

Engage Guides:

Managing the Gallery



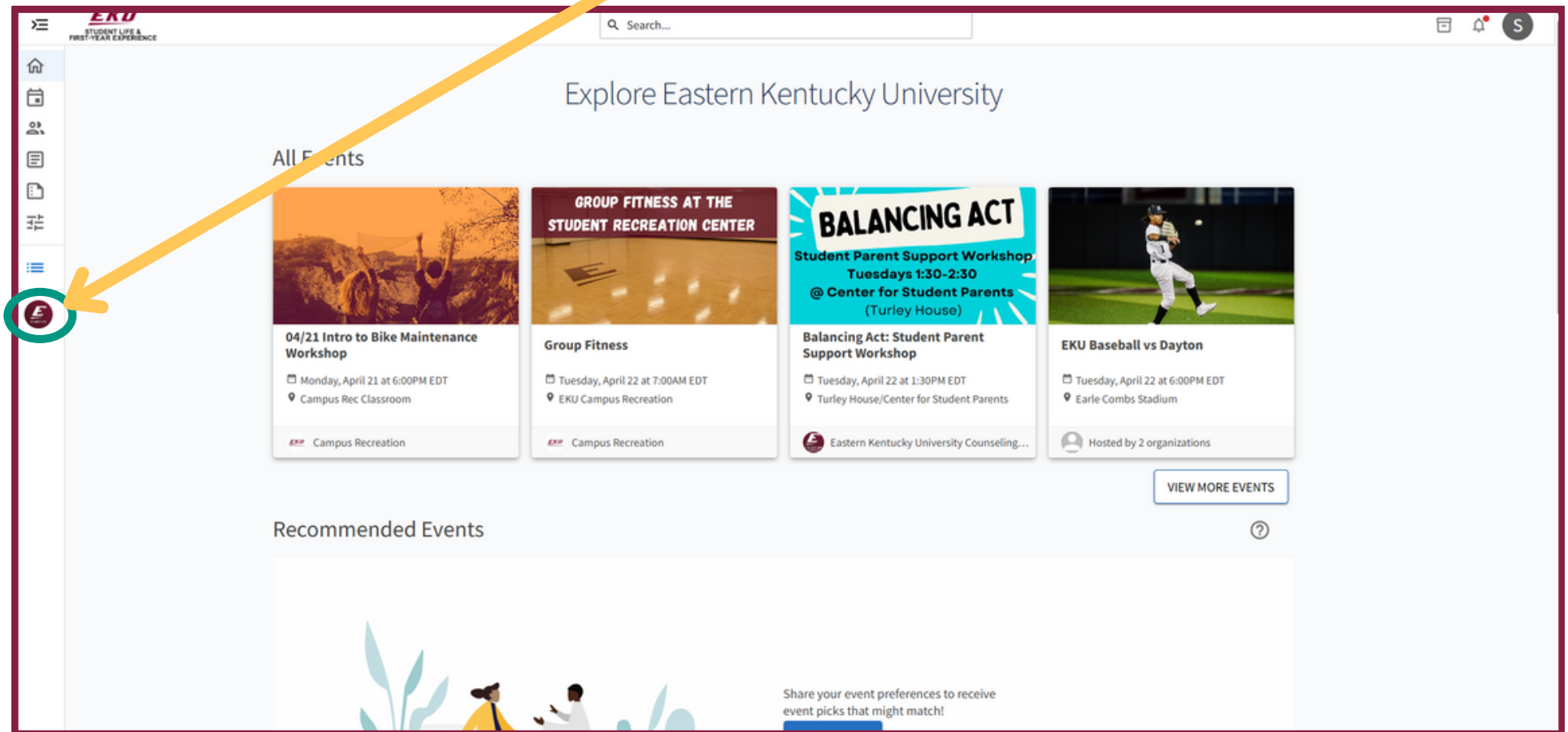
Student Life & First-Year Experience

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Step 1:

Find the organization you wish to manage from the left-side menu on your screen.



Step 2:

Click your org's icon to open the management tab for your organization.

