

How do I add more photos for an event?

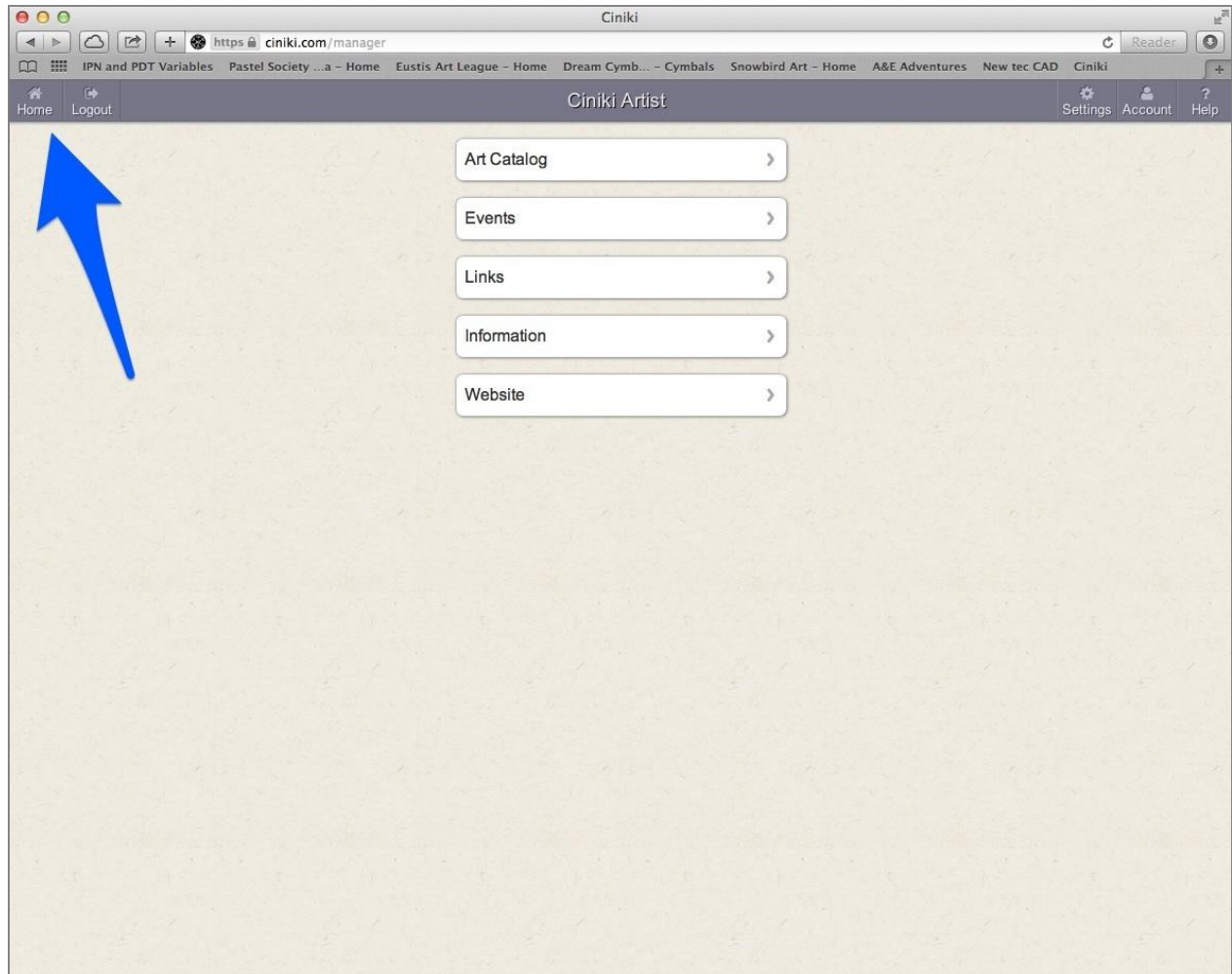
If you would like to have additional photos on your website for an event, follow the steps listed.

How do I add more photos for an event?

