

HOW TO SHARE CHAPTER PHOTOS

1. **Login** through <https://schcCompanions.org>, **Companion Login**, upper right menu.
2. From the main menu, hover over **CHAPTERS**.
3. Click **PHOTO GALLERY** in the drop-down menu.

This takes you to the page where a Box portal allows you to view photos.

NAME PHOTOS DESCRIPTIVELY BEFORE UPLOADING

File names become captions.

4. **Prepare by selecting photos and naming them according to the naming convention posted near the bottom of the webpage.** Blessings and thanks for heeding this!

UPLOAD PHOTOS

At the bottom of the blue portal frame are tools to upload photos (GIF, JPG, JPEG, PNG or BMP formats allowed).

5. Click on **Add Your Files** or the **+** icon and choose **Files**.
6. A window opens where you can browse to a folder on your computer or phone.
7. Select the photos you want to upload.
8. Click **Add**.
9. Select **Files** or **Folder**.
10. In the window that opens, navigate to your photos, select them and click **Open**.

After upload, photos may appear sideways, but will be right-side-up when opened.

Notes:

By uploading a photo, you grant permission for the SCHC to use the photo on websites or in printed materials.

The Communications Committee is always looking for clear, well composed, high-resolution photos of Companions to use on websites and in printed materials. Close-ups of a few Companions interacting are especially valuable.

Naming convention:

Chapter or Event-Who Is Pictured-Date-Photographer.jpg

Example:

NWChapter-Admission-Ann-Blake-Betsy-Severtsen-2021-09-18-LAdams.JPG