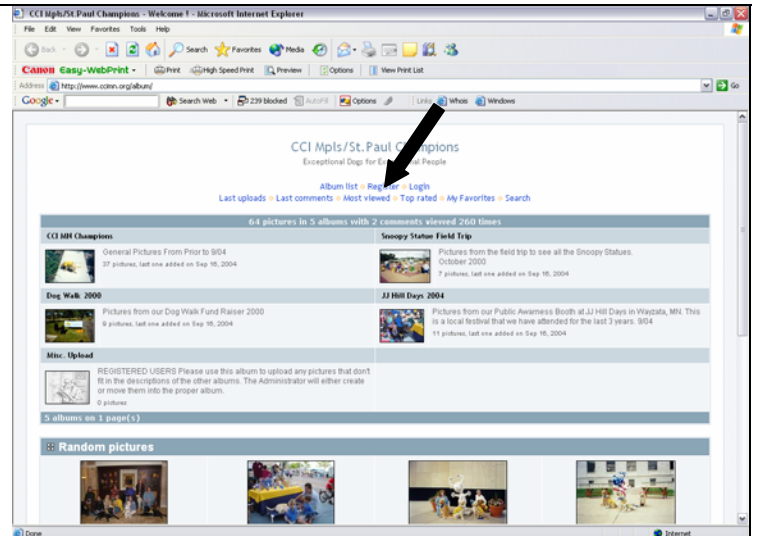


How to Upload Your Own Pictures to the CCI Mpls/St. Paul Website

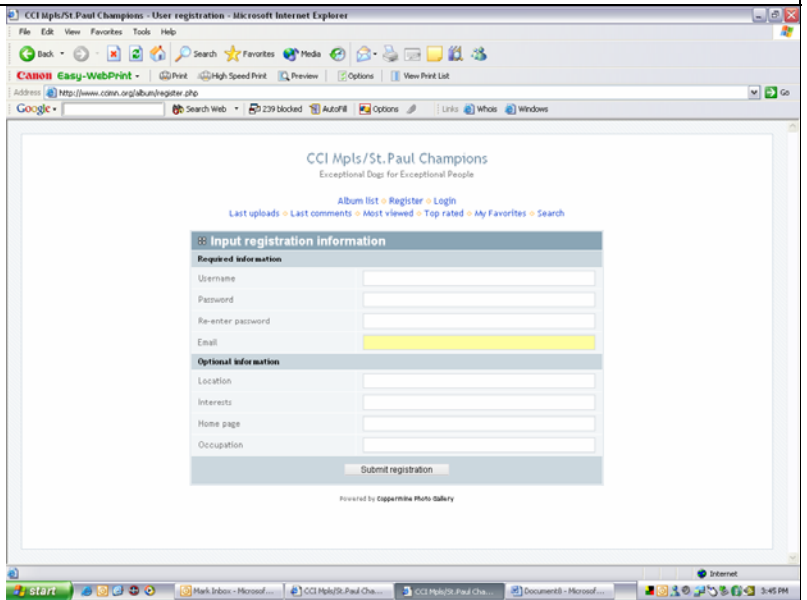
1. Go to the Photo Album area of the web site.
2. Click on the "Register" link.



