FIRSTSPORTS

Galleries

Contents

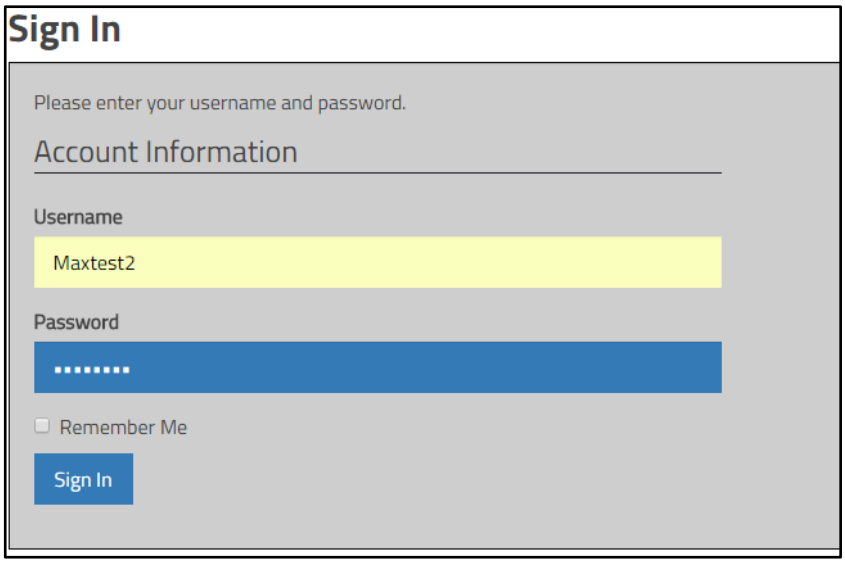
1. Creating a Gallery 3

1. Creating a Gallery

To create a gallery, you will need to **Sign In**.

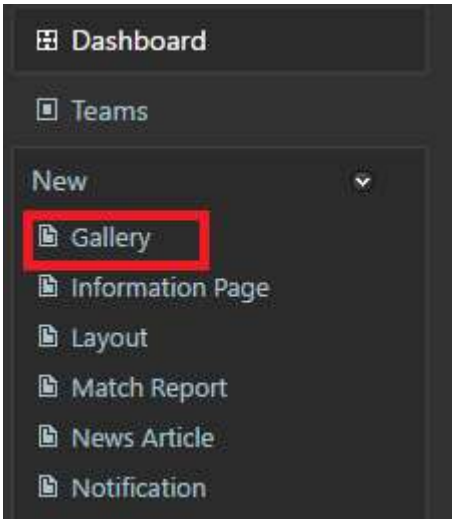


Insert your username and password, the same credentials used when logging into GMS.

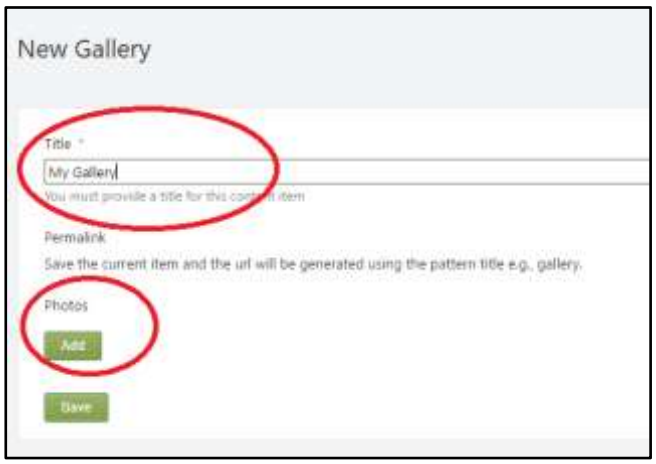


Select the **Dashboard** option at the top of the page and click on **Gallery** under **New**.





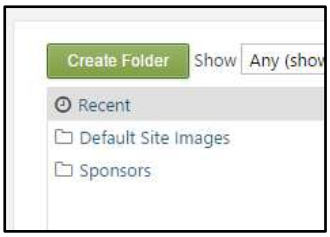
Name the **Gallery** by giving it a **Title** and select **Add** to upload images to that gallery.



Selecting **Add** will direct you to the media library. From here you can either select an existing image or **import** new images from the desktop. To select more than one existing image hold CTRL and select.