Step 1 of 7 - Click Home

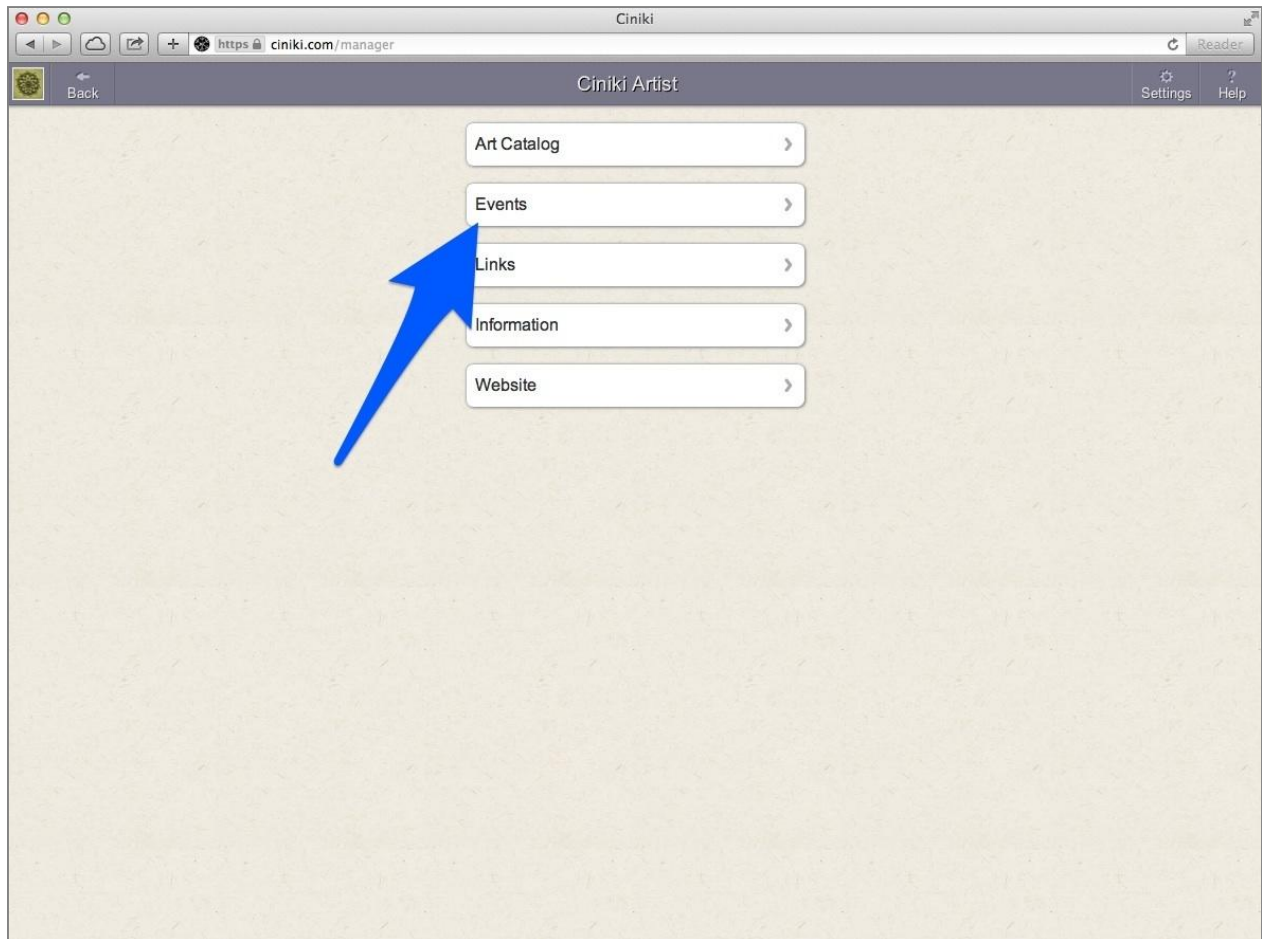
Click on the Home button in the top left of the Ciniki window to return to your main menu. This is the screen you see when you first login to Ciniki. If you are already at your home screen, the screen will not change.

If you are not yet logged into Ciniki, refer to: <http://ciniki.com/tutorials> for more information on how to log into the Ciniki Manager.



