

How to Post Photos on the District 5 Website

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The District 5 website allows for all members to contribute content! One type of content which you may choose to contribute is **photos from your club, area, and division events.**

The website includes **an easy-to-use photo upload interface** which does not require any programming knowledge or in-depth web expertise.

Important Tips & Guidelines - PLEASE READ FIRST!

Instructions are included below ([click here](#) to download the instructions in PDF format), but first a few tips and guidelines:

1. **You must be logged in to the site in order to upload photos.** To register and create a login, please complete the site [registration form](#). This is a very simple process which takes just a minute and may be done via the login module located in the right column of the home page.
2. **Please limit the number of photos for any given event to 20 or fewer.** Select the best images for others to view and enjoy.
3. **Please make sure that your photos are not too large.** The photo upload module cannot process photos which are larger than 2 MB (2,000,000 bytes) in size (*photos close to 2 MB may also be rejected; please try to keep the file size to 1MB or smaller if possible*).
4. **File names may only contain letters, numbers, hyphens, and underscores.** Photos with other types of characters (*such as *, &, %, parentheses, or brackets*) will be rejected by the upload interface.

Upload Photos

1. To post photos to the site, **click on "Upload Photos" under "Things to Do" or under the "Files & Photos" menu** (*you must be logged in to the site to see the latter option*).
2. **You will be directed to the User Panel. This panel includes two options: Upload and Categories.** For the most part, you will use the "Upload" feature, but in certain instances you may need to create a new category for your photos (*see below for information on adding categories for photos*).
3. **Click on "Upload" to be directed to the photo upload interface.** You may upload photos individually (*up to 20 photos*) or via the Batch Upload feature (*for .zip files*).

Single Image Upload

1. **Select a title for your photo or group of photos** (*i.e. Area 8 Spring 2011 Contests*).
2. **Select the appropriate category for your photo(s)** from the Category pull-down menu (*i.e. Contests --> Area Contests*).
3. **If desired, type in a description of any length in the Description field.** This will help viewers to know more about the photos you will be posting, such as the date and location of the event. Please do not just repeat the title in this field, as it will result in repetitive information on the page.

4. **Browse to the photo(s) on your hard drive using the "Browse" button, then click "Open."**
5. **You may upload as many as 20 photos** using the "Upload Photo(s)" interface. Please watch your file size, however. **Each individual file cannot be larger than 2 MB (2,000,000 bytes).**
6. After selecting all of your single photos for upload, **click on the "Upload" button at the bottom of the page.**
7. Photos will be sized down automatically by the photo application. **If you get an error message when trying to upload photos, your file size is likely too large.** Please size down your photo and try again to upload it to the site. Alternatively, your file name may contain an "illegal character" (e.g. *, &, %, parentheses, or brackets). **Please make sure the file name ONLY includes letters, numbers, hyphens, and underscores.**
8. **The Webmaster will need to approve your photos** before they appear on the site. **Please allow 2 business days for this process.** If your photos are time-sensitive, please email the Webmaster at webmaster@d5toastmasters.org and ask for the process to be expedited.

Batch Upload

1. **Enclose all of your photos (up to 20) in a ZIP file (.zip extension)** using the file compression software of your choice (e.g. WinZip or Stuffit).
2. **After clicking "Upload" from within the User Panel, click on the "Batch Upload" tab.**
3. **Browse to the .zip file on your hard drive** using the "Browse" button, then click "Open."
4. **Select the appropriate category for your photo(s)** from the Category pull-down menu.
5. **If desired, select a start number for your photos** (if the field is left empty, the start number will be 1).
6. Please **enter a Generic Title for your photos.** This will help viewers to know more about the photos you will be posting, such as the date and location of the event.
7. **If desired, enter a generic description for your photos.** Please do not just repeat the title in this field, as it will result in repetitive information on the page.
8. **Click on "Begin Uploading."**
9. **If you receive an error message, it is likely that either your photos are too large or you have included "illegal characters" in either the zip file name or individual photo names.**

Adding Photo Categories

1. **If you do not see an appropriate category for your photos in the upload interface, you may need to create a new category.**
2. To create a new category, **click on the "Categories" button within the User Panel.**
3. **Click on the "New Category" button** on the next page.
4. **Type in your new category name.** Please keep the name concise (2-3 words if possible).
5. **You do not need to type anything in the Alias field.** This field will be populated automatically when you submit a new category.
6. **Select a Parent Category for your new category if appropriate.** For example, the parent category for "Area 13 Contests" would be "Contests --> Area Contests."
7. **If desired, enter a Description for your new category.** If the category is self-explanatory, leave this field blank.

8. **Please leave the "Published" field at the default selection of "No"** because the Webmaster will need to approve your new photos and he or she will publish the category at that time.
9. **Click on "Save"** to submit your new category.

Questions?

Please contact the webmaster at webmaster@d5toastmasters.org if you have any questions regarding the instructions above or if you run into any problems when uploading your photos to the District 5 website.