

How to create a photo album

Only current members of MNPS can add a photo album.

- 1) Log into www.mdflora.org
- 2) Click on the link of your name, found in the log in area.
- 3) Click on "Member photo album" link
- 4) Click the "Create album" button (or the "Add album" button if this is not your first album)
 - a. Enter in the name of your album, and add a description if you want.
- 5) Click the "Upload photos" button
- 6) Click "Choose photo" button
- 7) Choose your photo
- 8) When up to five are selected, click "Upload photos" button

To have these photos accessible to the public and/or members only you need to adjust your privacy settings. If you are already in your profile, skip to Step 2.

- 1) Click on the link of your name, found in the log in area.
- 2) Click on the "Privacy" link.
- 3) Click on "Edit profile" button.
- 4) Make sure the "Allow to show profile" box is checked.
- 5) Make any adjustments to your profile privacy settings.
 - a. It is preferred that you set your Photo album to "Anybody" to make sharing photos easier.

Once your photos are uploaded, and you want to share them with others, send an email to info@mdflora.org and the albums will be linked on the appropriate web pages.