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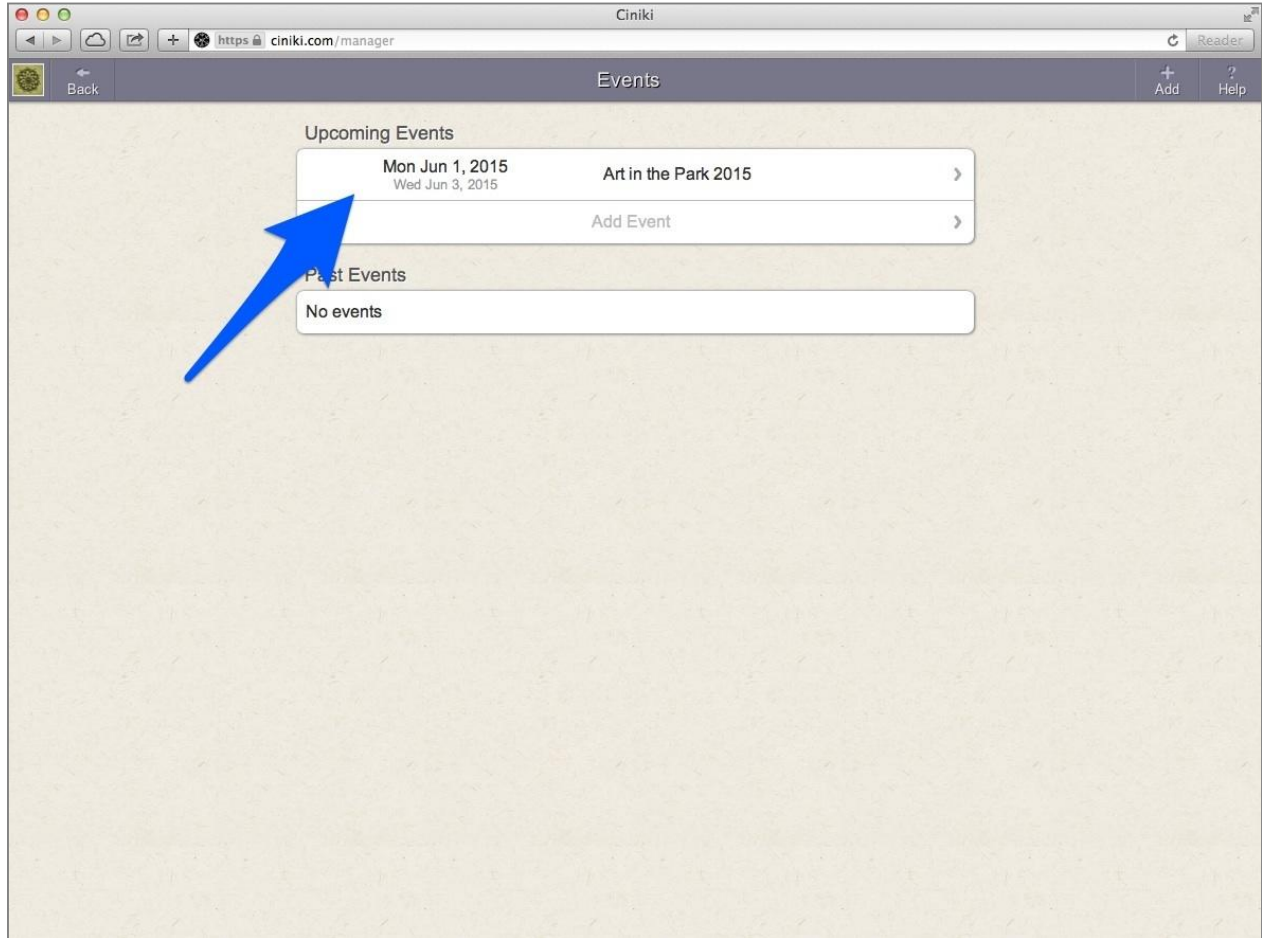
Step 2 of 7 - Click on Events



How do I add more photos for an event?

Step 3 of 7 - Click on the event

Click on the event where you would like to add additional photos.

