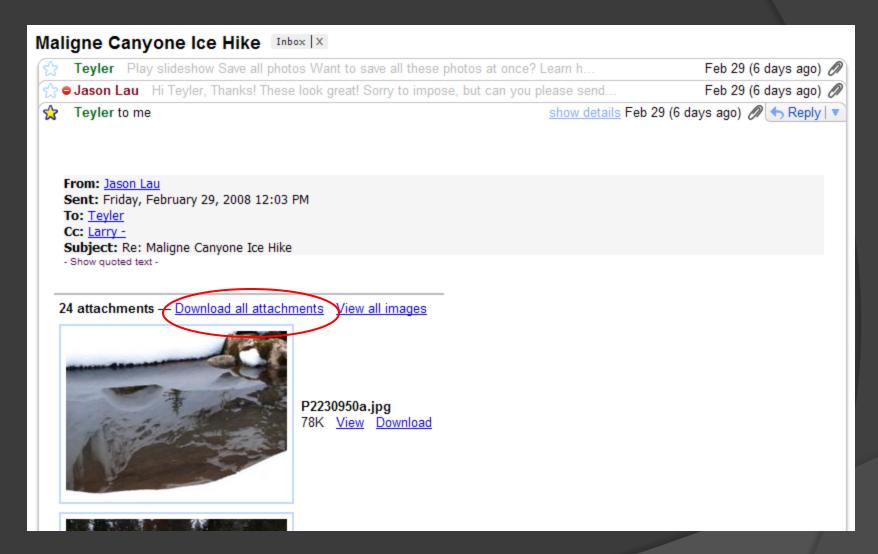
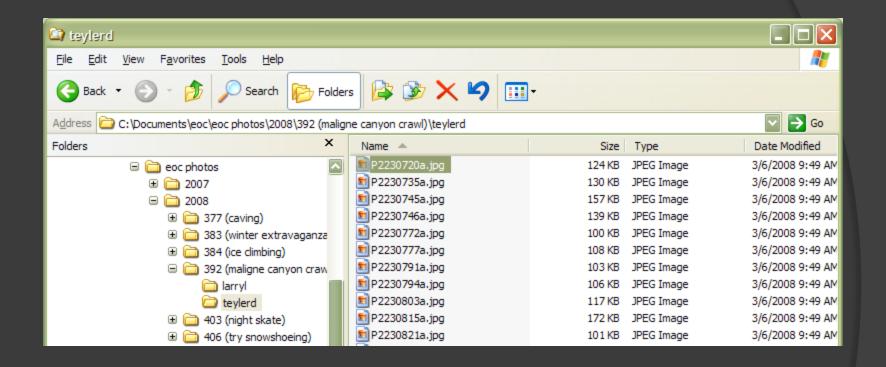
General Procedures (March 6, 2008)

# **EOC PHOTOHISTORIAN**



Acknowledge pictures receipt by email. Ask them to resize if necessary.



Save by [YEAR], [event ID (description)], [firstname,lastinitial]

If you resize for them, feel free to toss the big files.