The screenshot displays the Eastern Kentucky University (EKU) Student Life & First-Year Experience website. A yellow arrow points to the EKU logo in the left sidebar, which is circled in green. The sidebar menu includes 'Manage Home', 'ORGANIZATION TOOLS', 'About', 'Roster', 'Events', 'News', 'Gallery', 'Documents', 'Forms', and 'Elections'. The main content area is titled 'Explore Eastern Kentucky University' and features a section for 'All Events' with four event cards:

- 04/21 Intro to Bike Maintenance Workshop**
Monday, April 21 at 6:00PM EDT
Campus Rec Classroom
Campus Recreation
- GROUP FITNESS AT THE STUDENT RECREATION CENTER**
Group Fitness
Tuesday, April 22 at 7:00AM EDT
EKU Campus Recreation
Campus Recreation
- BALANCING ACT**
Student Parent Support Workshop
Tuesdays 1:30-2:30
Center for Student Parents (Turley House)
Tuesday, April 22 at 1:30PM EDT
Turley House/Center for Student Parents
Eastern Kentucky University Counseling...
- EKU Baseball vs Dayton**
Tuesday, April 22 at 6:00PM EDT
Earle Combs Stadium
Hosted by 2 organizations

Below the event cards is a 'Recommended Events' section with a placeholder image and a prompt to share event preferences to receive event picks that might match! A 'VIEW MORE EVENTS' button is located to the right of the event cards.

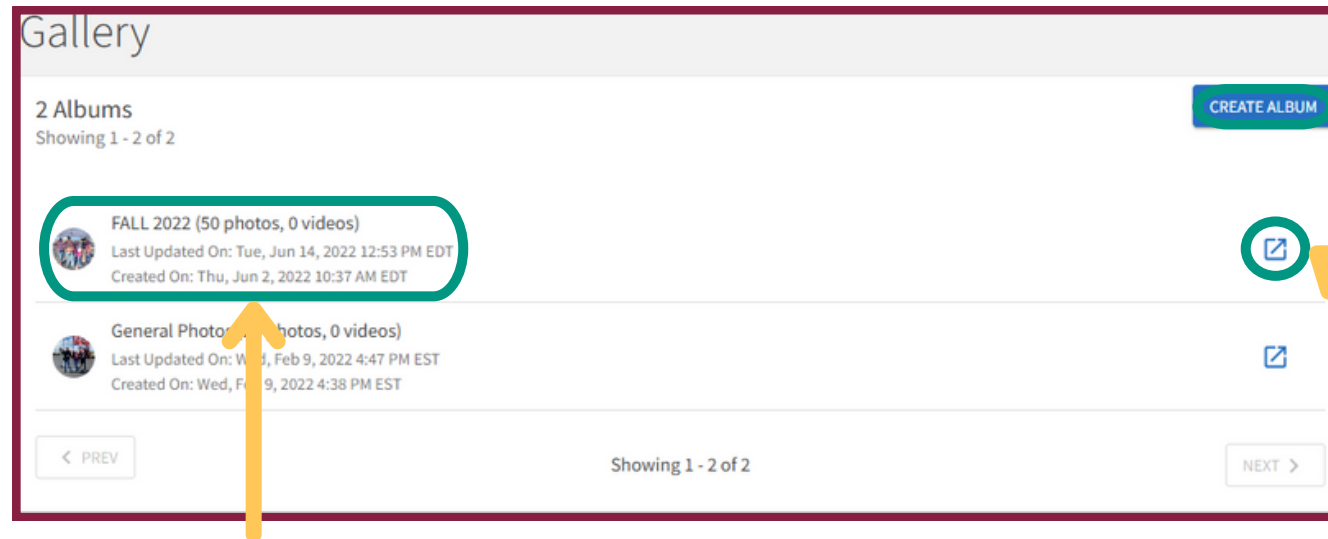
Step 3:

Click the "Gallery" button in the management tab.

