WSI – Adding Member Photo Albums

Log in to the WSI Website (https://watercolorsocietyofindiana.org) and click on icon [icon] to select "View Profile". **DO NOT** click "EDIT PROFILE". Click the link "Member photo albums" instead. Follow the instructions below to add albums and images of your paintings to the WSI membership information.
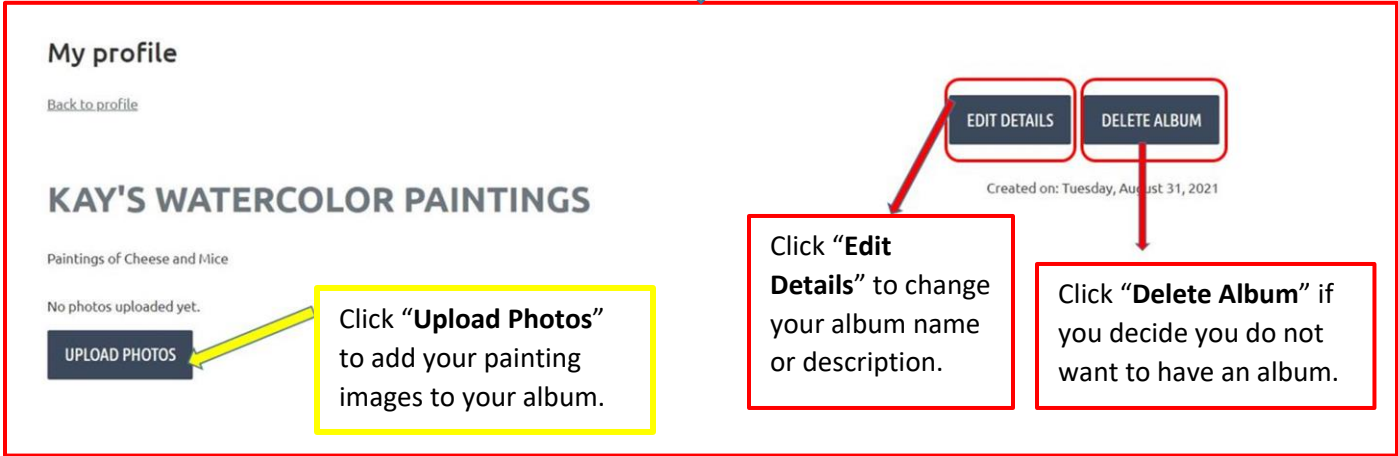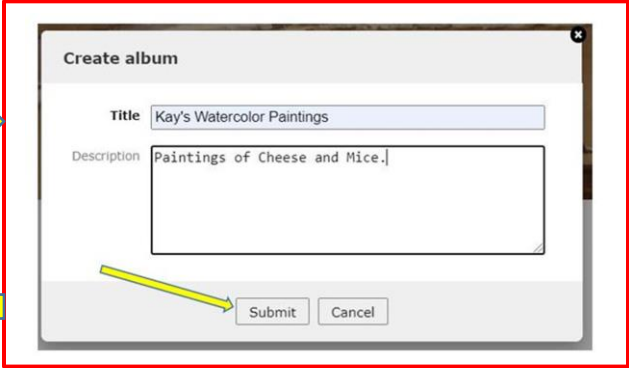
Select "**Member photo albums**".
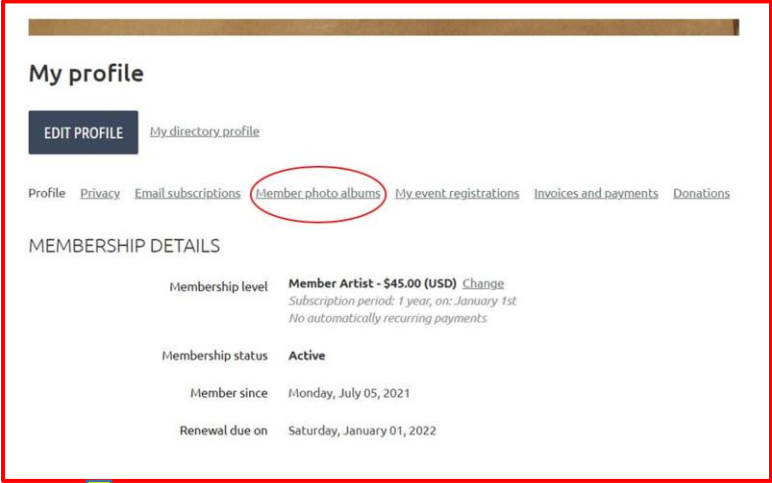
Click on "**CREATE ALBUM**".

Type in a *Title* for your album and a *Description* of the contents of the album (optional). Click on "**Submit**".
You will be taken back to the "My Profile" screen below.

