

## Uploading a Photo Gallery to the Cathedral Athletic Website

### Step 1 –

Go to the Cathedral Athletic Website at [gocathedralathletics.com](http://gocathedralathletics.com) and rollover the “Login” button at the top of the page.

### Step 2 –

In the box that pops up type in your user name and password add click “Log In”



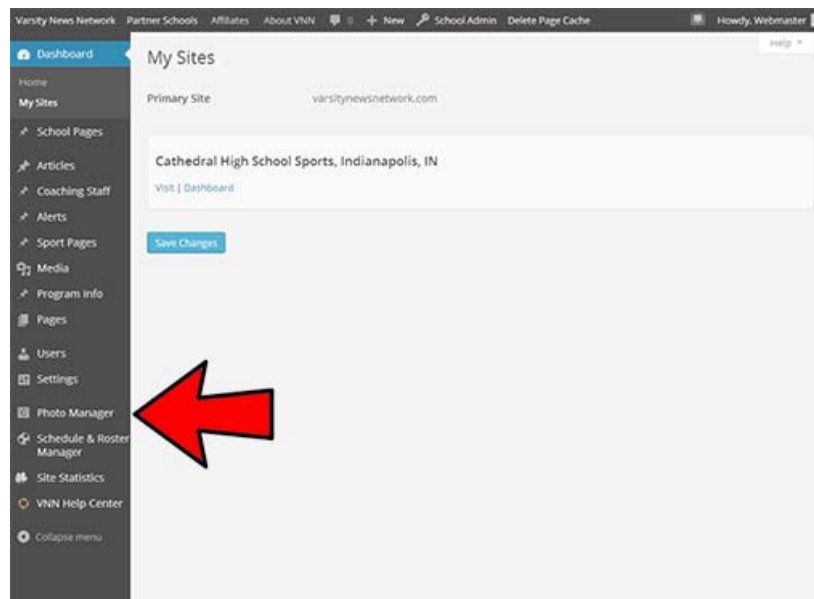
### Step 3 –

Once you are logged in the banner at the top of the page changes. Click the “School Admin” button to go to the administrative dashboard.



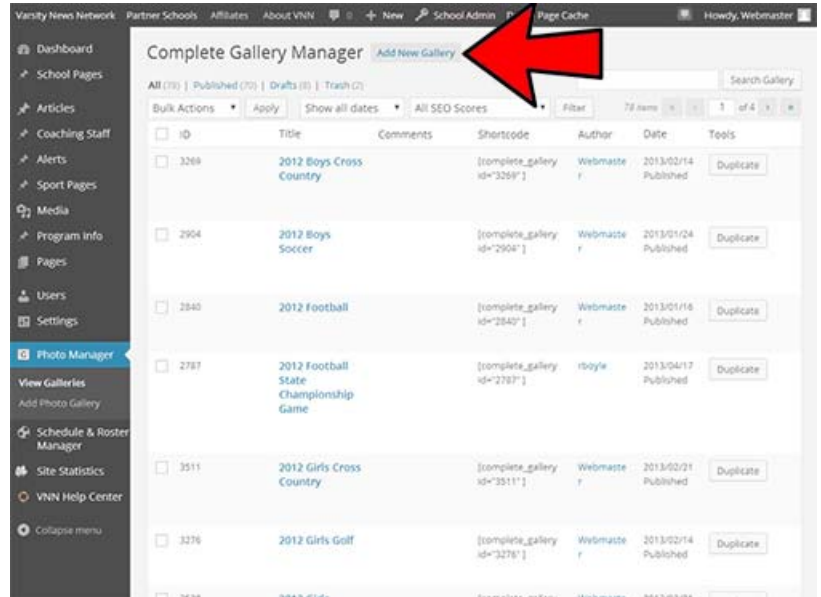
### Step 4 –

Once you are on the DASHBOARD (which should look similar to the image to the right but could vary slightly), click the “Photo Manager” button.