The screenshot shows the Eastern Kentucky University (EKU) Student Life & First-Year Experience website. The left sidebar menu is open, displaying various navigation options. A yellow arrow points to the 'Gallery' option, which is circled in red. The main content area features a header 'Explore Eastern Kentucky University' and a section titled 'All Events'. This section contains four event cards: '04/21 Intro to Bike Maintenance Workshop' (Monday, April 21 at 6:00PM EDT, Campus Rec Classroom), 'Group Fitness' (Tuesday, April 22 at 7:00AM EDT, ECU Campus Recreation), 'Balancing Act: Student Parent Support Workshop' (Tuesday, April 22 at 1:30PM EDT, Turley House/Center for Student Parents), and 'EKU Baseball vs Dayton' (Tuesday, April 22 at 6:00PM EDT, Earle Combs Stadium). Below the 'All Events' section is a 'Recommended Events' section with a placeholder image and a prompt to share event preferences to receive event picks that might match!

Manage Gallery Home Page:

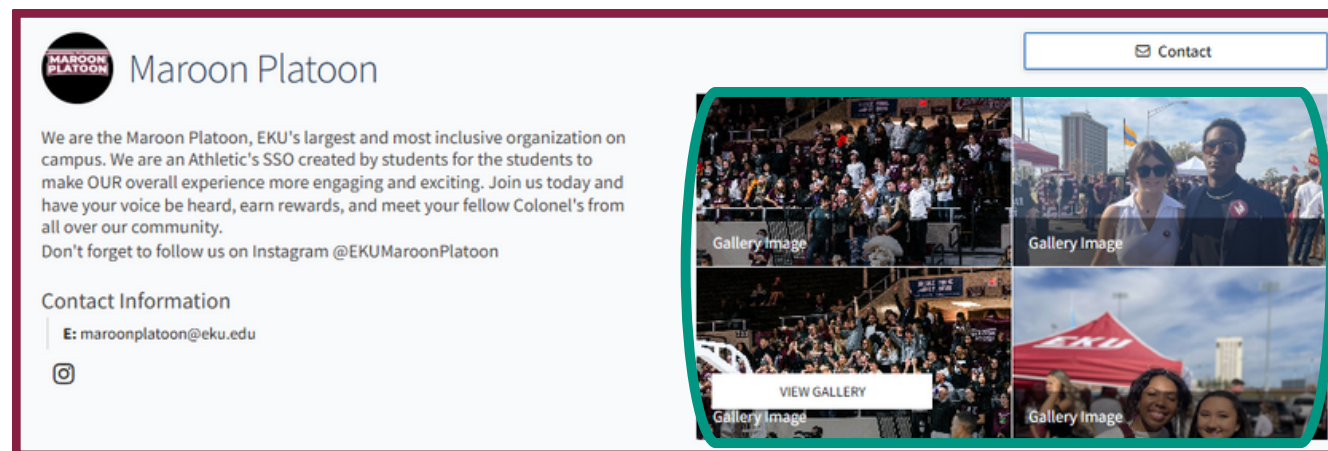
This is where all of your organization's photo albums are displayed and managed.



To make a new photo collection, click the "Create Album" button.

Click the pop-out box next to an existing album to go to its public facing view.