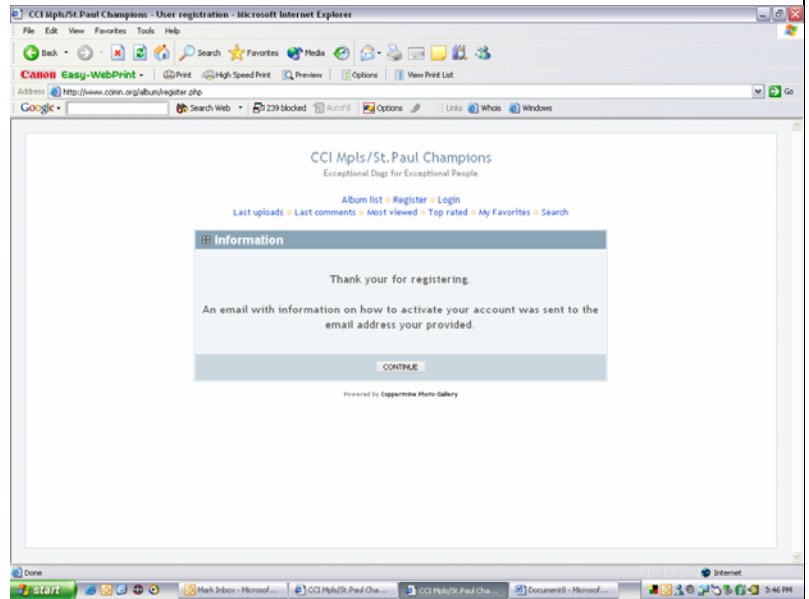
3. Agree to the terms and conditions.



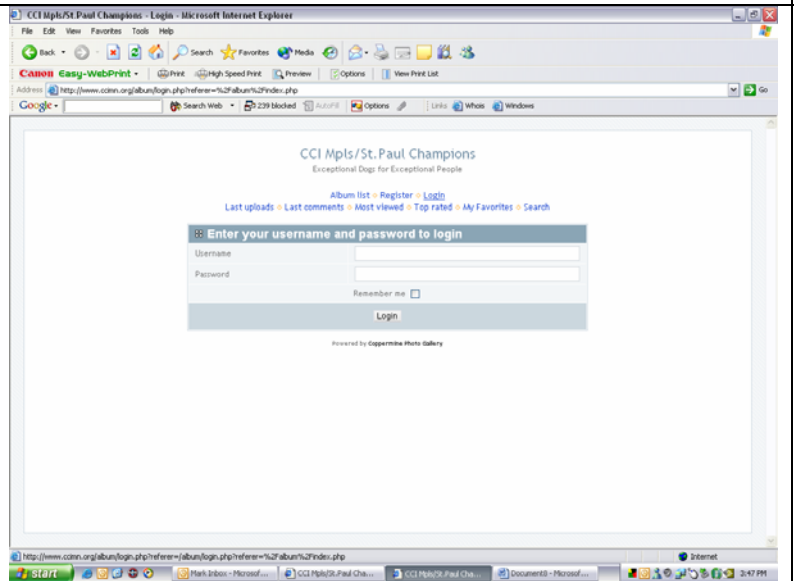
4. Fill out the form with a User Name & Password that is easy to remember.
 - a. Use your REAL Email address as you will be sent a confirmation email to activate your account.
5. Click the "Submit" button.



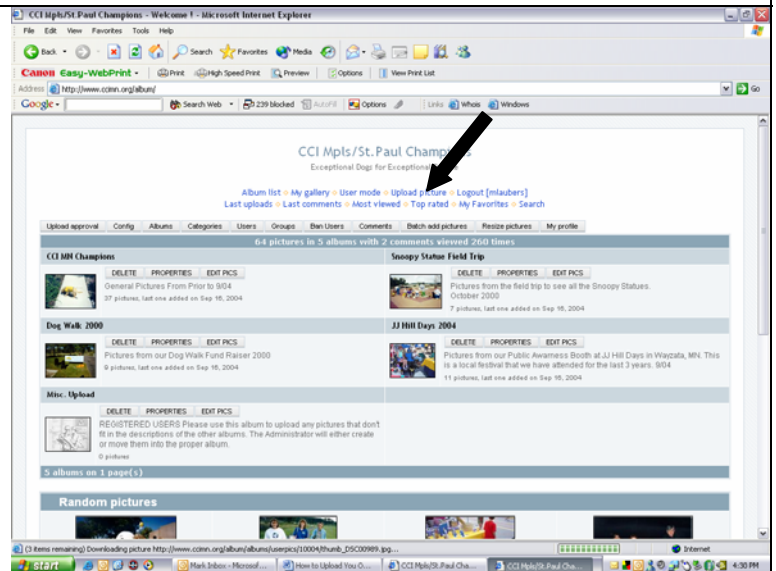
6. You will receive a confirmation screen. It will say you are going to receive an email. The email will have a link. Click on the link and this will complete the activation of your account. In the future, you will simply click the “Login” link on the Photo Album, enter your User Name and Password and you will have full access to all the functions of the Photo Album.