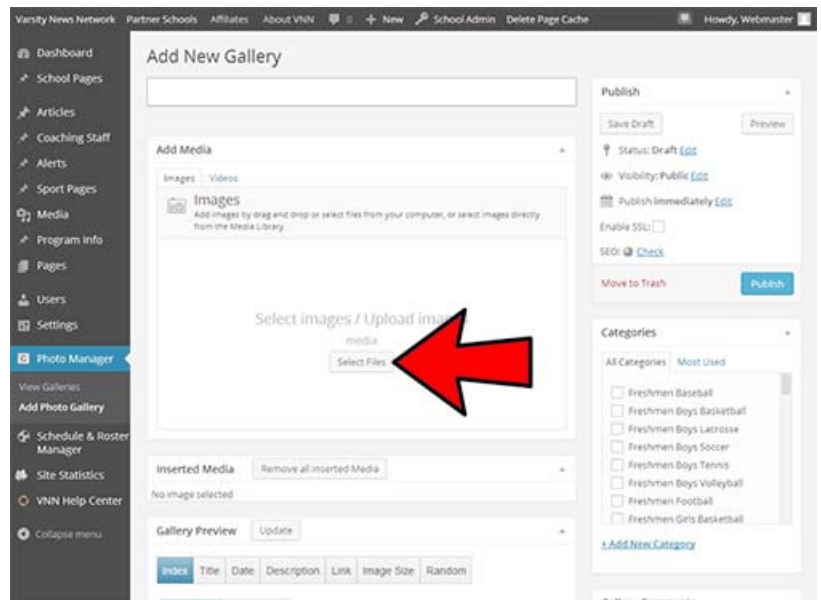
**Step 5 –**

If you would like to add photos to an already existing gallery click on the gallery name you want to edit, otherwise to create a new gallery click “Add New Gallery”.



**Step 6 –**

To upload images to this gallery click the “Select Files” button.