Click "**Upload Photos**" to add your painting images to your album.

Click "**Edit Details**" to change your album name or description.

Click "**Delete Album**" if you decide you do not want to have an album.
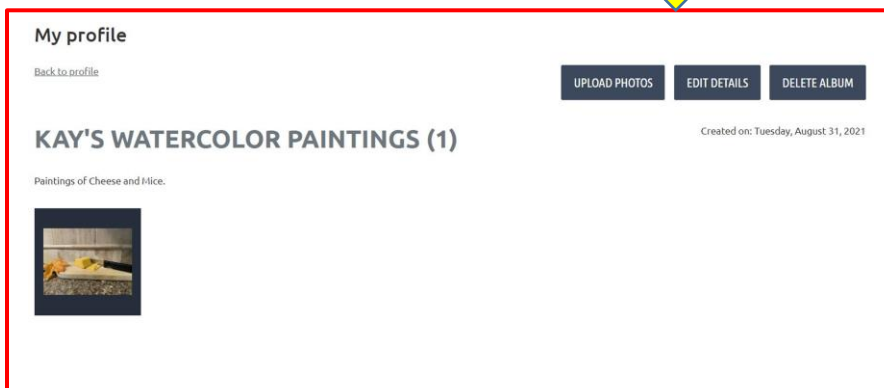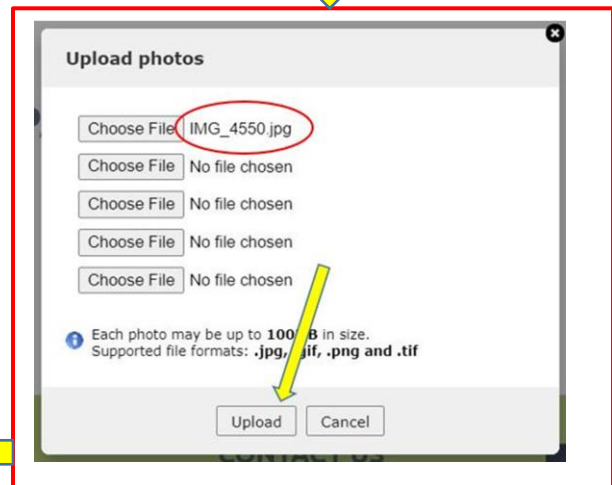
WA Member Photo Album (Continued Page 2)

Click "**Choose File**". You will be taken to your files on your computer. Click on an image you would like to add to your album, then click "**Open**".
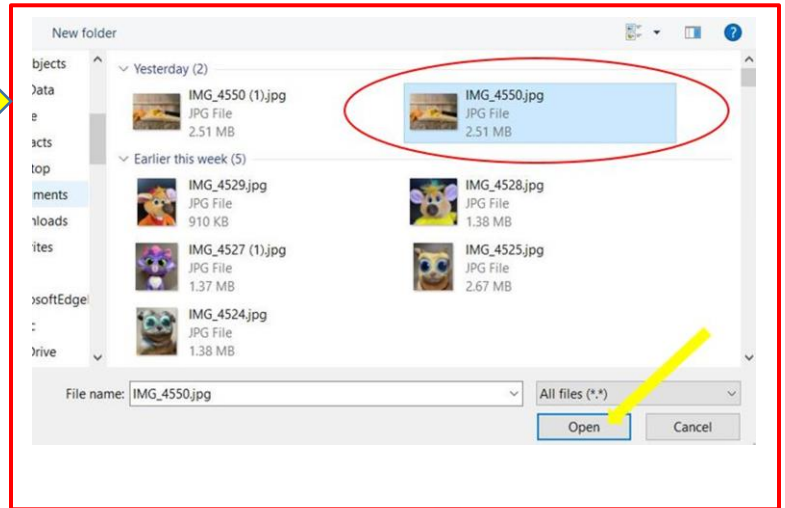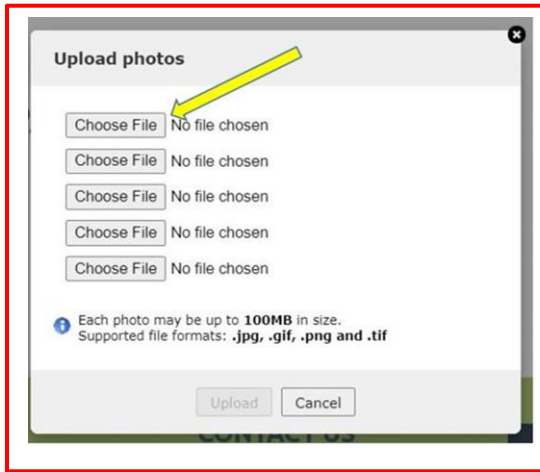
The file you selected will be shown next to the "Choose File" box. You can continue to "Choose File" for the remainder of available boxes. (Up to 5 images can be selected to be uploaded at a time.)