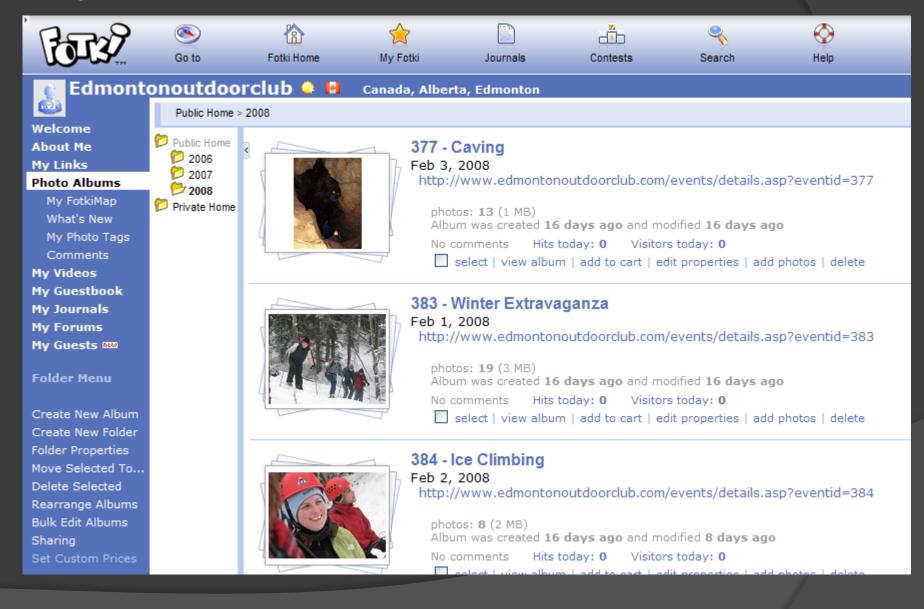


Home/Calendar Bienvenue Edmonton Outdoor Club - Officer Area - Manage Events: PAST Logout Show My Events Event Search Volunteers' Area Add New EOC Event Manage Events: - Past Date Title Vw Dtl Vw Arch Edit Dates Roster Promo Archive Info Copy Txns - Event Suggester Cabin Fever Escape to Nordegg - HI-Shunda Creek Hostel Dates Roster Promo Copy Vw Arch Txns - Event Search Copy 2/22/2008 Maligne Canyon Crawl, Jasper Edit Dates Roster Promo Archive Vw Dtl Vw Arch Txns Add Member to Event Beginner Ski Evening at Sunridge Ski Area Edit Dates Roster Promo Copy Vw Arch Txns Double Bookings No Shows 2/20/2008 Dinner and a Story Slam Edit Dates Roster Promo Archive Vw Dtl Vw Arch Txns Copy Transfer Waiting List 2/18/2008 Ice Skating in Hawrelak Park Edit Dates Roster Promo Archive Copy Vw Dtl Vw Arch Txns Split Waiting List 2/16/2008 Cross-country Skiing at Cooking Lake-Blackfoot Recreation Area Edit Dates Roster Promo Archive Copy Vw Dtl Vw Arch Txns Volunteer E-Mail List E-Mail All Volunteers 374 2/15/2008 Lake Louise Ski/Snowboard Long Weekend Сору Edit Dates Roster Promo Archive Vw Dtl Vw Arch Txns Officer/Administration 412 2/8/2008 Vw Arch Ice Skating in Hawrelak Park Edit Dates Roster Promo Archive Copy Vw Dtl Txns Membership Management 377 2/3/2008 Caving/Spelunking (Extravaganza Sub-event, Adventure Tour) Edit Dates Roster Promo Archive Copy Vw Dtl Vw Arch Txns **Outstanding Waivers** Missing Waivers 2/2/2008 Ice Climbing (Extravaganza Sub-Event) Dates Roster Promo Archive Copy Vw Dtl Vw Arch Txns Manage Wait Lists 2/1/2008 383 Winter Fun Extravaganza Edit Dates Roster Promo Archive Copy Vw Dtl Vw Arch Txns Volunteer Photos 1/31/2008 Archive 410 Christmas Bureau Volunteer Appreciation Night Edit Dates Roster Promo Copy Vw Dtl Vw Arch Txns Award Admin Award Nominations 1/30/2008 River Valley winter evening urban hike Edit Dates Roster Archive Vw Dtl 411 Promo Copy Vw Arch Txns

Best place to find event ID is the "PAST" page on the manage events navigation.

This page will also give you date, original posting URL and Archive access.

### Login to Fotki, click MY FOTKI, and then appropriate YEAR



#### If adding photos to existing event, scroll to event and click "add photos".



#### I usually use the ActiveX Uploader.

#### Add/Upload photos to album "392 - Maligne Canyon Crawl"



<u>Fotki Java Uploader v3.0 Beta</u> (older version <u>2.2.3</u>) (Windows, Mac OS X, Linux or Solaris) Recommended for batch upload. Make sure you have the latest <u>Java</u> installed.