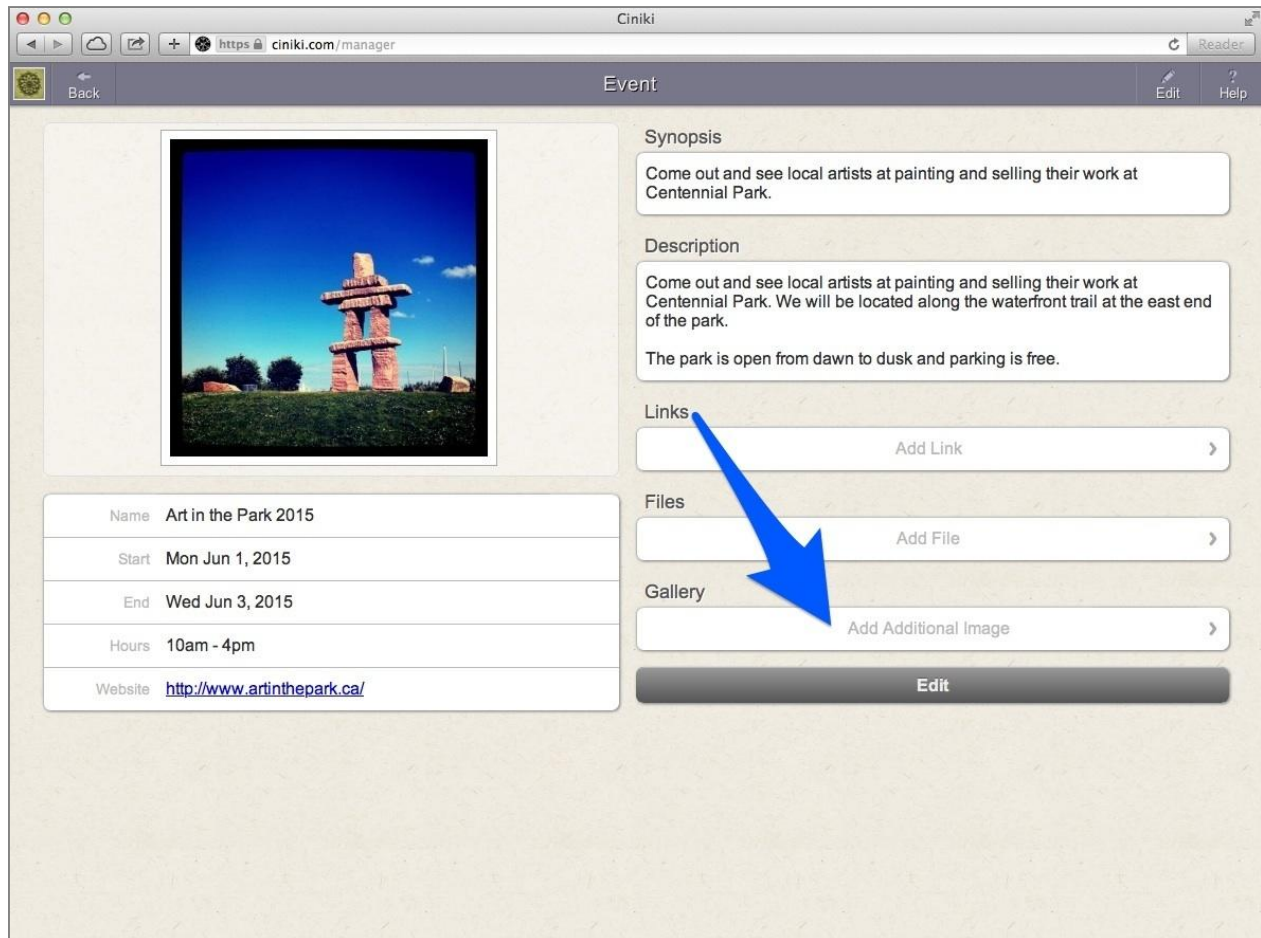


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Step 4 of 7 - Click on Add Additional Image

To add a photo, click on the Add Additional Image.

If you are on a laptop or desktop computer, you can drag and drop multiple photos to this screen and they will be added.



