

Picture Upload for League Athletics website; www.stapleslax.com

Log in with your photo password.

“Administrator” should appear in the top right of your screen.

Click on your team page tab (Varsity, JV or Freshman) on the top row of your screen. (under Staples Wreckers Lacrosse)

Click on **Pictures** tab on the left hand side tabs.

The photo page should open with existing albums.

At the top right is “ACTION” with a drop down menu.

Click on “Create Album”.

You will be prompted to **name your album**.

After you have done that, click on **SUBMIT**.

You will now see **UPLOAD Pictures** as well as “Link To: “ (leave blank). Below that you will be prompted to **[select files]** (JPEGS only) from your computer.

You can select many files at once by holding down the shift key.

Once you have selected your files (you can add/delete more later) you will see them listed as jpegs.

Scroll to the bottom and click on **UPLOAD**. A pink line will tell you that upload is in process. Photos will start uploading one by one. You can watch the progress and see the list shortening as they complete uploading until they are done.

Please read the COPPA compliance while you are waiting. Be sure to use your best judgment when posting pictures to the site.

When they are done you will see all your photos on the page. If you click “back” on the top right, you will see them organized in their folder. You can move photos up/down or add/delete as desired.