

Create a photo album

Upload photos, arrange them, complete details and choose visibility before publishing.

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Before you begin

- ✓ Use only photos with the necessary consent.
- ✓ Prepare the occasion title, date and description.

1 STEP 1 OF 5 · 2 MIN

Open Gallery

Enter Gallery from the dashboard.

Gallery shows existing albums and the creation action to authorised users.

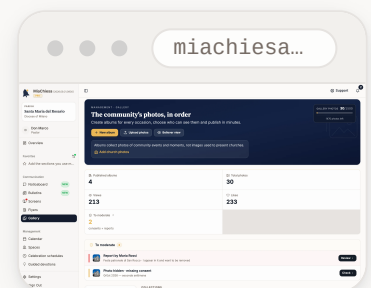


Fig. 1 Enter Gallery from the dashboard.

2 STEP 2 OF 5 · 2 MIN

Create an album

Choose New album and upload photos.

Wait for uploads to complete before arranging photos.

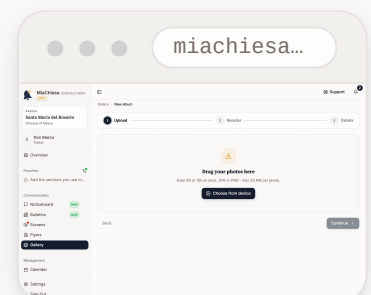


Fig. 2 Album creation with New album and photo upload.

3 STEP 3 OF 5 · 2 MIN

Arrange and choose the cover

Review images, remove unsuitable ones and set their order.

The image selected as cover represents the album in the list.

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STEP 4 OF 5 · 2 MIN

Complete details

Enter title, occasion, date, description and visibility.

Visibility determines who can find the album; review it with title and date.

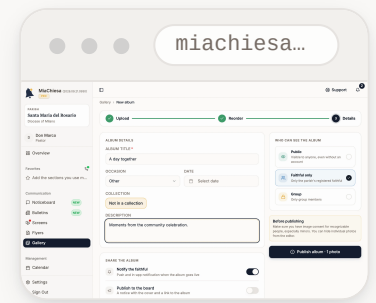


Fig. 3 After uploading photos, the album title is filled in before publishing.

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STEP 5 OF 5 · 2 MIN

Publish

Check that at least one photo is present and publish the album.

Publishing is complete when the new card appears in Gallery with the correct cover.

What you have achieved

- ✓ The album appears in Gallery with the chosen visibility.
- ✓ Order, cover and details have been reviewed.

Troubleshooting

I cannot publish



A title, at least one photo and Manage gallery albums are required.

A group cannot be selected



Group visibility requires a valid group in the active scope.