

ICOYC Photo Album – A Primer

We use the SmugMug system (www.smugmug.com). Viewers can download selected images and ICOYC members can upload their photos to the website editor for eventual inclusion into existing albums. Read below to see how to use the features of SmugMug for viewing and uploading photos.

Viewing Within SmugMug

1. From your internet browser, enter <https://icoyc.smugmug.com>
2. You should see a screen containing the ICOYC globe logo.
3. Scroll down to see the album directory of folders by year.
4. Click on the desired year to display the albums for that year.
5. Now select an album within the desired year by clicking on the image of the named album.
6. The album opens and displays thumbnails of the photos in the album.
7. Clicking on a thumbnail image displays a larger view of it.
8. Now move forwards or backwards through the album with the arrows to the left and right of the photo.
9. An automatic slideshow can be run by clicking the "Play" icon (right-pointing triangle just to the left of the "Buy Photos" icon on the title image of the album.



10. You can order prints of specific images or build your own downloadable book of photos by clicking on "Buy Photos". You also buy other items (mugs, postcards, photo stickers, mouse pads, etc.) by clicking on the Keepsakes tab in the shopping cart.
11. Finally specific images can be downloaded by clicking on the download icon on the title image (a ZIP file of all images) or within a specific image for that photo only.
12. When finished with the album, return to the main menu by clicking on the "X" symbol near the top right corner of the image.

Adding Your Photos to the Albums

Members are more than welcome to share their photos with fellow ICOYC members by uploading photos to the ICOYC SmugMug site. A special upload URL can be created for new albums by the site administrator and will be delivered to event participants. Follow one of the techniques shown below to upload your photos. The photo administrator will review them and prepare them for public viewing. REMEMBER: contents of the photo albums are visible to the public.

Optionally, you can upload your photos to your own cloud-based storage site and send a link to ICOYC webmaster. Alternatively, you can send photos by snail mail with optical discs or flash drives. Please advise Webeditor@ICOYC.org and tell us what you want to do and how many photos are in the album or to request a direct upload link URL to SmugMug.

Uploading from Android (Apple iOS has a similar process)

1. Open Chrome (or other internet browser) on the smart phone.
 - a. (Menu headings may be different for different versions of Android and iOS.)
2. Go to the SmugMug direct upload URL for the desired photo album.
3. Click on "Add Photos"
4. Select an Action – pick *Documents*
5. Click on the menu icon (three horizontal lines) in upper left corner.
6. Open From: pick *Photos*.
7. Select Photos: pick *Photos*
8. Your most recent photos will be displayed.
 - a. Pick the ones you want to upload by touching the circle in the top left corner of the thumbnail.
 - b. Touch *Done* in the upper right corner and the photos upload automatically.

9. When finished, click on *Done* in the upper right corner.

Uploading from PC

1. Move the photos from your camera to a folder on your computer.
2. Open an internet browser with the special upload URL provided for the specific event album.
3. This opens SmugMug's image uploader for the desired photo album.
4. Drag your photos from the computer's photo folder into the "Drag photos and videos here" box.
5. Before doing so, you may want to review the suggestions on photo etiquette guidelines shown below.

Playing Slide Show

1. Connect the laptop to the video projector and make sure that the computer is projecting to the screen properly.
2. Connect to the local WiFi source.
3. Open an internet browser.
4. Connect to the appropriate SmugMug album as a normal user.
5. The target album opens and the title header image at the top contains a "Play" right-pointing icon (next to the "Buy Photos" icon.)
6. Click the Play icon to start the show.
7. The show plays continuously
 - a. Stop the show at any time by pressing the Esc key.

Guidelines for Good Photos

The albums should contain a highly selected group of photos which show ICOYC and its members at our best. This means edit, edit, edit. Don't send photo that are:

- "Boring" views of far distance sights or "yet another" picture of a bunch of boats.
- Show people drinking.
- Embarrassing to the people in the photo or to ICOYC

More Information

Details about other ICOYC event albums and other information can be found on www.ICOYC.org under [Photo Gallery](#).