The screenshot shows a web browser window with the URL <https://ciniki.com/manager>. The page title is "Event". On the left, there is a large image of a stone sculpture. Below it, a table displays event details:

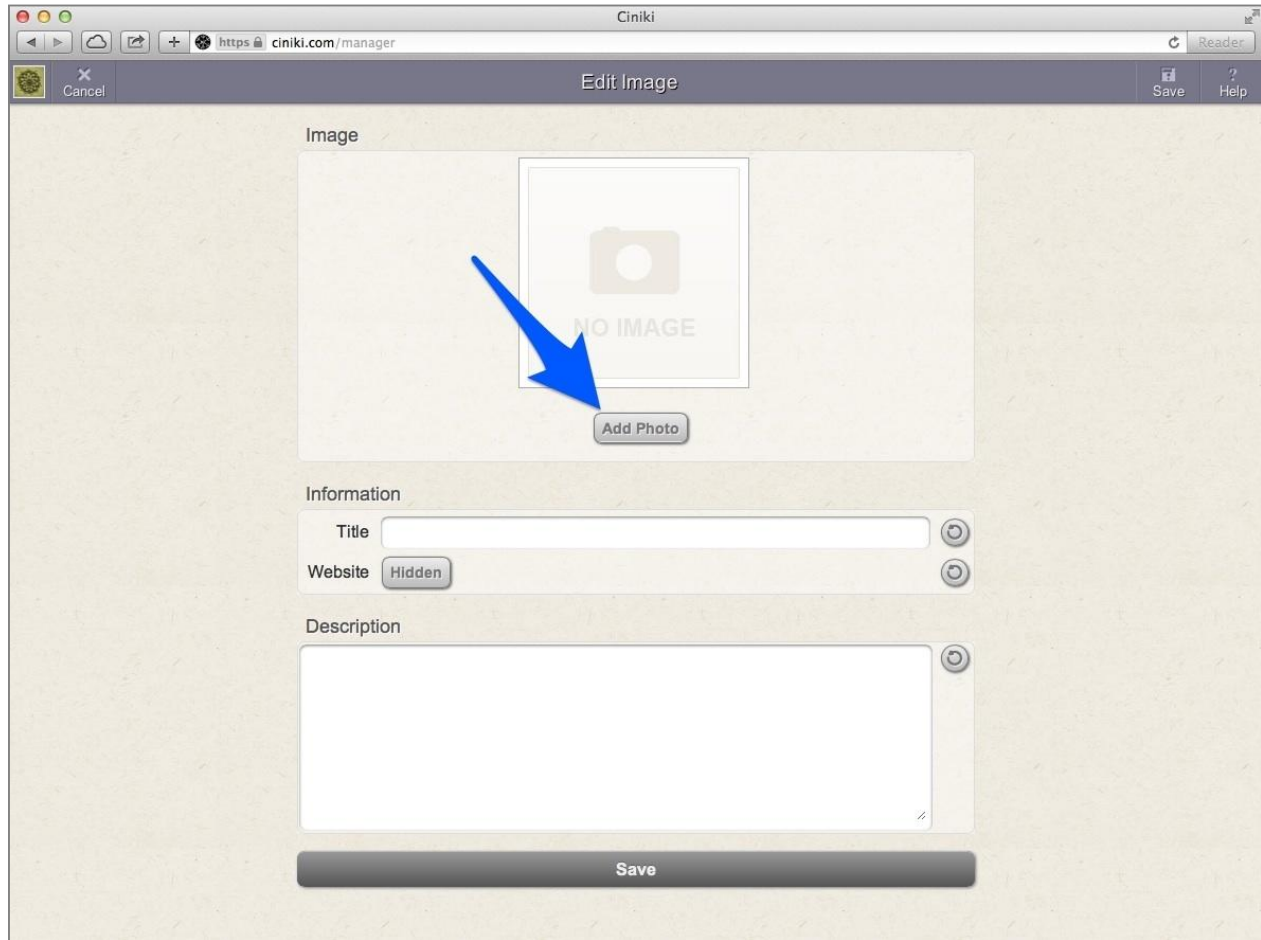
Name	Art in the Park 2015
Start	Mon Jun 1, 2015
End	Wed Jun 3, 2015
Hours	10am - 4pm
Website	http://www.artinthepark.ca/

On the right side, there are sections for "Synopsis", "Description", "Links", "Files", and "Gallery". The "Gallery" section contains a button labeled "Add Additional Image" with a right-pointing arrow. A blue arrow points to this button. Below the "Gallery" section is a dark grey "Edit" button. The browser's address bar shows "ciniki.com/manager" and the page has a "Reader" view option.

How do I add more photos for an event?