Fotki ActiveX Uploader v3.2 (Internet Explorer for Windows)



#### Fotki Desktop Beta

Easy uploading photos or entire folders..

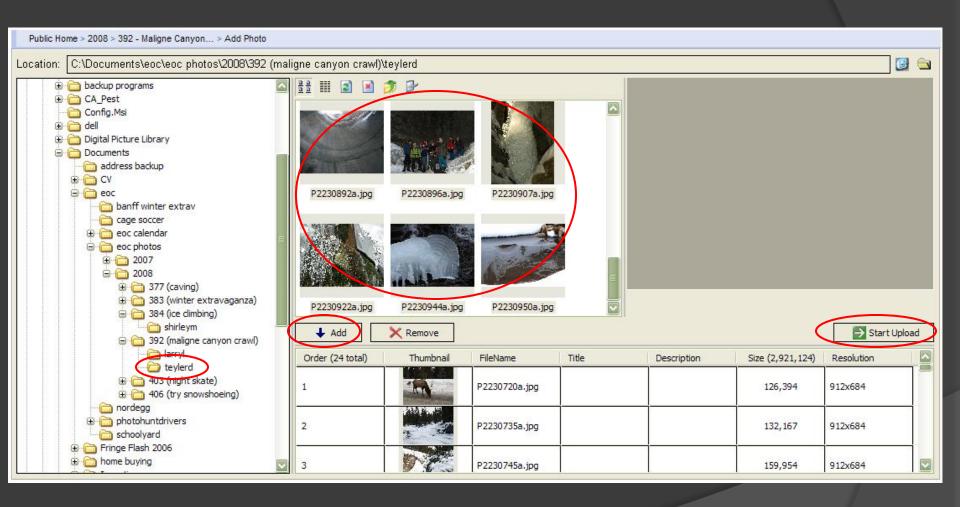
Select the files or folders on your computer and right-click your mouse to start upload

Desktop



One photo at a time

Navigate to your local folder, select all pictures, click "add" and "start upload".



## Upload in progress... 5%

Please wait and be patient until you see the confirmation window. You will be notified when upload is complete.

Status: Uploading 2 of 24 photos

Elapsed Time: 00:00:05

Estimated Time 00:01:36 (At 27.91KB/sec)

Upload/Total size: 167.43KB / 2.79MB

<< Back

Current Photo: p2230735a.jpg

Photo Size: 129,07KB

X Stop Uploading

### Return to the album. Select newly uploaded pictures and click "bulk tagging"

392 - Maligne Canyon Crawl **About Me** My Links http://www.edmontonoutdoorclub.com/events/details.asp?eventid=392 Photo Albums My FotkiMap Thumbnails What's New My Photo Tags 1 2 3 Next Page > Print all for \$5.04 | Slideshow | Badge Comments My Videos My Guestbook My Journals My Forums My Guests new a00NarmineMaligne a02Maligne Canyon a18Maligne Canyon a19Maligne Canyon a01Maligne Canyon a09Maligne Canyon a12Maligne Canyon a16Maligne Canyon Canvon Crawl08 162 Crawl08 032 Crawl08 037 Crawl08 060 Crawl08 073 Crawl08 088 Crawl08 099 Crawl08 117 Add Photo(s) Order print Edit | Delete Album Properties Rearrange Photos Add to Cart Select All Unselect All Move Selected To ... Copy Selected To ... Delete Selected Bully Edit Photos 15 P2230745a a22Maligne Canyon iii a25Maligne Canyon III a27 Maligne Canyon 2 a33Maligne Canyon IB P2230720a 10 P2230735a 18 P2230746a Bulk Tagging Crawl08 132 Crawl08 137 Crawl08 154 Crawl08 176 Order print Delete All Com Edit | Delete Edit | Delete Edit | Delete Edit | Delete ✓ Edit | Delete ▼ Edit | Delete ▼ Edit | Delete ✓ Edit | Delete Delete All Originals

@ P2230794a

▼ Edit | Delete

Order print

P2230803a

▼ Edit | Delete

Order print

P2230815a

✓ Edit | Delete

Order print

P2230821a

✓ Edit | Delete

Order print

P2230825a

✓ Edit | Delete

Order print

Be sure to select the ones you want, or else it'll bulk tag everything.

