HOW TO “Manage My Images” ON THE SDA WEBSITE

1. **Prepare your images BEFORE you start to add images to the SDA Website**
   - Images should be the best and clearest images you have. Refer to the SDA blog post on photographing and sizing your images.
   - Size and direction: No larger than 2MB file size. Images can be portrait or landscape.
   - You can add up to 3 images to your profile as an individual member, or 10 as a premium member. Upgrade your membership at any time by contacting our member manager: members@surfacedesign.org
   - Remember where you store your image files on your computer or cloud.

2. **Use a computer to access Manage My Images and make sure your browser window is full screen.**
   *NOTE:* Manage My Images will not work from a mobile device.

3. **Go to Manage My Membership/Manage My Images from the top right menu on the SDA Home Page**

4. **Login to your account**
   
   Click “Log In” to go to the “Manage My Images” page.

5. **Click on “Add New Image”**

   *NOTE:* if you haven’t set up a login and password on the NEW SDA website, contact members@surfacedesign.org. Your password from the old SDA website will NOT work.
6. **YOU MUST COMPLETE ALL OF THE FOLLOWING:**
   - Enter a title for your image in the blank box
   - Enter title, year & your name for attribution
   - Enter year image was made
   - Enter materials and/or technique used
   - Enter Image dimensions
   - Click Add Image

7. **CLICK ON SELECT FILES TO FIND WHERE YOU HAVE STORED YOUR IMAGES FOR UPLOADING: YOUR COMPUTER (OR CLOUD)**
   - Locate where you stored your images
   - Click on the selected image (you must upload images one at a time)
   - A thumbnail of your image should appear with a checkmark if it successfully uploaded. The “complete” image will display correctly once the image is published to your profile.

   - Click “Select” on lower right-hand side of the page.
   - You will return to the Manage My Image Page
8. **Click “Publish” on the right hand side of the page to upload the image to your profile**

![Publish button]

9. **Click View My SDA Gallery at the top of the page to see your profile**

![View My SDA Gallery button]

10. **To return to Manage My Images, close your image gallery tab on your browser and click the Manage My Image tab.**

11. **Click “Manage My Images” on the left to see a list of your images.**

![Manage My Images button]

12. **Managing Images after Uploads**

   - Click on the box next to the image title to edit or trash

   ![Edit and Trash buttons]

   - Hover over image until your cursor changes to: ![Edit cursor]. Then grab the title and drag it up or down to change the order of how images are displayed.

   ![Edit cursor and Drag handle]