



# HOW TO “MANAGE MY IMAGES” ON THE SDA WEBSITE

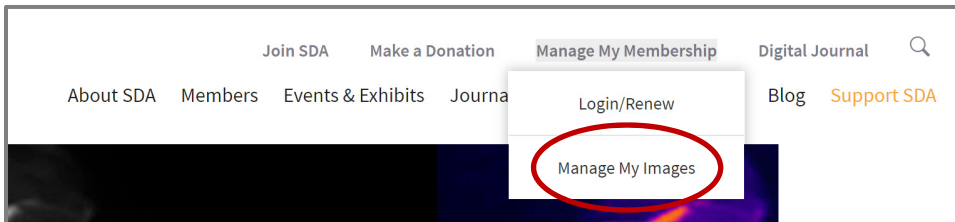
## 1. PREPARE YOUR IMAGES BEFORE YOU START TO ADD IMAGES TO THE SDA WEBSITE

- 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](mailto:members@surfacedesign.org)
- Remember where you store your image files on your computer or cloud.

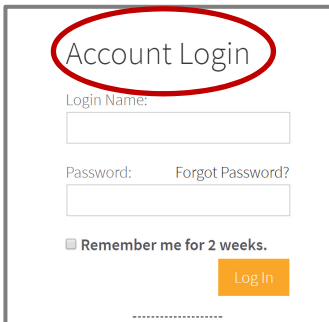
## 2. USE A COMPUTER TO ACCESS MANAGE MY IMAGES AND MAKE SURE YOUR BROWSER WINDOW IS FULL SCREEN.

**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](#)



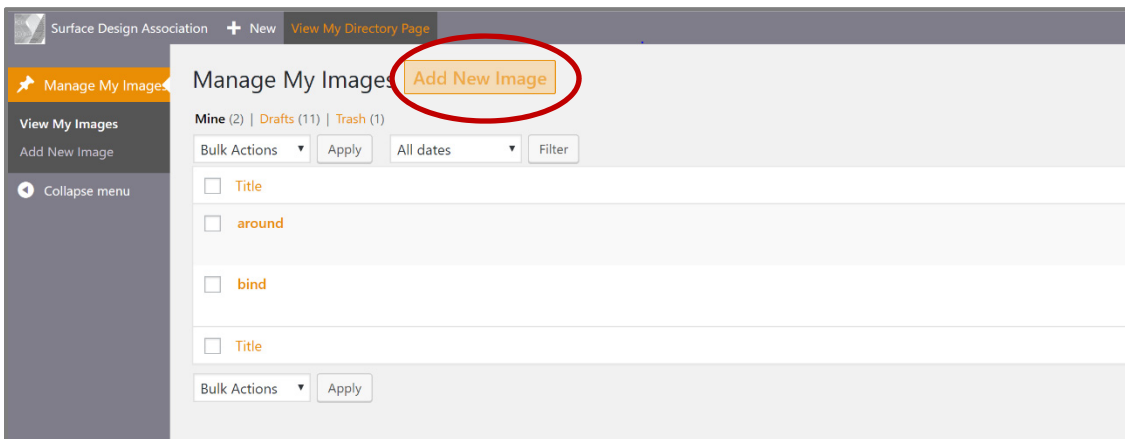
## 4. LOGIN TO YOUR ACCOUNT



**NOTE:** if you haven't set up a login and password on the NEW SDA website, contact [members@surfacedesign.org](mailto:members@surfacedesign.org) . Your password from the old SDA website will NOT work.

Click “Log In” to go to the “Manage My Images” page.

## 5. CLICK ON “ADD NEW IMAGE”



**6. YOU MUST COMPLETE ALL OF THE FOLLOWING:**

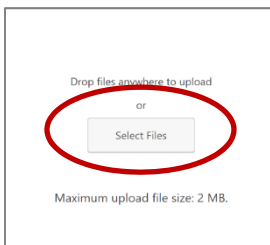
- Enter a title for your image in the blank box
- Enter title, year & your name for attribution
- Enter year image was made
- Enter materials and/or technique used
- Enter Image dimensions
- Click Add Image

The screenshot shows a form titled "Add New Image" with the following sections:

