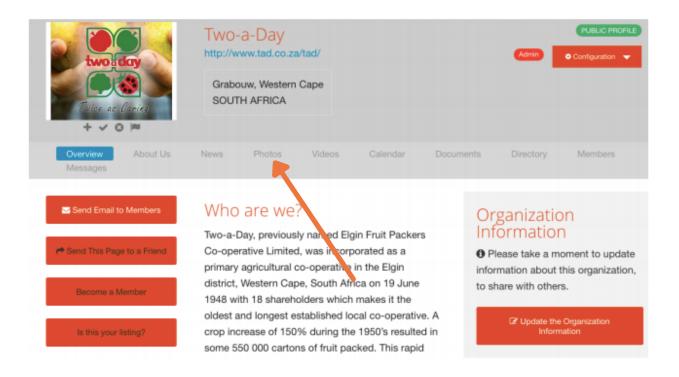


How to create albums for your organisation pictures



1. On your organisation's profile, select the 'photos' navigation tab.

twoid day	Two-a-Day http://www.tad.co.za/tad/	PUBLIC PROFILE Admin Configuration
Talas as Oscieg	Grabouw, Western Cape SOUTH AFRICA	
+ V O P Overview About Us Messages	News Photos Videos Calendar Documen	nts Directory Members
There are currently no images	to display	Upload Photos
		+ Create an Album
		About Contact Terms Privat

2. Under photos, select 'Create an Album' to create a new folder for your photos.

Overview Messages	About Us	News Pho	tos Videos	Calendar	Documents	Directory	Members
O This folder	will be created	at the top-level					
New Album *							
			2	55 characters max			
Save C	ancel						

3. Then type in the name of your new album under 'new album' and when you done, SAVE.

Overview Messages	About Us	News	Photos	Videos	Calendar	Documents	Directory	Members
ere are curren	tly no images to	o display					Opload	I Photos
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4. Next, select 'upload photos'.

	Overview Messages	About Us	News	Photos	Videos	Calendar	Documen	vts	Directory	Members	
	Two-a-Da	iy					_	Expa	and all Collapse	e all	
			Drop file	s here to uplo	ad			<u>All</u>	Two-a-Day (0)		
	+ Add files	🖲 Start u	pload	Cancel							

5. First select 'add files' or you can just click on the white box, you will be automatically directed to our computer.

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Expand all Collapse all	
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Drop files here to upload	
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6. From your computer, select all the photos you want to upload and click open.

Overview About Us News Photos Videos Calendar Messages	Documents Directory Members
► Two-a-Day	Expand all Collapse all
Drop files here to upload	All La Two-a-Day (0)
+ Add files	

7. Then when you're done, select 'Start upload' to upload. That simple!

Thank you for reading.