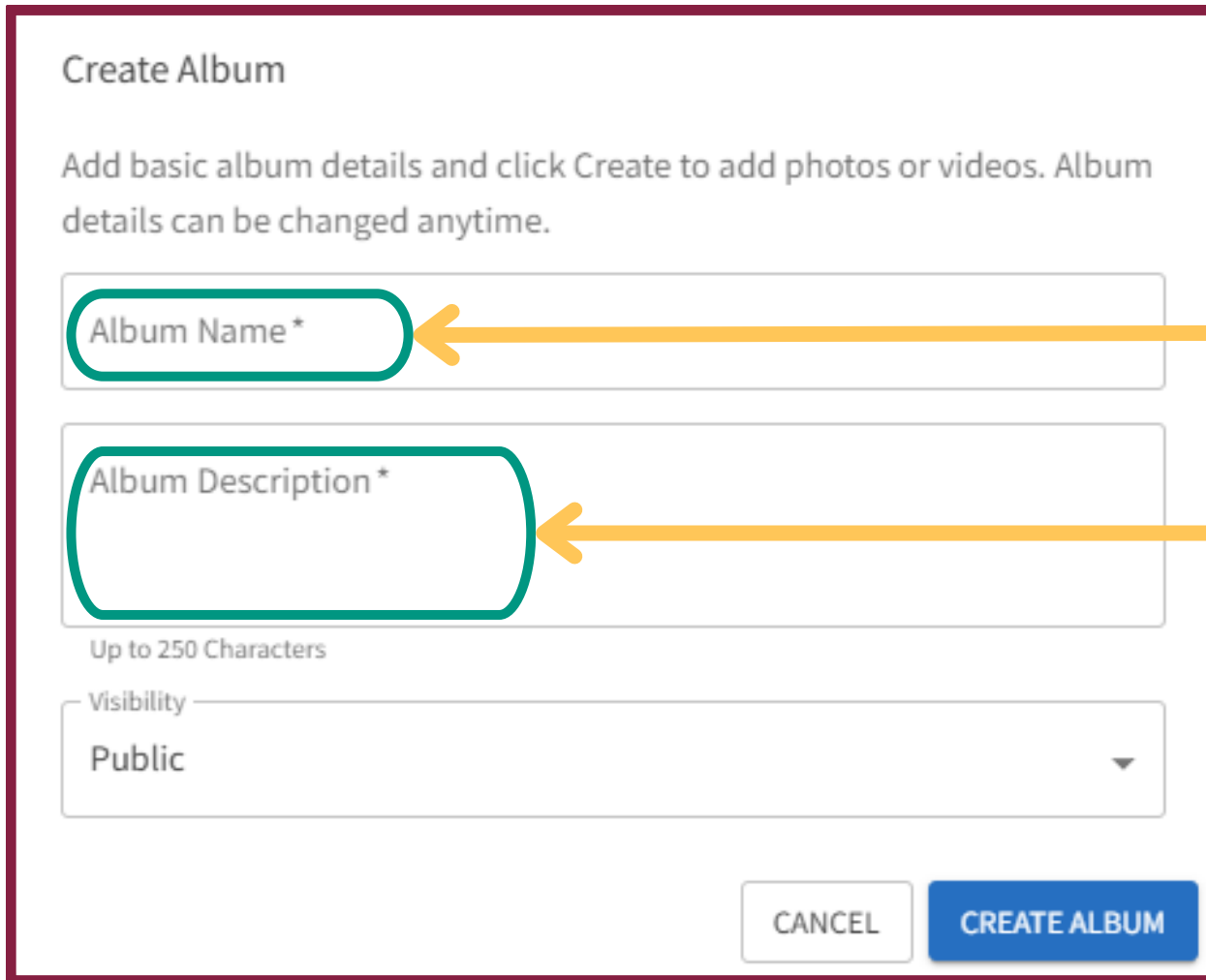
Clicking an existing album will open the Individual Album's Management Page.



This is the public facing view of where your organization's photo albums are displayed and accessed.

Creating an Album - Album Details:

When creating a new album, this pop-up screen will appear asking you to enter its details.



The screenshot shows a 'Create Album' pop-up screen. At the top, it says 'Create Album' followed by instructions: 'Add basic album details and click Create to add photos or videos. Album details can be changed anytime.' There are three main input fields: 'Album Name *', 'Album Description *', and 'Visibility'. The 'Album Name' and 'Album Description' fields are highlighted with green rounded rectangles, and yellow arrows point from external text to them. The 'Album Description' field has a note 'Up to 250 Characters' below it. The 'Visibility' field is a dropdown menu currently set to 'Public'. At the bottom right are two buttons: 'CANCEL' and 'CREATE ALBUM'.

Create Album

Add basic album details and click Create to add photos or videos. Album details can be changed anytime.

Album Name *

Album Description *

Up to 250 Characters

Visibility
Public

CANCEL CREATE ALBUM

Enter the desired name for the new photo album.

Create a description of what the new photo album's content will consist of.