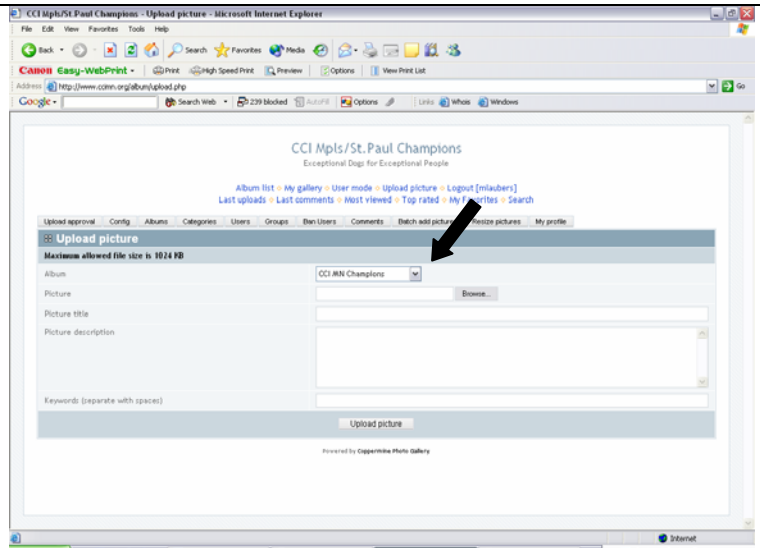
7. To log into the Photo Album, simply type the User Name & Password you created. (User Names and Passwords are case sensitive)



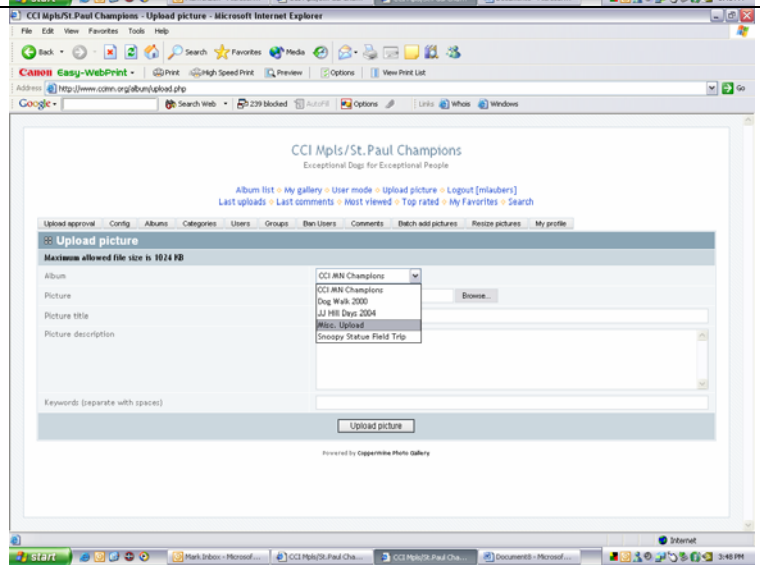
8. To upload a picture, click on the “Upload Picture” link.



