Photo Uploading Instructions for IWIRC Website to Network Pages

- Go to www.flickr.com

- Sign in using your iwirc-------- @yahoo.com account, and your password (contact IWIRC headquarters if you do not know your network's yahoo account or password at 434-939-6002, info@iwirc.com)

- Choose "upload your photos", follow the instructions to upload the photos you want to send to your network's page on the website.

- Don't forget to add tags and captions as those will carry through to the IWIRC site.

- Create a "set" through flickr for each album you want to download onto the site.

- Go to the IWIRC site, www.iwirc.com

- Login to your account (any member designated as a network board member can upload photos or make changes to your page)

- Go to the "Resources" tab and select "Photo Albums"

- All the photo albums already posted will show up, with a yellow box that says "+Create New Content", click on that box.

- Select "Network Photo Album"

- Your network should automatically show up in the network field.

- Fill in the title, date, teaser (this is a description of the photos, i.e. A wonderful time was had at the D.C. network wine tasting!). You can also add a longer description in the album summary box.

- **THE FIRST TIME** you load photos, enter your network flickr account, iwirc-------. (contact IWIRC headquarters if you do not know your network's flickr account at 434-939-6002, kdawson@iwirc.com). Once you have uploaded your first album, this field should automatically fill in for subsequent postings.

- Click on "Load Albums". The system will then automatically upload all sets that have been created under your flickr account and you can then select which album you want to include.

- The system will then automatically load your album to be accessed through your page and through the general photo album-that's it!

Prepared March 23, 2011 by Shari Bedker, IWIRC Administrative Director (Updated 7/25/2014)