

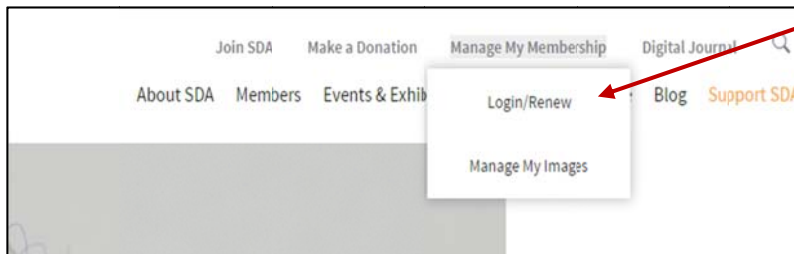


HOW TO “MANAGE MY IMAGES” ON THE SDA WEBSITE

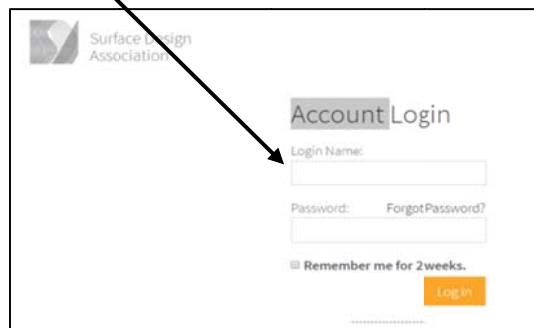
PREPARE YOUR IMAGES BEFORE YOU UPLOAD TO THE SDA WEBSITE

- Images should be the best and clearest images you have. Refer to the [blog post on photographing and sizing your images](#)
Size: minimum of 400 pixels (px) and maximum of 1000 px on the longest side and the file can be no larger than 300 kilobytes (kb) total.
- Remember where you store your image files on your computer or cloud.

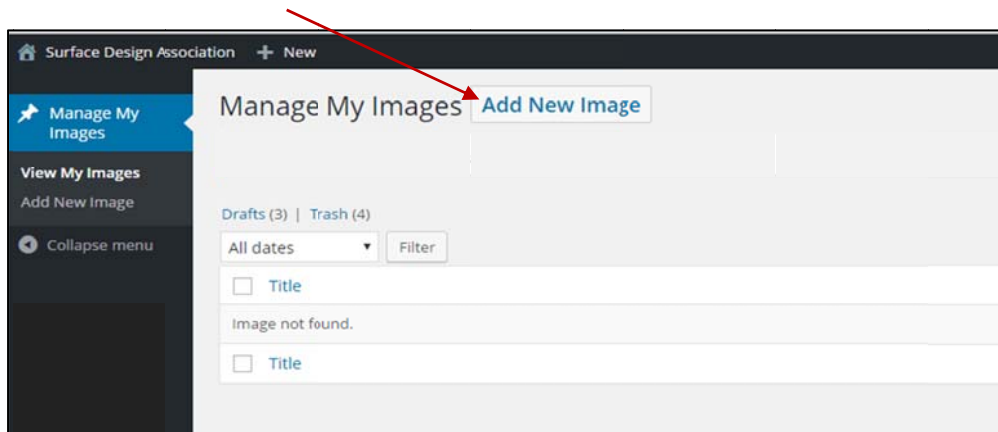
GO TO [MANAGE MY MEMBERSHIP/MANAGE MY IMAGES](#) FROM THE TOP RIGHT MENU ON THE [SDA HOME PAGE](#)



LOGIN TO YOUR ACCOUNT **NOTE:** IF YOU HAVEN'T SET UP A NEW LOGIN AND PASSWORD ON THE NEW SDA WEBSITE, CONTACT ADMINISTRATION@SURFACEDSIGN.ORG



- You will now enter “Manage My Images”
- Click on “Add New Image”



NEW IMAGE PAGE

- Enter a title for your image in the blank box (required)
- Enter year image was made (required)
- Enter materials used (required)
- Enter Image dimensions (required)
- Click “Add image” to locate your image on your computer (or cloud)

There are **three steps** to uploading your images: find your image from your computer (or cloud); select the identified image to upload; and publish your image.

Detailed instructions for each step are below.

1. FIND YOUR IMAGE: CLICK ON “SELECT FILES”

Locate where you store your images on your own computer/cloud, etc. and click to select for webpage upload

A thumbnail of your image appears with a checkmark if it successfully uploaded.* The “full image” appears correctly once the image is added to your profile.

*Remember no more than 1000px on the longest side and file size no larger than 300kb

Optional: complete info in attachment details

2. CLICK “SELECT” ON RIGHT MENU TO ADD IMAGE TO SDA LIBRARY WHERE SDA PROFILE IMAGES ARE STORED

3. CLICK “PUBLISH” TO UPLOAD THE IMAGE TO YOUR PROFILE ON THE WEBSITE.

Member Images

How to add your Member Images

Give your image a title (below), and fill out the required fields (below). Images should be at least 400 pixels wide by 200 pixels tall, and cannot be more than 500 kilobytes in file size. You're able to add up to three member images for your profile as an individual member.

1. Image Title *

2016

2. Image Materials

Examples: Porcelain, Stone

rusted wire, hand-made alupa paper, alupa pulp

3. Image Dimensions

30" w x 20" h

4. Gallery Image *

Image gallery will be displayed in your member profile.

Post published.

- A green notice appears if you successfully uploaded your image.
- A red notice appears if you have any blank required fields or if the upload was not successful.
- To see if your image is posted, go back to the SDA Home Page/[Member Directory](#) and search for your profile. Click on your name.
- If you have an Individual Basic Membership, you can upload up to three images.
- If you have an upgraded Premium Membership, can upload up to 10 images.

Interested in upgrading? Contact SDA Membership Manager:
trevifountainSDA@gmail.com or [707-829-3110](tel:707-829-3110)

You can always remove an image and upload a new one. To remove:

- Click on “View my images”
- Check the image you want to delete
- Click “Trash”

Click Surface Design Association in upper left corner to return to the home page.