Creating an Album - Visibility Settings:

This section allows you to set the permissions for who can view your album.

Visibility

- Public** ← Selecting "Public" allows anyone to view the album.
- Institution** ← This setting does not work properly, do not use.
- Organization** ← The "Organization" function only allows members on your organization's roster to view the album.
- Private** ← Choosing "Private" opens a drop-down menu that let's you choose which type of members in your organization's roster can view the album.

Visibility

Private

ONLY VISIBLE TO THE FOLLOWING POSITIONS...

POSITIONS THAT ALWAYS HAVE ACCESS...

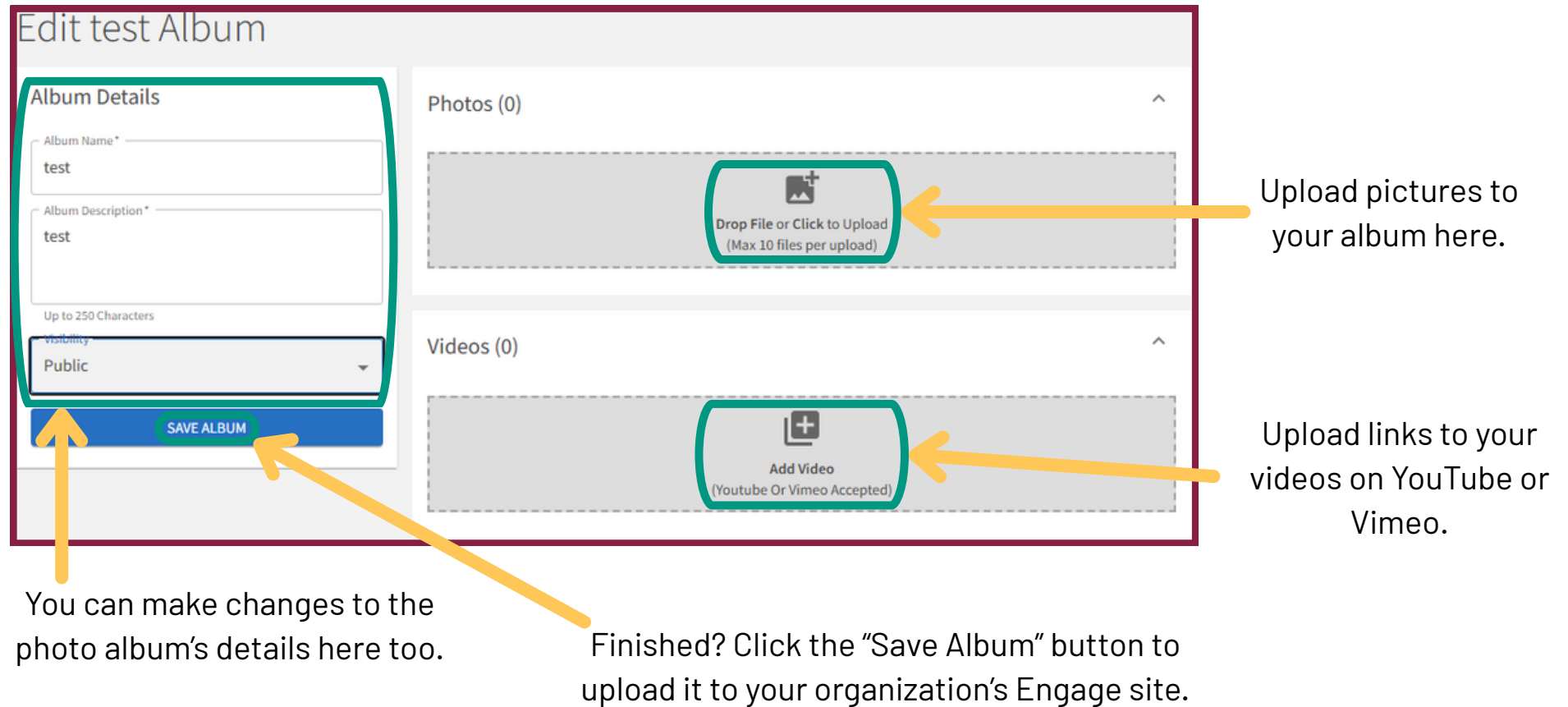
- ☐ Associate Director of Student Life & First-Year Experience
- ☐ Campus Advisor
- ☐ Coordinator of Fraternity & Sorority Life and Student Organizations

Click the "Create Album" button when you're ready to begin adding content to it. This will take you to its individual management page.

