

## Instructions for Uploading Photos to the HOG Web Site

*Note: All photos should be resized to approximately 300 Kb each before uploading your photos. This will dramatically reduce the upload time and will decrease the time it takes for each photo to load while viewing. The process used to resize your photos will vary based on the software provided with your camera, please refer to your software user guide for photo resizing instructions. (The sever will only permit batch photo uploads that are less than 10 MB).*

1. Log in to the HOG web site at: <http://hog.classicharley.com>
2. Move the mouse cursor to the "Berks County HOG visit website" button located in the upper left corner and press the left mouse button to enter the web site.
3. From the Home Page move the mouse cursor to the "Photo" tab at the top of the page and press the left mouse button to open the Photo Gallery.
4. Move the cursor to the "Year" that you would like to upload your photo too, press the left mouse button to open that year's list of currently established albums.
5. In order to upload photos, "You" must be the creator of the Album you are attempting to add photos too. To create a new Album, move the mouse cursor to the upper left hand menu bar and place the pointer on "Add Album", press the left mouse button to open the Album generator.
6. Look to the left of the "Name" box, verify the correct "Year" gallery is displayed. If the correct "Year" gallery is not displayed, move your mouse cursor to the back arrow located in the upper left corner of your browser and press the left mouse button to start over.
7. If the correct "Year" gallery is displayed to the left of the "Name" box, typing in the name of the Album you want to add. Move the mouse cursor down to the "Title" box and press the left mouse button to activate the blinking text cursor. Type in the same name that you used in the "Name" box above. With mouse wheel, scroll down to the bottom of the page, move the mouse cursor to the "Create" box located in the lower left corner and press the left mouse button to create the album.
8. The next page should open with a header at the top left corner of the page which says "Edit Album", the next line down should say "Album Created Successfully". If all appears to be correct, with mouse wheel, scroll down to the bottom of the page, move the mouse cursor to the "Save" box located in the lower left corner and press the left mouse button to complete the creation of the album.
9. Move the mouse cursor to the upper left hand menu bar and place the pointer on "Add Items", press the left mouse button to open the photo upload page. Move the mouse cursor to the top "File" box and press the left mouse button to activate the blinking text cursor, move the mouse cursor to the "Browse..." button to the left and press the left mouse button. Browse to the folder on your computer where your photos are located and select the photo you want to use as the cover shot for your album, move your mouse cursor to the photo and press the left mouse button, move the mouse cursor to the "Open" button located in the lower right corner and press the left mouse button. Add additional photos by moving down to the next "File" box and repeat the steps outlined above. Additional upload file boxes may be added by placing the mouse cursor on the "More Upload Boxes...", then press the left mouse button.
10. Once you've browsed and selected the photos to upload, with mouse wheel, scroll down to the bottom of the page, move the mouse cursor to the "Add Items" box located in the lower left corner and press the left mouse button to start the upload process. (Note: up to 20 photos may be uploaded at one time, as long as the total file size of all photos being uploaded does not exceed 10 MB per upload)
11. To upload additional photos, repeat steps 9 and 10, this process will not change the album cover photo.