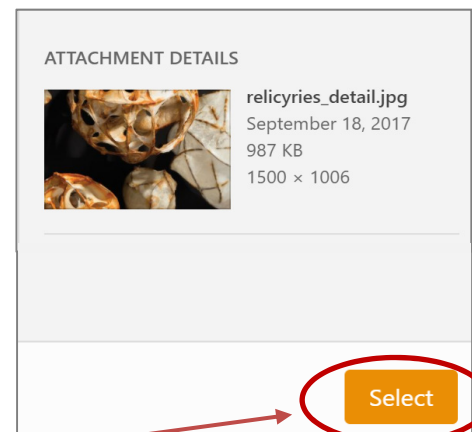
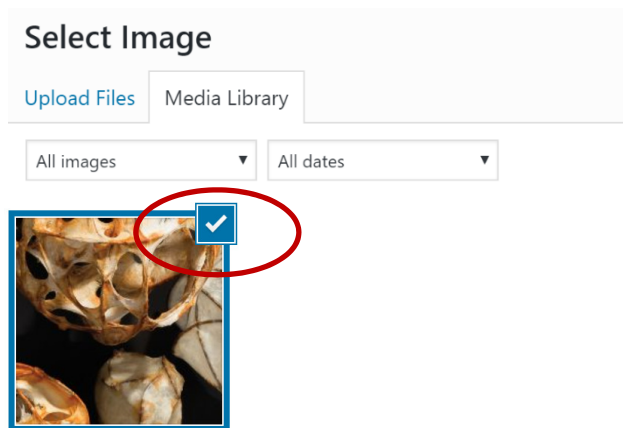
- 1. Image Attribution \***  
*Enter title, year and your name for attribution in case the image is used for SDA media or selected for an on-line exhibit.*
- 2. Image Year \***
- 3. Image Materials \***  
*Examples: Acrylic, Yarn*
- 4. Image Dimensions \***
- 5. Gallery Image \***  
*Image gallery will be displayed in your member profile.*

At the bottom of the form, there is a button labeled "Add Image" and a status indicator that says "No image selected".

**7. CLICK ON SELECT FILES TO FIND WHERE YOU HAVE STORED YOUR IMAGES FOR UPLOADING: YOUR COMPUTER (OR CLOUD)**

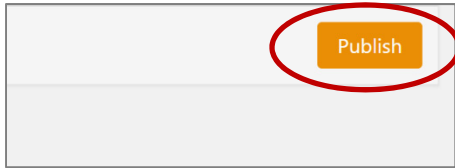


- Locate where you stored your images
- Click on the selected image (you must upload images one at a time)
- A thumbnail of your image should appear with a checkmark if it successfully uploaded. The "complete" image will display correctly once the image is published to your profile.

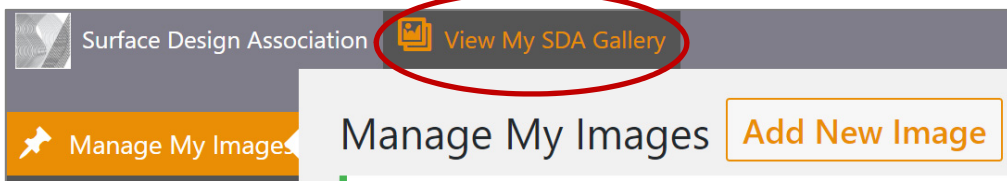


- Click "Select" on lower right-hand side of the page.
- You will return to the Manage My Image Page

8. CLICK "PUBLISH" ON THE RIGHT HAND SIDE OF THE PAGE TO UPLOAD THE IMAGE TO YOUR PROFILE

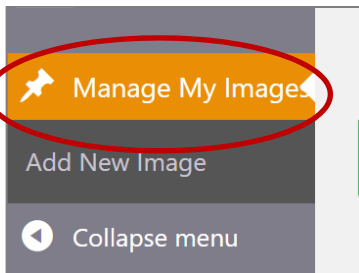


9. CLICK VIEW MY SDA GALLERY AT THE TOP OF THE PAGE TO SEE YOUR PROFILE



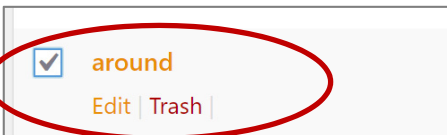
10. TO RETURN TO MANAGE MY IMAGES, CLOSE YOUR IMAGE GALLERY TAB ON YOUR BROWSER AND CLICK THE MANAGE MY IMAGE TAB.


11. CLICK "MANAGE MY IMAGES" ON THE LEFT TO SEE A LIST OF YOUR IMAGES.



## 12. MANAGING IMAGES AFTER UPLOADS

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



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