P2230791a

✓ Edit | Delete

Order print

17 P2230772a

Order print

Edit | Delete

18 P2230777a

▼ Edit | Delete

Order print

## Bulk Tagging of 392 - Maligne Canyon Crawl album's photos

Tags to 12 of 56 photos:

teylerd

Be sure each photo only has one tag; the photographer's name. This is used to track ownership and credit.

All tags used in this album: larryl

Save

Cancel







P2230735a



P2230745a



P2230746a



P2230772a

P2230803a



P2230777a



P2230791a



P2230794a



P2230815a



P2230821a



P2230825a

#### Manage Events: - Future - Past Title ID Date Edit Dates Roster Promo Archive Info Copy Vw Dtl Vw Arch Txns - Cancelled (Past) - Event Suggester 2/29/2008 Cabin Fever Escape to Nordegg - HI-Shunda Creek Hostel 404 Edit Dates Roster Promo Copy Vw Dtl Vw Arch Txns - Event Search Maligne Canyon Crawl, Jasper 2/22/2008 Edit Dates Roster Promo Archive Copy Vw Dtl Vw Arch Txns Add Member to Event 2/21/2008 Beginner Ski Evening at Sunridge Ski Area 420 Edit Dates Roster Promo Copy Vw Dtl Vw Arch Txns Double Bookings No Shows 415 2/20/2008 Dinner and a Story Slam Edit Dates Roster Promo Archive Vw Dtl Vw Arch Txns Transfer Waiting List 2/18/2008 Ice Skating in Hawrelak Park





#### Home/Calendar Bienvenue Logout Volunteers' Area Manage Events: - Future - Past - Cancelled (Past) - Event Suggester - Event Search Add Member to Event Double Bookings No Shows Transfer Waiting List Split Waiting List Volunteer E-Mail List E-Mail All Volunteers Officer/Administration Membership Management **Outstanding Waivers** Missing Waivers Manage Wait Lists

Volunteer Photos Award Admin

Award Nominations
Award Votes
Processes
Web Site User Guide
Event Coordinator Manual



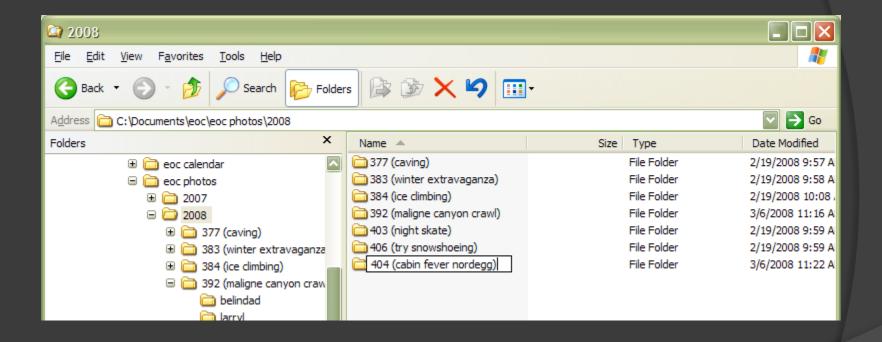
http://public.fotki.com/edmontonoutdoorclub/2008/392---maligne-canyo/

(send an automatic notification to attendees about the update?)

