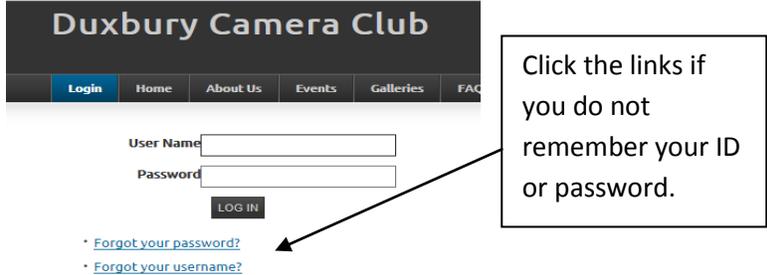


INSTRUCTIONS FOR UPLOADING FIELD TRIP IMAGES

After a field trip, you can upload 5 of your images to the field trip gallery for inclusion in the spring field trip slide show.

<ol style="list-style-type: none"> 1. First, make sure you are logged into the Club's web site. <ol style="list-style-type: none"> a. Go to www.duxburycameraclub.org b. Click on the LOGIN menu link at the top. c. Enter your login ID and password and click on the Login Button. 	 <p style="color: red; font-weight: bold;">NOTE: Please be patient, it may take the system a while to log you in.</p>
<ol style="list-style-type: none"> 2. Once Logged in, you will see the MEMBER MENU in the left hand column. 3. Select the Galleries/Field Trip Photos/ from the top menu. 	
<ol style="list-style-type: none"> 4. Select the appropriate year folder for the field trip you attended. 	<p>Field Trips Photos - Field Trips</p> <p>As members of the Club we travel to various locations in and around our town. These trips are coordinated by our Field Trip Leaders. If you have any suggestions you might have for future excursions. Copyright for these gallery photographs belongs solely to the photographer. No part of this publication may be reproduced, stored in a retrieval system, or used in any way without the written expressed, permission of the photographer.</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid gray; padding: 5px; width: 40px; height: 40px; text-align: center;">←</div> <div style="border: 1px solid gray; padding: 5px; width: 60px; height: 60px; text-align: center;">  2011-2012 Field Trips </div> <div style="border: 1px solid gray; padding: 5px; width: 60px; height: 60px; text-align: center;">  2012-2013 Field Trips </div> <div style="border: 1px solid gray; padding: 5px; width: 60px; height: 60px; text-align: center;">  2013-2014 Field Trips </div> </div> <p style="text-align: right;">Ordering: Title Ascending ▼ Display Num: 5 ▼</p>

5. Select the specific field trip folder that you went on and that you would like to upload photos for.

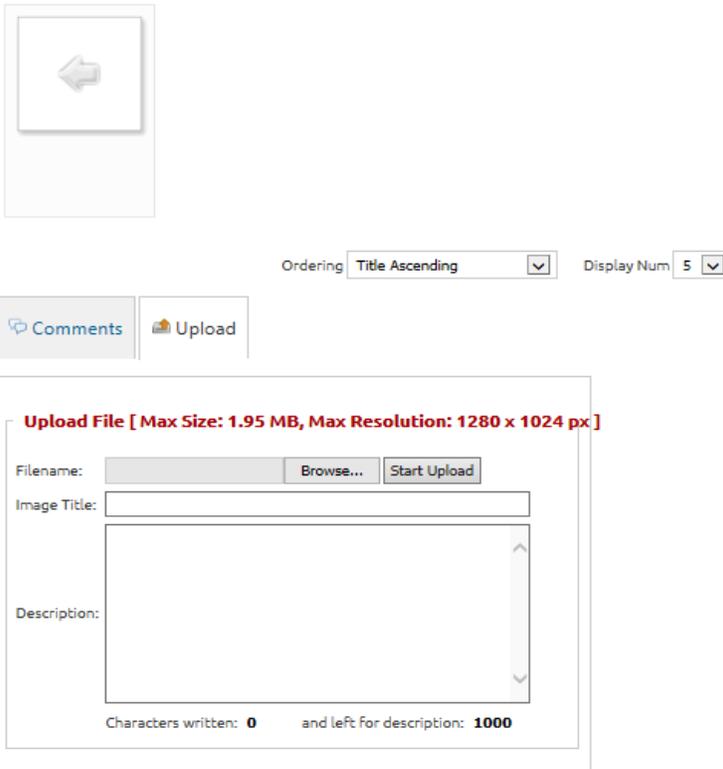
Field Trips Photos - 2013-2014 Field Trips



6. Click on the **UPLOAD** tab within the field trip folder.
- Use the **Browse** tab to find the file on your computer that you would like to upload.
 - Enter the **Image Title**. This should consist of your first and last name and a unique image title or number.

Sample: **John_smith_001**
 - Enter a **Description** of what the picture is about.
 - Click on the **Start Upload** Tab.

Field Trips Photos - 03 WWII Reenactment - Stow



Ordering: Display Num:

[Comments](#) [Upload](#)

Upload File [Max Size: 1.95 MB, Max Resolution: 1280 x 1024 px]

Filename:

Image Title:

Description:

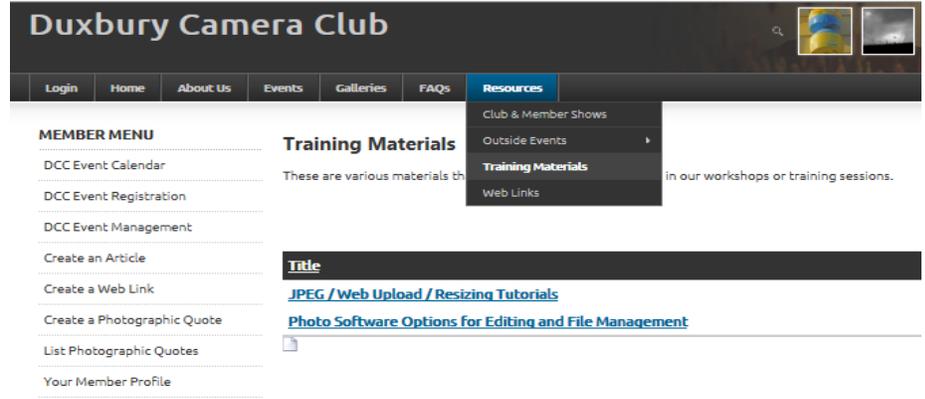
Characters written: **0** and left for description: **1000**

NOTE: If you do not see the upload tab, you are NOT logged in. You must be logged in to see this tab.

If your file does not upload and you do not see it in the gallery, it may have been too large and was blocked from the upload. File sizes should be close to the following:

Resolution: 96
Width: 1280
Height: 800

7. If you do not know how to resize your file, please go to **Training Materials** option in the **Resources** menu and select the **JPEG/Web Upload** document for instructions.



8. If you are still having problems uploading your images, or you cannot figure out how to resize them, please contact the current Field Trip Chairman or the Club Secretary via email.
9. You can contact the committee members by going to the Club Committees page in the ABOUT US menu option. Please make sure you are logged in to see the Committee contact forms.

