

# 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 sidebar menu lists various pages, with 'New page' highlighted by a red arrow and a red box labeled '2'. Above this menu, a '+ Add' button is highlighted with a red arrow and a red box labeled '1'. On the right, the 'Page properties' form is shown. The 'System Page' dropdown menu is set to 'Photo Gallery', highlighted with a red arrow and a red box labeled '3'. At the bottom of the form, a green 'Save' button is highlighted with a red arrow and a red box labeled '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. The 'Gallery Options' tab is selected, highlighted with a red arrow. Below the tabs, there are three settings: 1. 'Which level admin can add/remove photos to general and division galleries?' with a dropdown menu set to '12'. 2. 'Allow coaches to add pictures to the division galleries?' with radio buttons for 'Yes' and 'No'. 3. 'Authorization required before uploaded pictures are published?' with radio buttons for 'None', 'Coach', and 'Admin'. The 'Admin' radio button is highlighted with a red arrow.

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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> [Un-Approve] X	 <u>Image Name</u> [Un-Approve] X	 <u>Derek Gerhart</u> [Un-Approve] X
 <u>Braves Vs. Reds</u> [Un-Approve] X		
Photo's not yet approved - Braves		
 <u>Nationals Vs. Braves</u> [Approve] X	 <u>Nationals Vs. Braves</u> [Approve] X	

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