Photo Album URL:

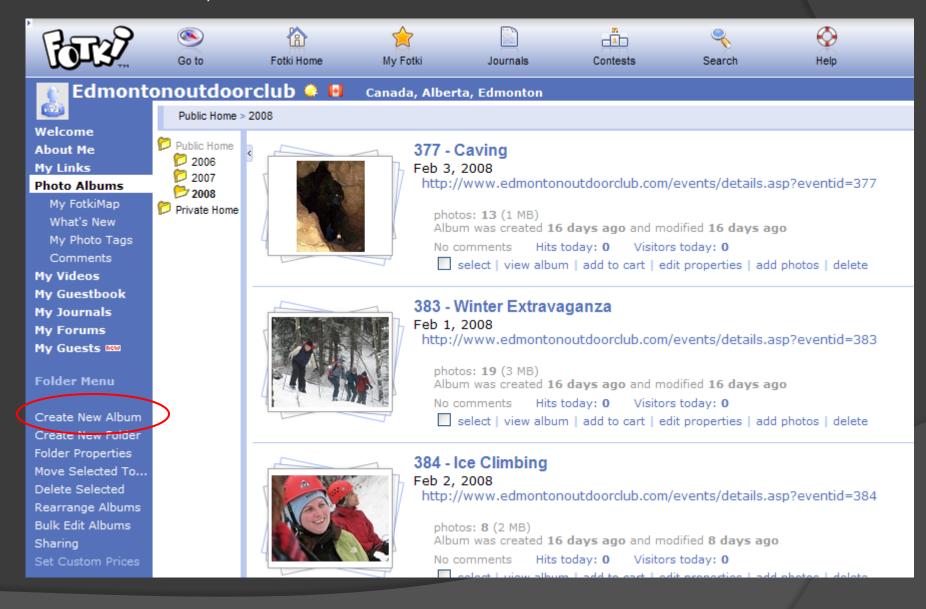
Send Notification

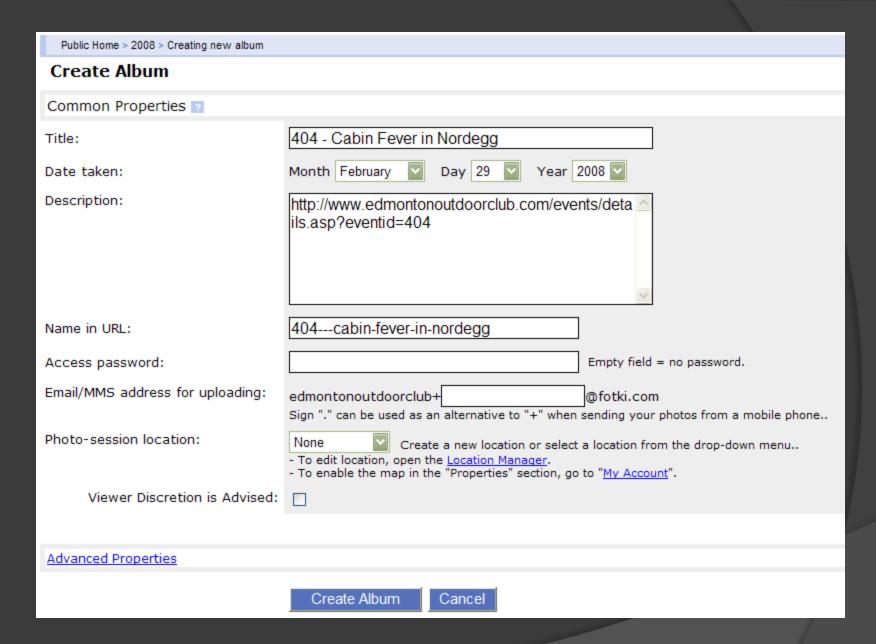
If new event, make new event folder in the appropriate year.



And put files in a subfolder with the member's name.

