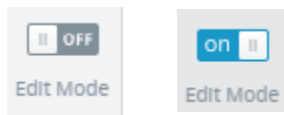


How to Add Your Photos

IMPORTANT – READ BEFORE BEGINNING

- You must be signed-in to your Sports Engine account to add your photos.
- Only edit the page by carefully following the steps below.
- **Do not edit or remove** existing pictures, text, or other parts of the page. Only edit content that you or your organization have uploaded / created.
- If you are unsure, or have any questions, please send an email to [Carissa Rystrom](#) before proceeding.

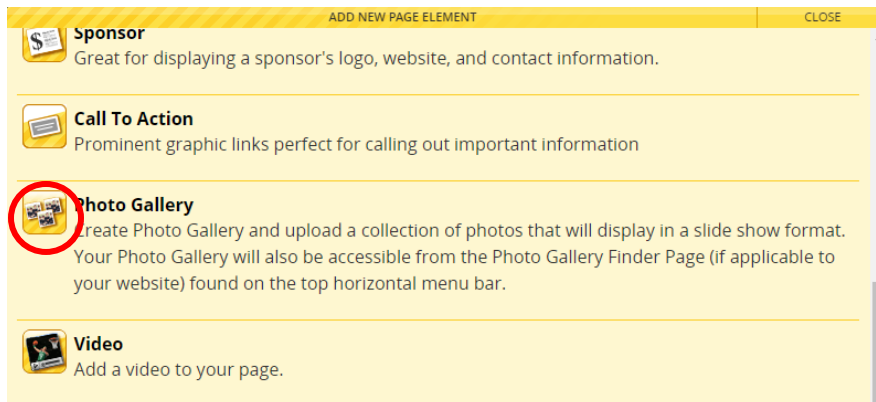
1. Make sure you are in *Edit Mode*
 - a. Click the switch on the far left of the page to turn *Edit Mode* on and off.
 - b. While *Edit Mode* is on, the page will be divided into sections and individual page elements.



2. Click *Add Page Element* under the Photos section, and an options window will appear.



3. Scroll down the list and select *Photo Gallery*.




4. A new window will appear. Fill out the required fields marked with a “*”
 - a. For the field **Login Required for Comments**, please select **Yes**

* Login Required for Comments:

5. Click *Create This Page Element* to save your work.

How to Edit Your Gallery

1. While in *Edit Mode*, click the gear icon in the top-right corner of the page element 
2. A window will appear, and you will be able to edit the layout, title, etc.
3. Click *Save Changes* to save your work.