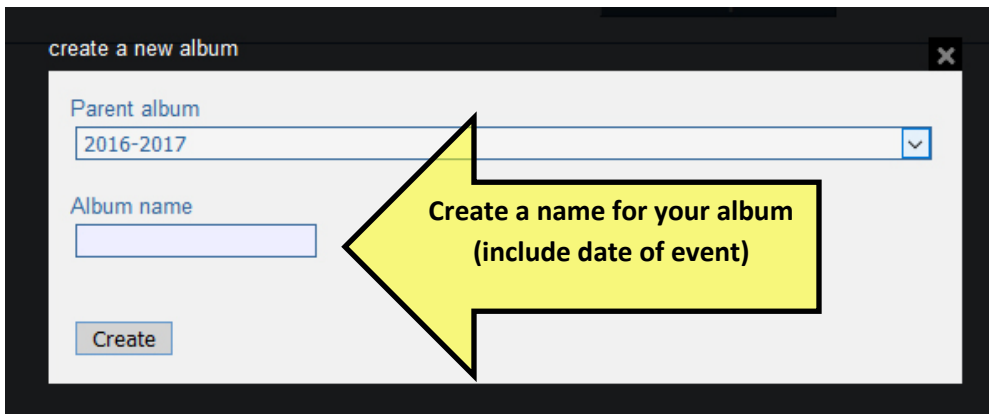
Step 3: Select 2016 - 2017 as the “Parent Album” from the dropdown list.



Step 4: For new albums, click "create a new album".



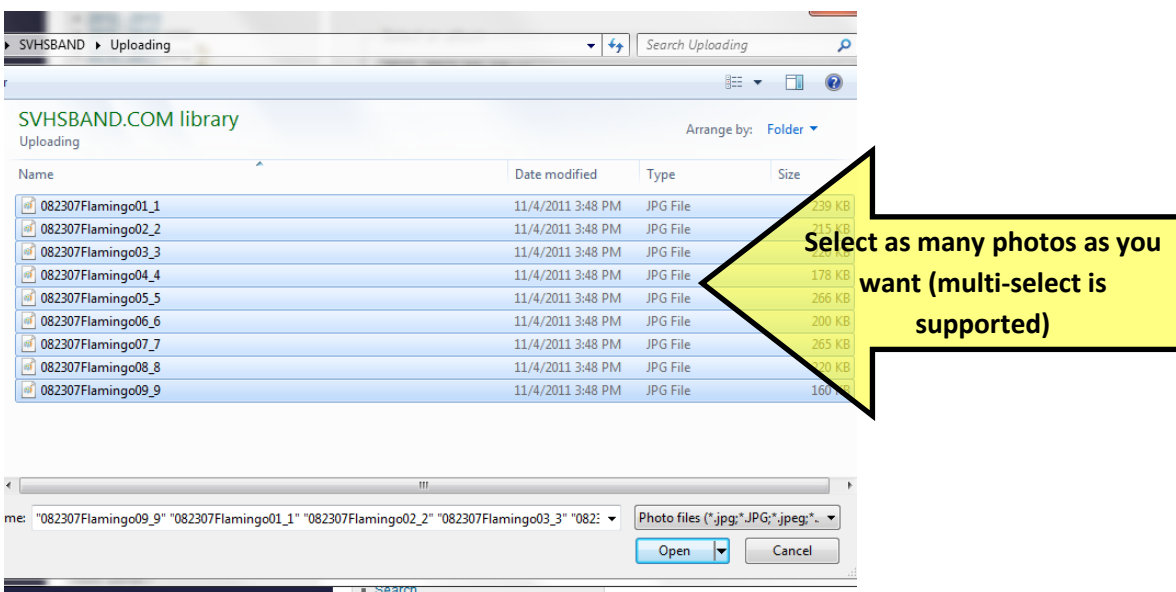
Create a name for your new album. It is a good idea to put in the date and the event - like "(Date) - Meet the Band Night" or something like that. Click "Create." **PLEASE NOTE:** When this window pops up, you may have to choose the Parent Album again. **Please make sure your new album is under the correct years – thanks!**



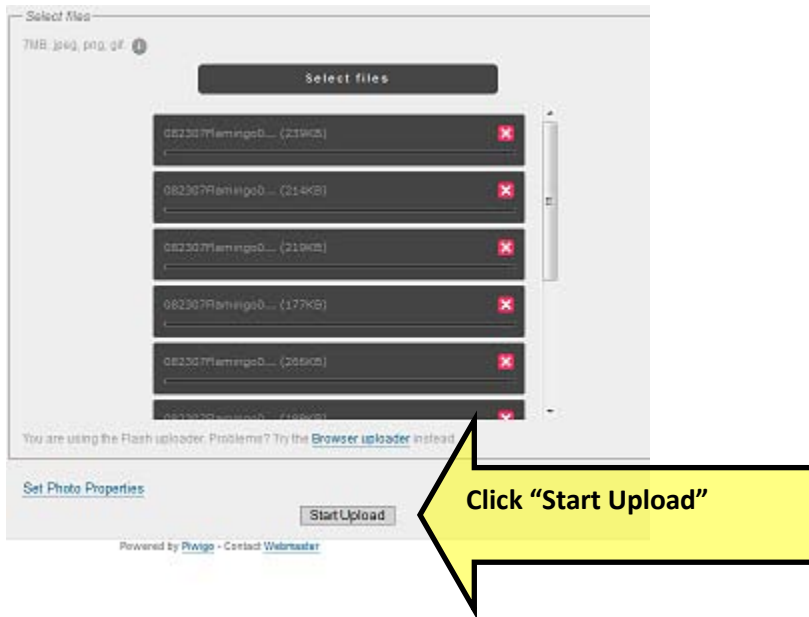
Step 5: Click "Select Files" and navigate to where the photos are on your computer.



Please make sure the correct Album is selected.



Step 6: Click "Start Upload"



That's it! Thank you for uploading photos and contributing to the legacy of the SVHS Ranger Band.