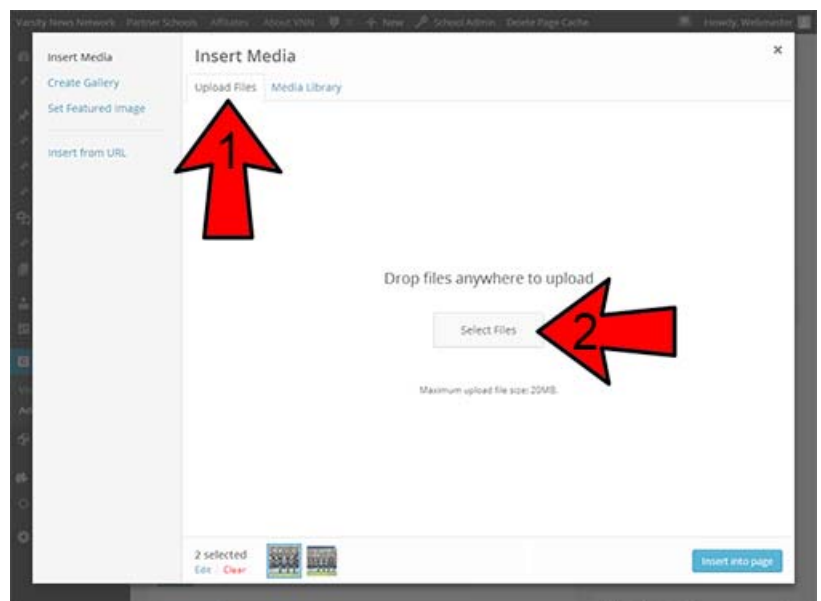


**Step 7 –**

(1) First click the “Upload Files” tab

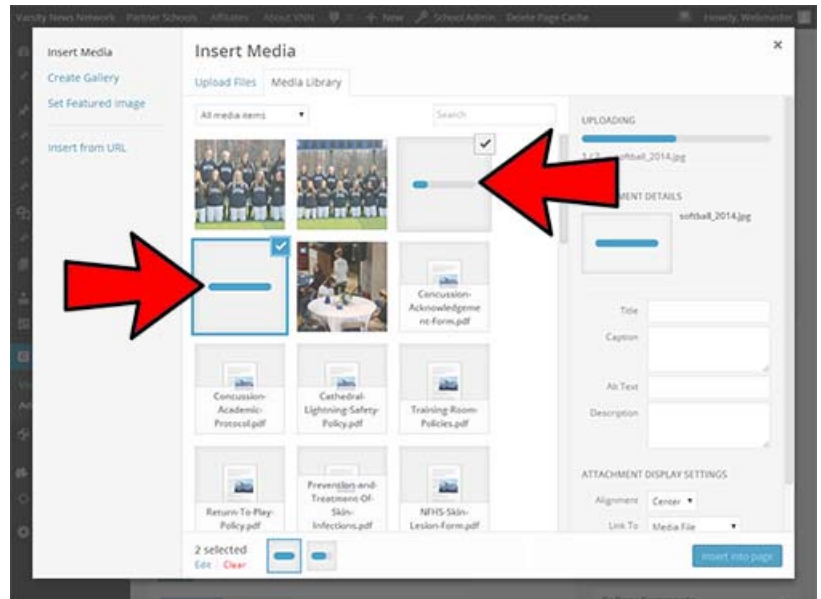
**Step 8 –**

(2) There are two methods to select the files. You can click the “Select Files” button and choose the photos OR you can drag and drop all the photos into the white area and they will begin uploading.



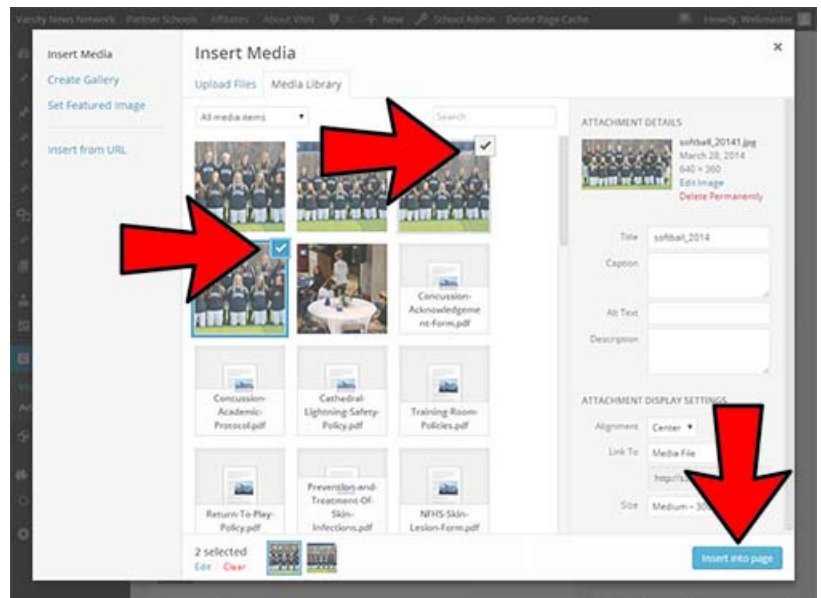
**Step 9 –**

You will need to wait while the images upload. Each image you are trying to upload has a loading bar. There is a loading bar in the top right corner of the page (not shown with an arrow), once all your images are done that will go away.



**Step 10 –**

Once the images are done uploading a preview of the image will appear and a check box will appear above the image. Once all of your images are done uploading click the “Insert Into Page” button.



**Step 11 –**

- (1) Choose the appropriate sport for this gallery shown with arrow #1. Multiple selection can be chosen

**Step 12 –**

- (2) Label the gallery. NOTE: Please start each gallery with the year followed by the sport. Example: “2014 Ladies Softball vs Bishop Chatard”

**Step 13 –**

- (3) Finally once everything is complete click the “Publish” button.

