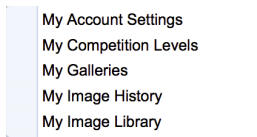


Creating a Gallery

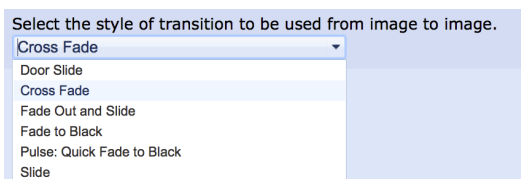
1. Log in to the Gateway Website
2. Click on “**My Account**” on the main toolbar
3. Click on “**My Galleries**”



4. Click on “**Add New Gallery**”



5. A new box appears with several options
 - **Category** - select “**uncategorized**” from the dropdown list
 - **Title** - give your Gallery a name like “John Smith’s Gallery”
 - **Gallery Visibility** (I would suggest either *Public* or *Club*.)
 - **Private** - no one will be able to see the Gallery except you.
 - **Club Access** - members must be signed in to view the gallery.
 - **Public Access** - members do not need to be signed in to view.
 - Allow other members to submit images to this Gallery. Do not check this box!
 - **Description** - you do not need to enter anything here but can if you want to.
 - **Information Link** - if you want to link to a personal website, you can enter the link here
 - enter as **http://www.mywebsite.com**
 - **Transitions** - select an option from the drop down box.



- **Options** - select the information you want displayed in the Gallery. Some options are pre-checked so you might go with those options to start.

6. Click on “**Update Gallery Options**” to save

7. Once your gallery has been approved by an administrator, you will be able to add your images. See the “**Adding Images to Your Gallery**” document in the Download Folder