

# Admin Site

## How do I create and manage a photo gallery on the public website?

You can create a system page that parents can upload photos to the public website. On the pages tab of the web editor, click add then give your page a name and select where you want it to appear on your menu. For the page properties of the page, select photo gallery from the system page drop-down. All of the other settings can be what you want, then click save.










The screenshot shows the 'Pages' management interface. On the left, a menu lists existing pages like 'Home Page', 'Coaching Resources', and 'New page'. A red arrow points to the '+ Add' button in the top right, labeled with a red box and the number 1. Another red arrow points to the 'New page' option in the left menu, labeled with a red box and the number 2. In the 'Page properties' section on the right, a red arrow points to the 'System Page' dropdown menu, which is set to 'Photo Gallery', labeled with a red box and the number 3. Finally, a red arrow points to the 'Save' button at the bottom of the properties section, labeled with a red box and the number 4.

If you want to approve or deny photos before they are displayed on the website, go to setup->organization->league options, then on the gallery options tab, select "Admin" for the authorization required field.

The screenshot shows the 'League Selection' settings page. At the top, there are tabs for 'Public Site', 'Homepage Options', 'Coach Options', 'Draft Tool', 'Admin', 'Tell A Friend', 'Template', and 'League Selection'. Below these, there are sub-tabs for 'General Settings', 'Gallery Options', 'Forum', and 'Team Options'. A red arrow points to the 'Gallery Options' tab. In the 'Gallery Options' section, there are three settings: 'Which level admin can add/remove photos to general and division galleries?' with a dropdown set to '12'; 'Allow coaches to add pictures to the division galleries?' with radio buttons for 'Yes' and 'No'; and 'Authorization required before uploaded pictures are published?' with radio buttons for 'None', 'Coach', and 'Admin'. A red arrow points to the 'Admin' radio button.

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In order to approve or deny photos, go to communication->website->photo gallery administration where you will see photos that have been uploaded. You can approve, un-approve, or delete photos from here.

Photo Gallery Administration		
Team Photo Gallery - Braves		
 <u>Home Run</u> <a href="#">[Un-Approve]</a> 	 <u>Image Name</u> <a href="#">[Un-Approve]</a> 	 <u>Derek Gerhart</u> <a href="#">[Un-Approve]</a> 
 <u>Braves Vs. Reds</u> <a href="#">[Un-Approve]</a> 		
Photo's not yet approved - Braves		
 <u>Nationals Vs. Braves</u> <a href="#">[Approve]</a> 	 <u>Nationals Vs. Braves</u> <a href="#">[Approve]</a> 	

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