Step 5 of 7 - Choose your photo

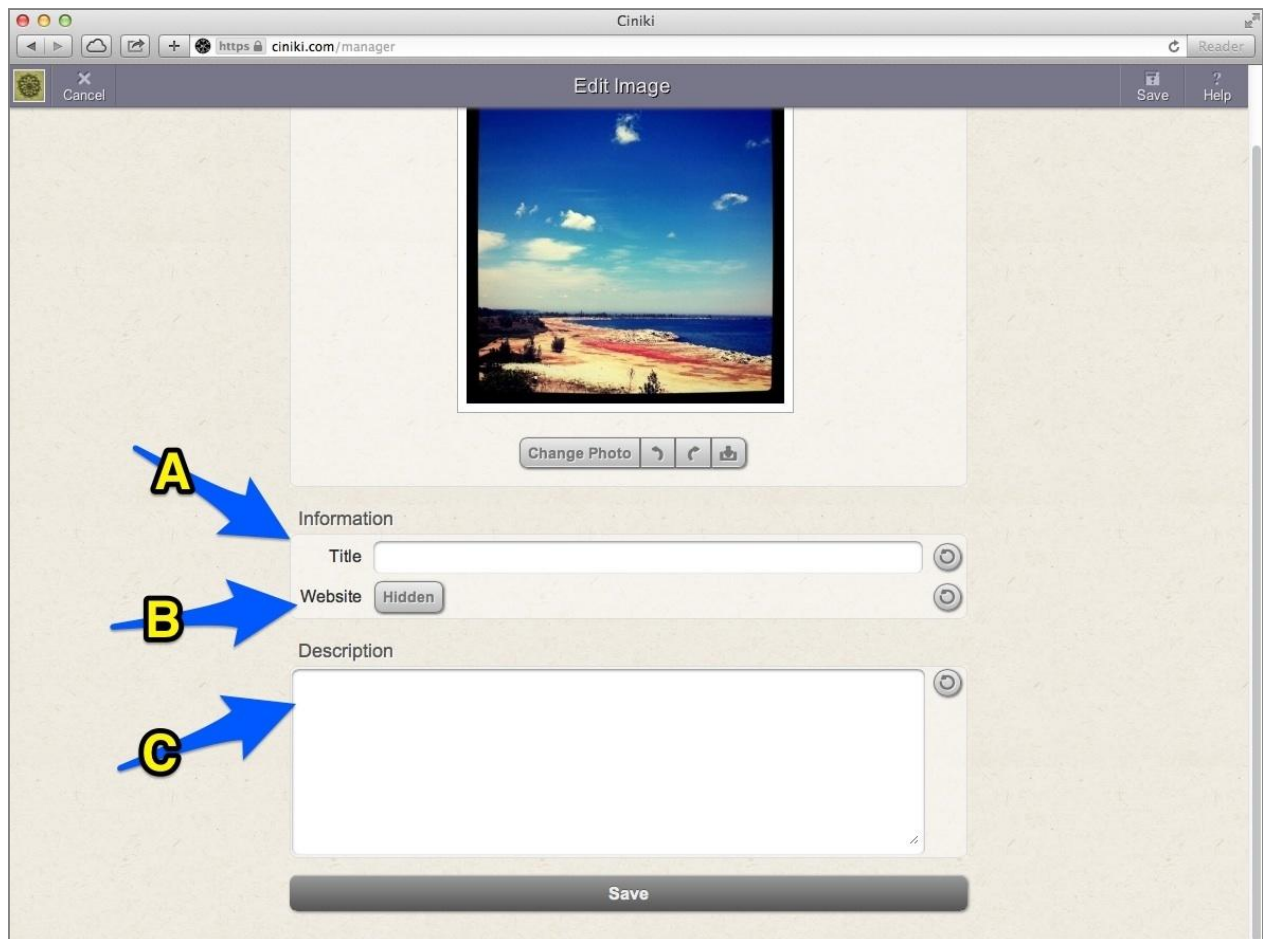
Click on Add Photo to select a photo from your computer or tablet.



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Step 6 of 7 - Photo Details

- A. (Optional) The title of the photo.
- B. (Optional) Click on Hidden if you do not want this photo to show on your website.
- C. (Optional) Enter the description of the photo.



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Step 7 of 7 - Click on Save

After entering the information, click on Save.

The photo will now appear on your website as part of the event.

If you would like to add more photos, go to Step 4.