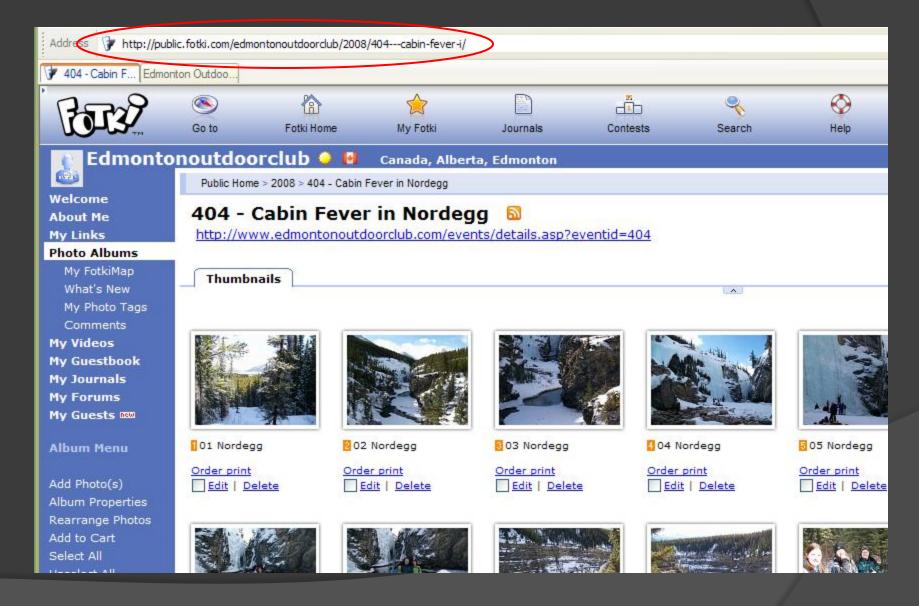
#### Back to Fotki, this time to make a new album.



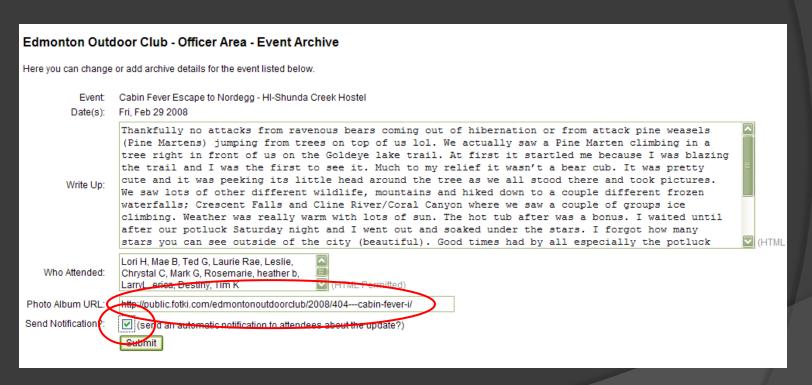


Then upload and tag pictures as normal.

#### Copy address to album.



Manage Events: - Future	Nation 200 Eloik											
- Past - Cancelled (Past)	ID	Date	Title	Edit	Dates	Roster	Promo	Archive Info	Сору	Vw Dtl	Vw Arch	Txns
- Event Suggester	404	2/29/2008	Cabin Fever Escape to Nordegg - HI-Shunda Creek Hostel	Edit	Dates	Roster	Promo	Archive	Сору	Vw Dtl	Vw Arch	Txns
- Event Search Add Member to Event	392	2/22/2008	Maligne Canyon Crawl, Jasper	Edit	Dates	Roster	Promo	Archive	Сору	Vw Dtl	Vw Arch	Txns
Double Bookings	420	2/21/2008	Beginner Ski Evening at Sunridge Ski Area	Edit	Dates	Roster	Promo	Archive	Сору	Vw Dtl	Vw Arch	Txns
No Shows	415	2/20/2008	Dinner and a Story Slam	Edit	Dates	Roster	Promo	Archive	Сору	Vw Dtl	Vw Arch	Txns
Transfer Waiting List	/119	2/18/2008	Ice Skating in Hawrelak Park	Edit	Dates	Roctor	Promo	Archive	Conv	\/w.Dtl	V/w Arch	Tyne



Paste in album link. Send update.

# Points to remember

- Keep downloaded picture files organized
  - Helps with future contests/calendars
- Keep Fotki organized
  - Use Event IDs and EOC event post URLs
  - Put in albums and tag to give people credit
- Put album link back into EOC event archive