CANCEL **CREATE ALBUM**

Creating an Album - Adding Content:

This is the management page and overview for an individual photo album.



The screenshot shows the 'Edit test Album' interface. On the left, the 'Album Details' section includes fields for 'Album Name*' (containing 'test') and 'Album Description*' (containing 'test'), with a note 'Up to 250 Characters'. Below these is a 'visibility' dropdown menu set to 'Public'. A blue 'SAVE ALBUM' button is at the bottom of this section. On the right, there are two sections: 'Photos (0)' and 'Videos (0)'. The 'Photos (0)' section has a dashed box containing a green-bordered button with a plus icon and the text 'Drop File or Click to Upload (Max 10 files per upload)'. The 'Videos (0)' section has a dashed box containing a green-bordered button with a plus icon and the text 'Add Video (Youtube Or Vimeo Accepted)'. Four yellow arrows point to specific elements: one to the 'Album Details' section, one to the 'Drop File or Click to Upload' button, one to the 'Add Video' button, and one to the 'SAVE ALBUM' button.

Album Details

Album Name*
test

Album Description*
test
Up to 250 Characters

visibility
Public

SAVE ALBUM

Photos (0)

Drop File or Click to Upload
(Max 10 files per upload)

Videos (0)

Add Video
(Youtube Or Vimeo Accepted)

Upload pictures to your album here.

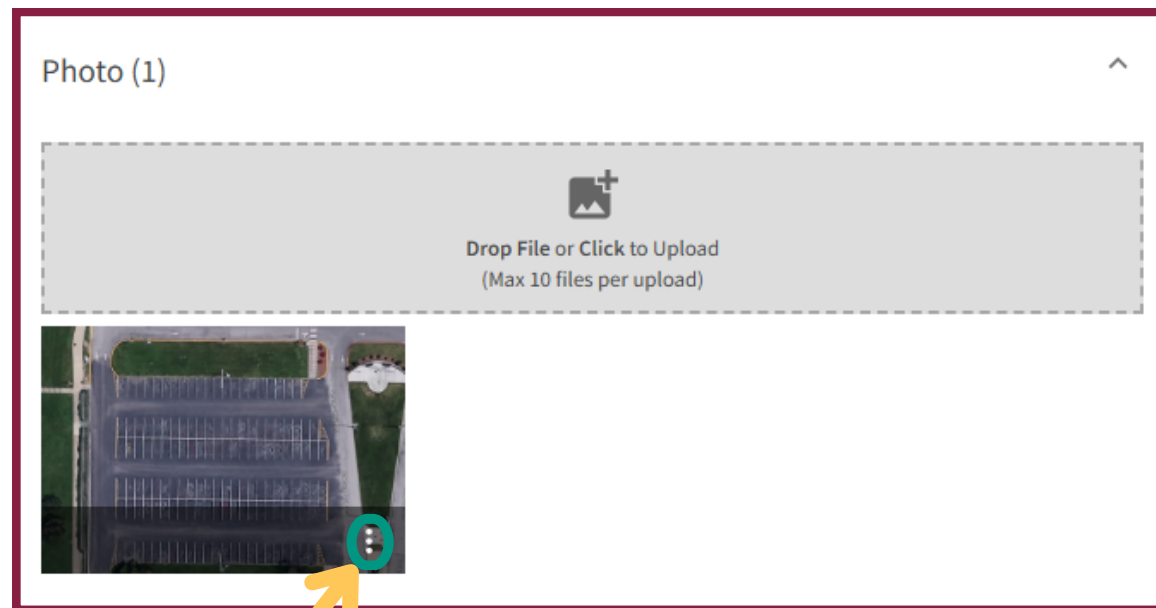
Upload links to your videos on YouTube or Vimeo.

