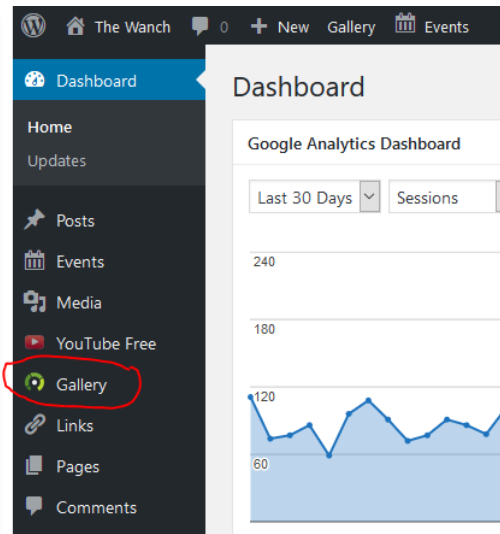
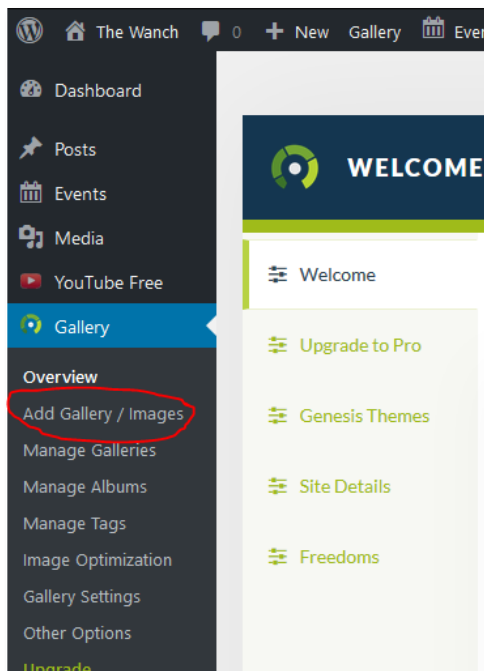


Adding Event Photos

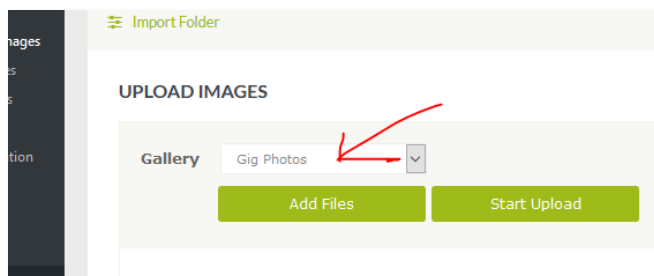
1. Log in to the Admin Panel
2. Select the "Gallery Menu" on the left side bar



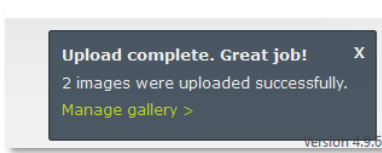
3. Select the "Add Gallery / Images" on the left side bar



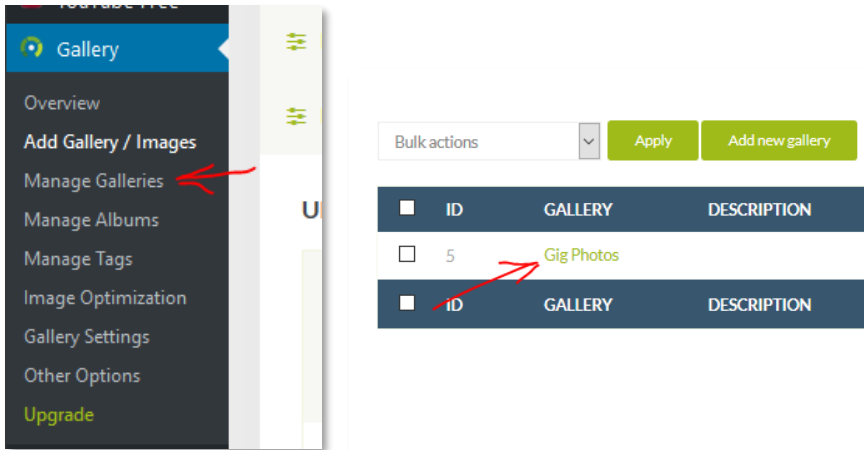
4. Pick the Gallery "Gig Photos" from the dropdown and click the "Add Files" button