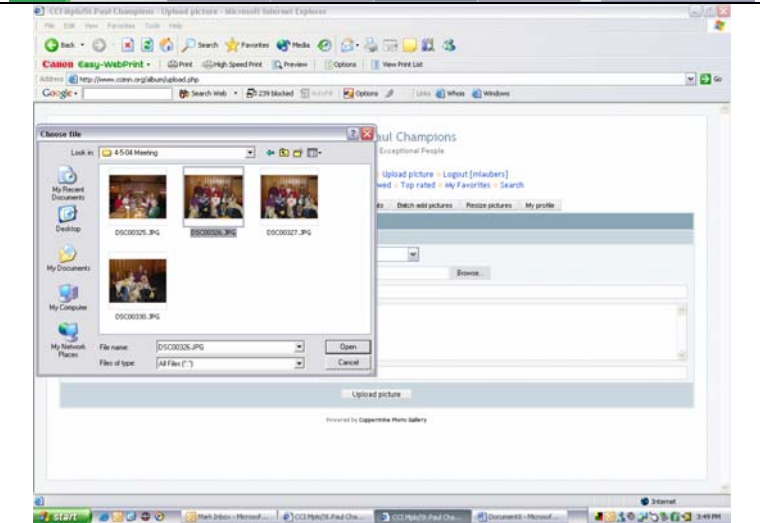
9. Click on the small arrow beside the Album Name.



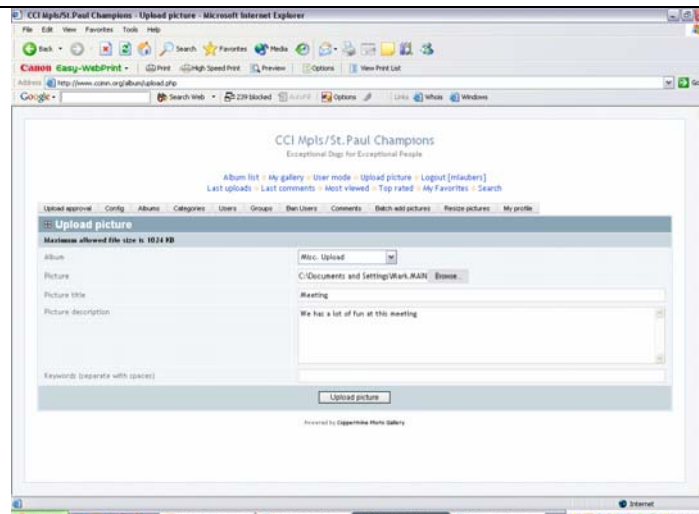
10. Select the "Misc. Upload" Album from the drop down menu. (This is a very important step. It will assure that your picture will be placed in the proper album. The administrator will move the picture to the proper album at a later date)



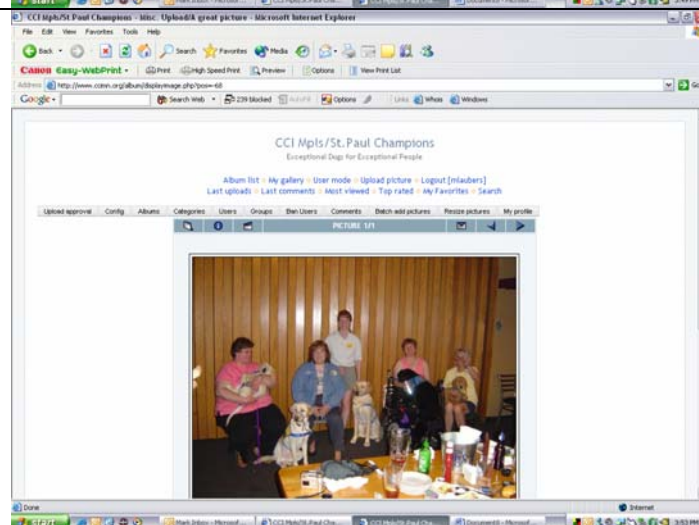
11. Select the "Browse" button. A window will pop up allowing you to locate the photo on your computer. (The Max photo size is 1 MB. Resize your photo to meet this guideline or your picture will not upload)



12. Give your picture a Title and type something in the description. Click the "Upload Picture" button.



13. As soon as the upload is complete, you will see the resulting picture displayed as you will see it in the Photo Album.



It's not necessary to be logged in to view the Photo Album, however, it is necessary to log in if you wish to email the photo's to someone, upload pictures, or change any of the information on your pictures.

That's it. It's easy and fun. Please upload as much as you like. The more we place on the Album, the better it will be for all.

Contact:
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612-282-4556