

Instructions for Uploading Photos to PaliLax Website

1. **Login** to www.palilax.com using your username and password. If you have not registered with the website before, you will need to do this first to generate a user name and password. If you are unable to access the “Admin” menu then you will need to contact Louise Sandy (louise.sandy@sbcglobal.net) to get your permissions altered.
2. Select the orange “**Admin**” button on the top right of the screen
3. From the **Admin** menu, select **Tools**, and then **Picture Manager**. This will take you to a page that says “**Association Pictures**”. From the drop-down menu on the right, choose “**add picture**”. On the next screen you will have several options to select:

Season

This drop-down list defines the season in which the photo page will exist – this should be 2015/16 Season.

Team

You can select on which team page the photo is displayed – Boys or Girls Varsity or JV

Optional Step: Link To

This feature allows you to enter a website (URL) or email address to link uploaded pictures to. This allows visitors to click on the photo and be directed to another website or prompted to send an email regarding the picture.

Optional Step: Watermark

This tool allows you to enter text that will appear as a watermark across the image. This will allow visitors to view pictures as samples but prints will have the entered text across them

Optional Step: Original

When checked, this tool will allow you to make the original uploaded, full resolution picture available for download directly to the site. This is designed specifically for clubs that wish to allow their members access to pictures without paying any fees or restrictions. When viewing a picture, there will be a "Download" button available on the Picture page. If un-checked, the "Download" button will be unavailable and only the standard size, 580 pixel wide version will be available.

4. Select “**Select Files**” to locate the photographs on your computer
5. Select “**Upload Files**” to begin the upload process

ORGANIZING PHOTOS

From the relevant team page (from the **Home** page, click the “**Select Your Team**” tab, then select the relevant **team**; then select the “**Photos**” tab from the left menu bar), select “**create album**” from the dropdown menu on the right. You can name the albums individually, for example “February 20th vs Chaminade”. Using the same dropdown menu, you can move photos from one album to another, delete photos and albums etc.