You can make changes to the photo album's details here too.

Finished? Click the "Save Album" button to upload it to your organization's Engage site.

Editing a Photo:

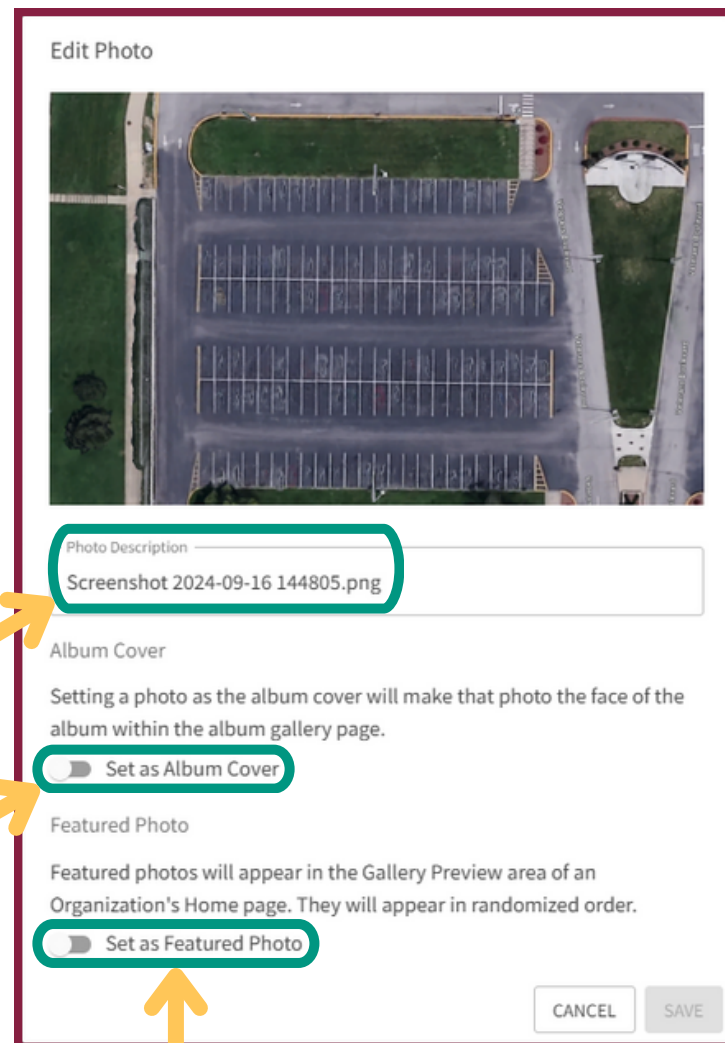
This is the preview screen for the photos in the album.



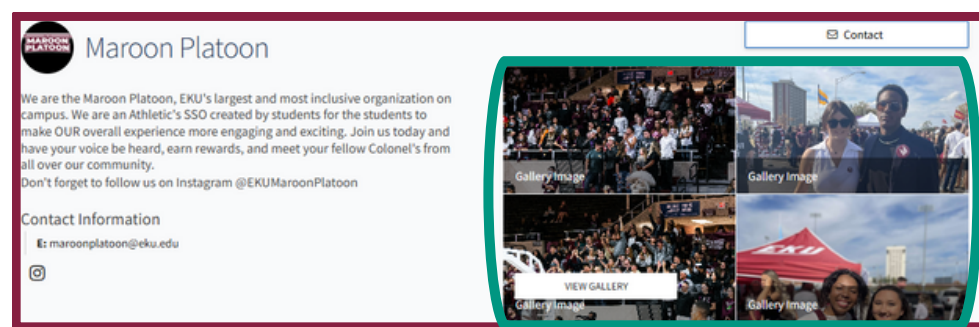
To edit or delete a photo, click the 3 dots below it.

Change the name of the photo in the "Photo Description" section.

You can choose your favorite photo to set as the public facing cover for the album.