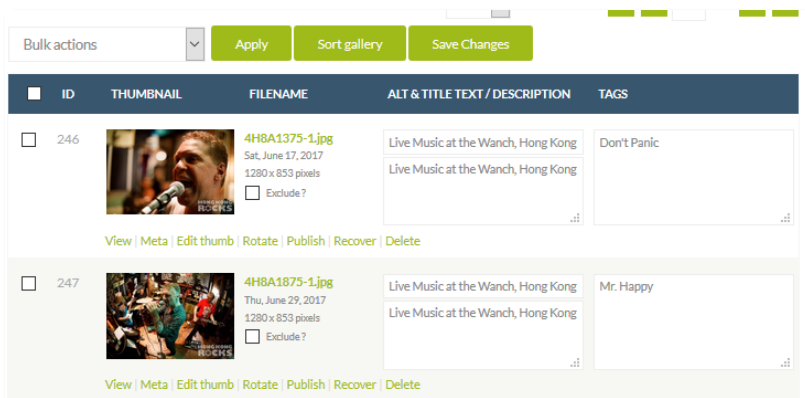
- Find and select the files you need. You can do that several times. They will show up in a list below the two green buttons. Once you have selected the files, click on “Start Upload”. Once the upload is finished, there is a grey box in the bottom right corner. Click on “Manage Gallery”



If you cannot find this box, click on “Manage Galleries” in the left menu and then on “Gig Photos”.



- You should see your uploaded photos at the top:



- If the photographer has added information, it will appear in the white boxes. This is often default text given by the camera. You should change this text. The box on the right is used for searches and should contain the band name or whatever is seen in the photo. The 2 boxes on the left is the description that will be displayed on the website. The Top, narrow box is the title. Ideally fill in here the Name of the band and the date (you can see the date as well on next to the image below the image name. Just copy & paste it



In the lower, larger box is the description. This should contain the credit to the photographer and optionally a link to their Facebook page or website. It could look like this:

Photo by Hong Kong Rocks. [Click to see more photos & videos of this gig](https://hongkong-rocks.com/2018/06/03/dont-panic-15/)

Which will look like this:

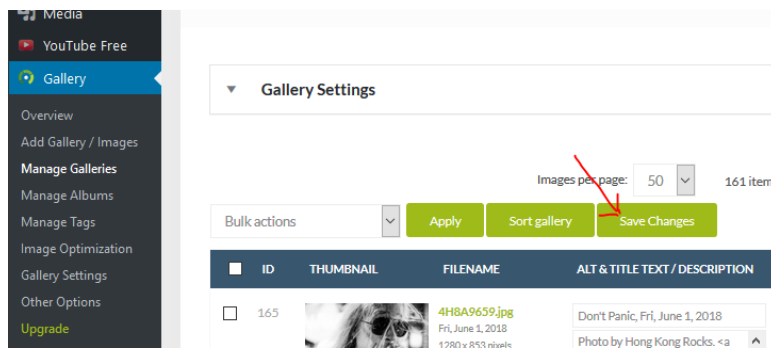
Photo by Hong Kong Rocks. [Click to see more photos & videos of this gig](https://hongkong-rocks.com/2018/06/03/dont-panic-15/)

This format works as follows:

normal text `linked text`

The text between `` and `` will be displayed. The URL is what will be opened when once clicks on the link. It's important to have the `` around the URL correct. As well as the `` at the end of the linked text.

8. Once you changed the text, save the changes by clicking on the "Save Changes" button:



9. You can see the Photos then on the Photo page. Done!