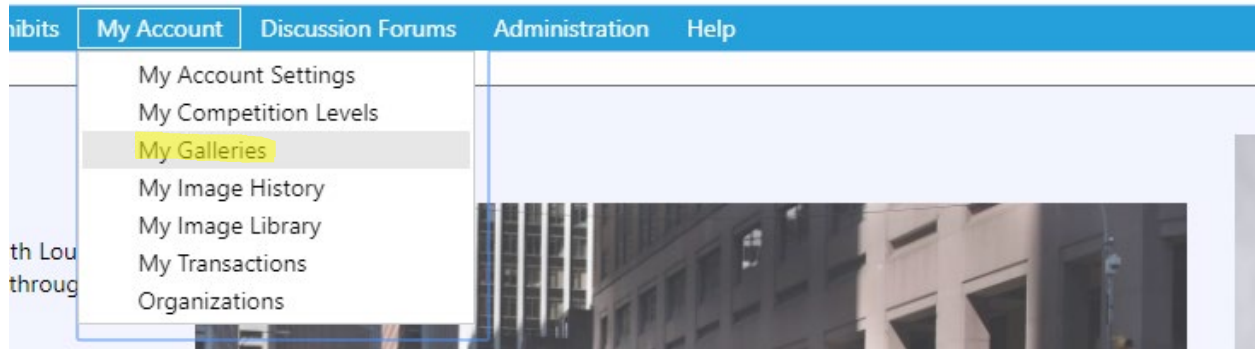# To upload images to a Field Trip Gallery

Log in to Visual Pursuits

In the list of options across the top, choose My Account, then click on My Galleries

Your list may not look like this one but you should see the listing for Field Trips. Click SHOW ALL ORGANIZATION GALLERIES or you will only see the galleries you created.

Click on the small arrow to the left to expand your choices. This will show you all the field trip galleries available for you to add your images.

On the right side of the gallery information you will find the option to Edit and Upload Images. When you click on this you will be given the option to upload your images from your Image Library, a competition or directly from your computer. This part is just like you add images for competition.

Once you make your selection for how you will add images you will click on the select button and navigate to the image(s) you wish to add.

You will see green dot next to the file as the upload completes. When all image names have green dots click on Save Images and Proceed to the Edit Page.

You may now give each image a name. Do NOT include your name in the title. The EXIF data for the image and your name will appear below the image in the slide show.

Save and return