Virginia Master Naturalist Online Photo Gallery

We have an online photo sharing site set up with Smugmug.com. We have created guest password access so that any Virginia Master Naturalist can add images to the galleries. Our goal is to provide an easy way for Virginia Master Naturalist chapters to share photos that can be used for the VMN State Program website, annual report, presentations, and other promotional purposes. It is also a great way to promote communication amongst chapters.

A few rules:
1. Please just upload your best photos to the site. We have unlimited storage, but there's no need to share photos that didn't turn out well unless they are the only images captured at a particular event.
2. Do not upload any images of youth under 18 unless there are photo releases on file for all of the youth in the pictures. We know there are some wonderful pictures of programs you are doing with kids, but we do not want to share these images on line or use them for program promotion without parental permission.
3. A photo release is part of our Virginia Master Naturalist volunteer enrollment form. However, any Virginia Master Naturalist volunteer can at any point request that a particular image be deleted from the site. Some people may prefer not to have certain images posted, and that's fine.
4. Only upload images pertaining directly to the Virginia Master Naturalist program. Images of Virginia Master Naturalist training events, volunteer events, and social events are all acceptable. Natural history and scenic images from sites in Virginia are also acceptable if they were taken as part of a Virginia Master Naturalist event.
5. No photos that are offensive, of illegal activities, or otherwise inappropriate are allowed.
6. Keep copies of your photos on your own computer, in case your on-line copies are deleted.

Just Viewing Images (open to the public)
1. Go to http://virginiamasternaturalist.smugmug.com.
2. Click on any of the gallery categories that appear, and discover the images inside!

ADDING PHOTOS, COMMENTS, EDITING, ETC.
Even though you can view the photos without logging in, if you want to upload your own photos, edit them, add comments, or even to download photos for your Chapter's use, you will need to log in with a username and password. NOTE: CONTACT THE VMN STATE OFFICE if you don't already have this log-in and password. Since the VPH is a public document, we did not want to include this information here. Once you have that information:
1. Go to http://virginiamasternaturalist.smugmug.com
2. Click the "login" button at the top of the page.

Uploading Images

Once you have logged in, there are several ways you can upload images. Here is one of the easiest ways. If you are computer-savvy, you can explore other ways to upload images through the Smugmug Help menu.

In Smugmug:
1. Click on the "Upload" link near the top left of the page.
2. Select the sub-category to which you want to add your photos. There are separate sub-categories for each chapter and for statewide events. You can choose to create a new photo gallery within your chapter's sub-category, or use an existing gallery within your chapter's subcategory.
3. On the uploading page, you can drag-and-drop files into the uploading box, or you can browse and choose your files using the menu. If you are computer-savvy, you can explore other methods.
4. Please <u>label</u> the photos in the caption area. At the very least, **add your name as the photographer** so that we can make sure to give you credit for that wonderful photo! Other helpful details to put in the caption area would be the event and its date, and names of anyone else in the photo, if you are able.

Creating a new Gallery in your Chapter's Folder (and then upload photos to that)

A Gallery is like a photo album. Usually it's one event or category. You will have many galleries in your Chapter folder. <u>You will need to log in as mentioned above</u>.

In Smugmug:
1. Click on the "Organize" link near the top left of the page.
2. You will want to create a gallery within your own Chapter's folder, which is a sub-category within the Chapter Images folder. Click on your Chapter's folder, on the left menu, to open it. (If you don't click on it in the menu, it may create the gallery within the larger VMN folder. If that happens, just drag it back into your Chapter's folder.)
3. Once you have your Chapter's folder open, click on the "Create" icon at top left. This will give you a drop-down menu below it. Choose "Gallery". A fill-in box will pop up. You really only want to:
    1. Add the title of the new Gallery, possibly a description (optional), and then,
    2. Under the Quick Settings menu, click on the "Quick Settings" drop down box and choose "VMN Smugmug Site". We've already set the protections that you will need, here. You don't have to bother with the other settings.
    3. To finish, now click "Create" at the bottom of the Create Gallery box you've been filling in.
4. If you are ready to leave the Organize area, be sure to click on the "Done" icon, or it won't save. You can upload photos to the new Gallery from here if you want, or press

Done, leave the Organize area, and then upload photos to this, using the instructions listed earlier in this document.

Editing Images

1. Once you have logged in, navigate to the particular gallery you want to view, which is probably within one of the chapter sub-categories.

2. Click on one of the galleries. You will then see thumbnail pictures that you can click on to view or edit. Once you are looking at the images, you can add captions, do some color editing, crop photos, rotate photos, and even add a bookmark for the location that the photo was taken onto Google Earth. You can also add or edit keywords. Keywords will help us sort the images later. Anyone with the password can edit the photos; you do not need to be the photographer (which is why photographers should keep a copy on their own computers).

NOTE:
The Smugmug VMN site is set up so that you cannot delete a photo or gallery if you are logged on using the sign-in that we have provided here. To delete something, email masternaturalist@vt.edu and let us know exactly what needs deleting.