

Galleries

This section applies to all RPS members. You can add galleries to your Chapter/Group/Region in 'My RPS' and then 'tag' (attach) them to your Chapter/Group/Region page where it will then appear.

Follow the steps below:

- 1) Login then go to "My RPS".
- 2) Click on the 'My Portfolio' tab
- 3) Select 'Add an Album'.

The screenshot shows the RPS website interface. At the top, there is a navigation bar with links for Home, About, News, Blogs, Publications, Contact, Forum, The RPS Shop, and Logout. A 'MY RPS' button is highlighted with a red '1'. Below this is a search bar labeled 'Search RPS'. A secondary navigation bar includes links for Membership, Regions & Chapters, Special Interest Groups, Events, Distinctions, Exhibitions & Competitions, Learning, and Awards. The main content area has a breadcrumb trail: Home > My RPS > My Portfolio. The 'Portfolio' section features a welcome message 'Welcome back, Emily M!' and a navigation menu with buttons for My RPS, My Portfolio (highlighted with a red '2'), My Events, Notices, Member Search, and My Account. The 'About me' section includes a profile picture, a 'Change image' link, and a text area with the heading 'MY NAME IS EMILY'. Below this are fields for website URLs and social media links (Twitter @RPSweets, Facebook), with an 'Edit details' button. The 'My Albums' section at the bottom has an 'Add an album' button highlighted with a red '3'. On the right side, there are sections for 'My Profile' (with a broken image placeholder), 'Member of RPS since 2013' (Western Creative), 'My SIG Creative' (with an 'Edit SIG' link), and 'Contact'.

Add an album

Album Title:^{*}

Album description:

Album privacy:

RPS Members and non-members can see this album

Only RPS members can see this album

Set this album to private (only I can see it)

I'd like this album to appear in the section of the site relating to these other groups I belong to:

Western

Creative

[Add images →](#)

[SUBMIT →](#)

This will take you to a page as in the picture above.

Album Title – try to keep this concise.

Album Description – this is where you can add other information about the gallery.

Album Privacy – this section is important as this is where you can set it so that only other members can see your work, nobody can see it or everyone can.

Just above the 'Add Images' button, you should see some tabs which reflect any Chapter/Group/Region you are part of – if the album is relevant, you can select one of the tick boxes so that it will show up on your Chapter/Group/Region page.

Add Images – make sure you press this. You will be asked to find the file on your computer and then can choose one or click and drag over several (although the website will resize your images we recommend that you don't add images bigger than about 800 pixels high or wide). Then press 'Submit'.

A new screen will appear where you can re-name your images and write about them – adding an image title is strongly advised otherwise just the jpeg name will show. You can also allow the image to be shared on things like Twitter (un-tick this box if you don't want this) or allow comments by other users under the image (great for constructive criticism!). If you want to delete an image click the red circle with the minus sign inside to delete it. You can also re-order the images by clicking and dragging the whole image box and then dropping it when you are happy with the new order.

Add images →

You can add a title for each of your images using the field provided. If no title is specified, the image file name will be used by default.

	<input style="width: 95%; border: 1px solid #ccc;" type="text" value="Picture 1"/> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="In the Gallery"/>	<input checked="" type="checkbox"/> Allow sharing <input checked="" type="checkbox"/> Allow comments <div style="text-align: right; color: red;">-</div>
	<input style="width: 95%; border: 1px solid #ccc;" type="text" value="Enter an image title"/> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="Enter image description (optional)"/>	<input checked="" type="checkbox"/> Allow sharing <input checked="" type="checkbox"/> Allow comments <div style="text-align: right; color: red;">-</div>
	<input style="width: 95%; border: 1px solid #ccc;" type="text" value="Enter an image title"/> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="Enter image description (optional)"/>	<input checked="" type="checkbox"/> Allow sharing <input checked="" type="checkbox"/> Allow comments <div style="text-align: right; color: red;">-</div>
	<input style="width: 95%; border: 1px solid #ccc;" type="text" value="Enter an image title"/> <input style="width: 95%; border: 1px solid #ccc;" type="text" value="Enter image description (optional)"/>	<input checked="" type="checkbox"/> Allow sharing <input checked="" type="checkbox"/> Allow comments <div style="text-align: right; color: red;">-</div>

SUBMIT →

Then press 'Submit'.

This will take you to a new screen (see overleaf) where you can see your gallery. Here you can see where I have re-named the first picture and where the others that haven't been named have the jpg title instead (the person's name beneath this is added automatically). Here you can 'Add/Remove/Reorder' images (which will take you back to the last page), 'Edit Album Details' which will take you back to the 'Add an Album' page, 'Delete this Album' or choose to go 'Back to my Portfolio' which will take you to the 'My RPS' screen. You can also choose to 'View Slideshow' which will bring your images up for 5 seconds each before automatically loading another one.

Demonstration Album



Picture 1
Emily Mathisen



SS06.jpg
Emily Mathisen



SS3.jpg
Emily Mathisen



SS5.jpg
Emily Mathisen

Edit this album

- ▶ Add/Remove/Reorder images
- ▶ Edit album details
- ▶ Delete this album
- ▶ Back to my portfolio

In this section

- ▶ View slideshow

ABOUT THIS ALBUM

An album full of wonderful photographs

Once you have finished you will now be able to see your album on the 'My Portfolio' page under where you originally choose to 'Add an Album':

My Albums

You can add albums to your portfolio, to do so click on "Add new album" button and follow the instructions.

[Add an album](#)

SHOWING 1 ALBUM(S)



Demonstration
Album
Emily Mathisen

4 photo(s)