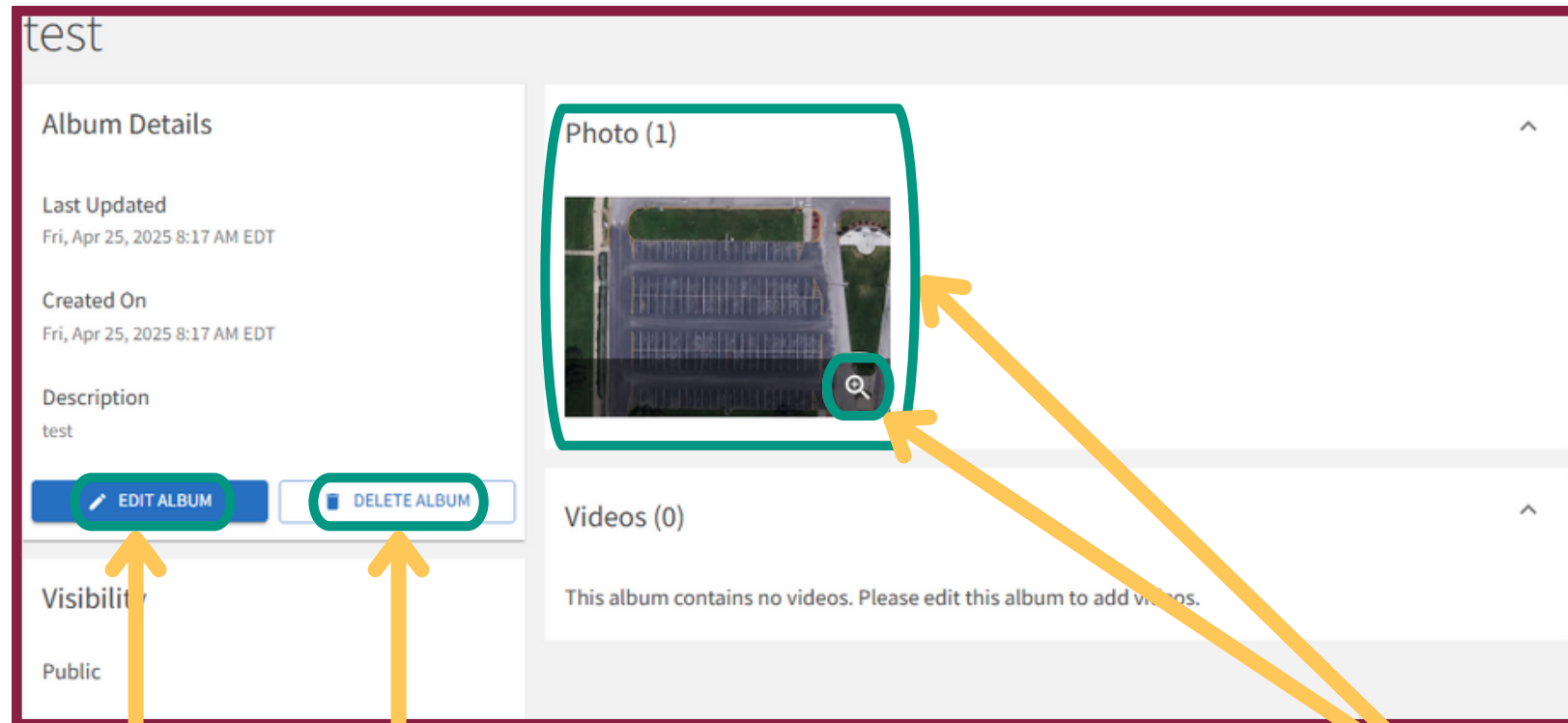


The "Featured Photo" function randomly populates activated photos to display on your organization's public facing site.



Individual Album's Management Page:

This is the overview and where you can manage an individual album in your organization's gallery.



To edit the album, click the "Edit Album" button.

To delete the album, click the "Delete Album" button.

Preview the photos in the album here. To preview an enlarged photo, click the magnifying glass.

Have Questions? Need More Help?

Feel free to give us a call or send us an email!

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