When ready, click "**Upload**". (You can load more painting images at a later time.)

The album name and cover photo will be shown on

You can click the "Back to Profile" link or continue to add a "caption" and choose the image you want as the "cover image".

Click on the painting image you want to add a caption to. A new page will open with the image. Select "ADD CAPTION". Type in your caption and click "SAVE".
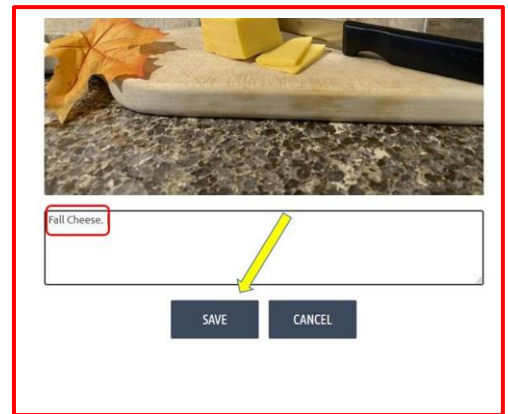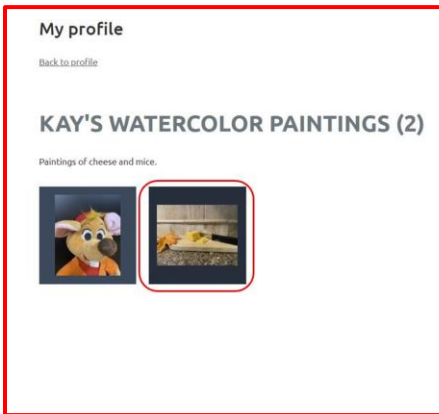
You can choose which image in your album is the "cover" image. This will be the image that will be seen first before the album is opened. Click on the image and the options for "**SET AS COVER**" or "**DELETE PHOTO**" will become accessible. To return to previous page, click the link "**All album photos**".
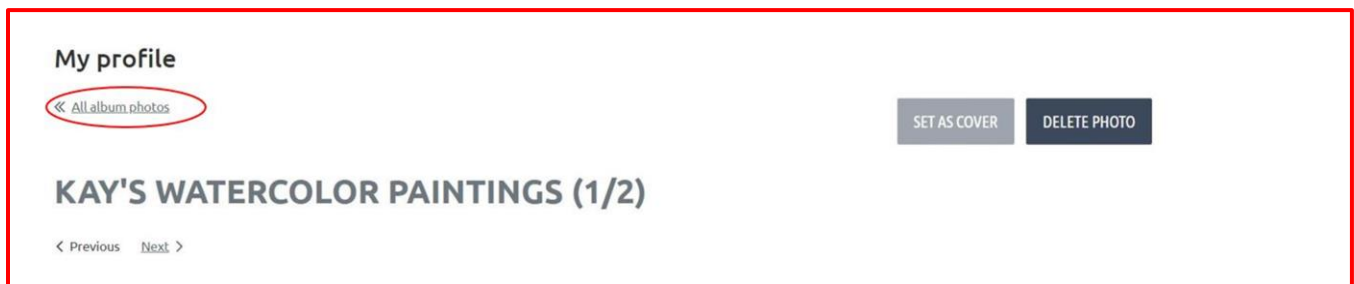
You will now have an album of your painting images available for viewing!

The information will appear in the Member Directory as in the box below.
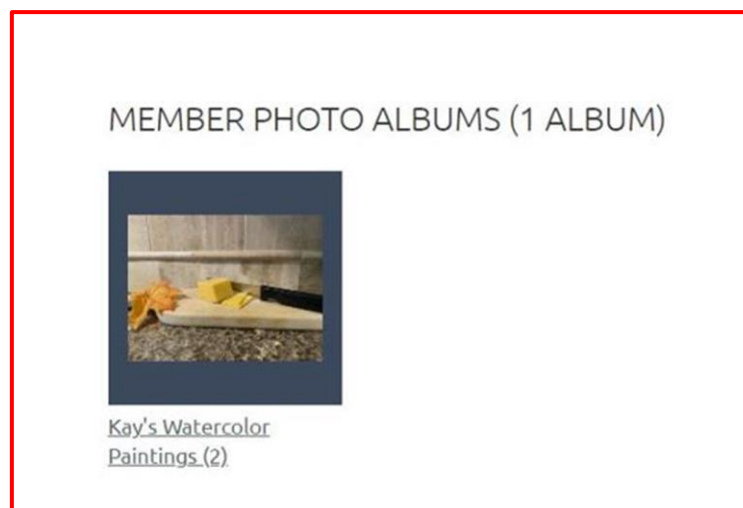
Please contact a Wild Apricot team member if you need assistance.