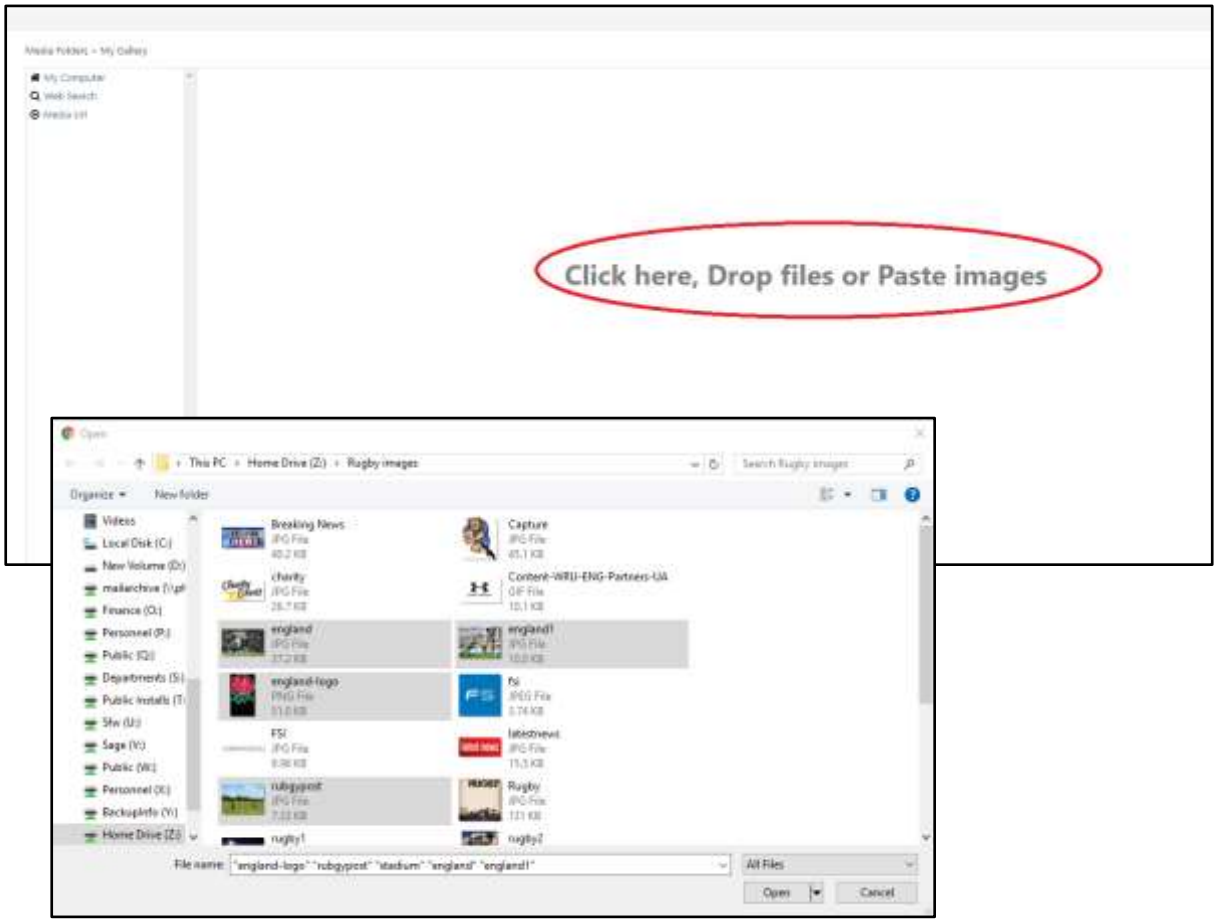


To import images from the desktop to the new gallery, use Create Folder to store them or store them in existing folders.





Select that folder and click on **Import**, click on the 'Click here, Drop files or Paste images' and your desktop will display. Select the images you want to upload.



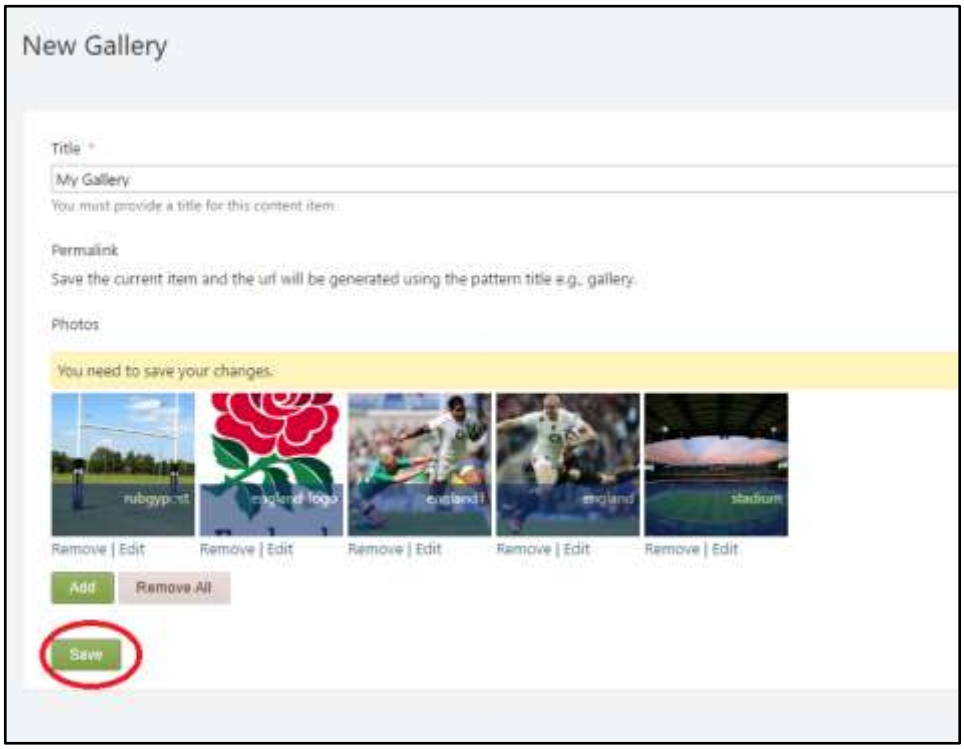
These will display in the folder, select **Close**.



Click on the number of images to import into Gallery and click **Select.**



Click **Save**.



Select **View Website** and go to **Gallery**.

View Website

