

Media Library | Overview

Last Modified on 07/12/2023 2:25 pm AEDT

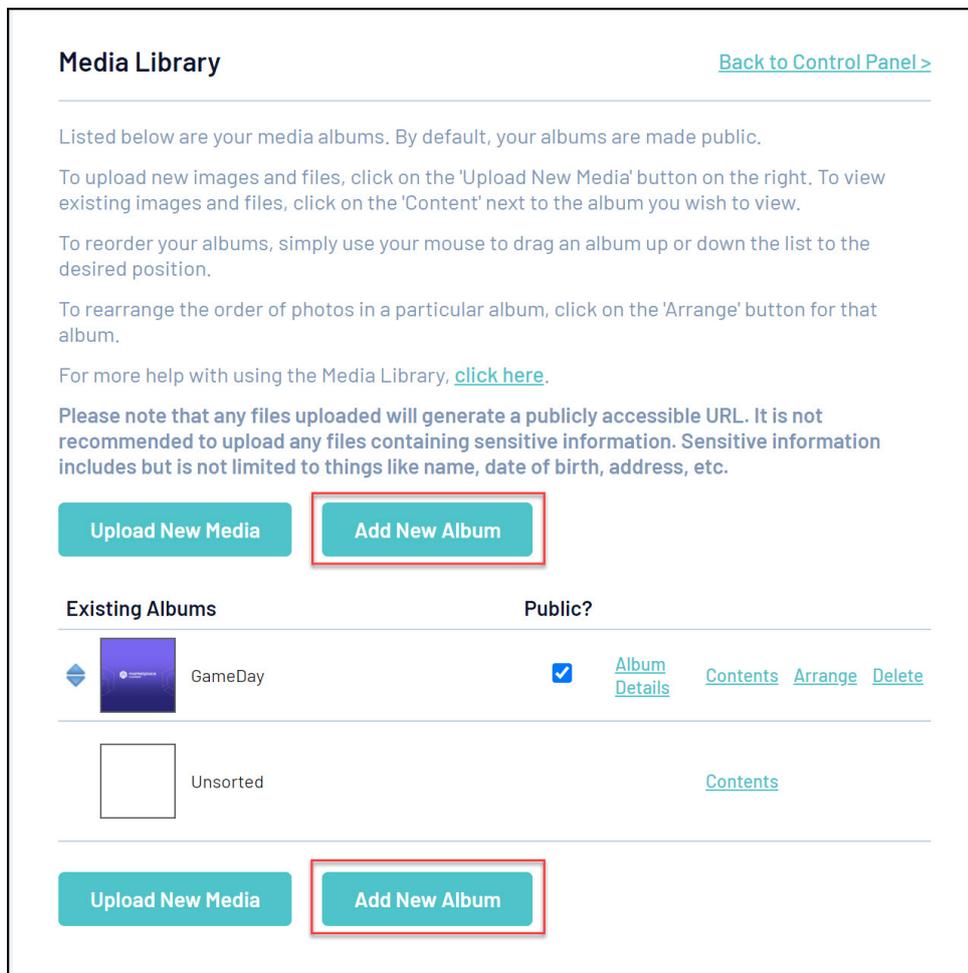
The below information explains different section of the websites Media Library.

Create a new Album/Photo Gallery

Please click Media Library and follow these simple steps.

Images and files must belong to an album. If you upload an image/file without assigning it to an album, it will be stored in a default album called 'unsorted'.

1. Click Media Library, then click on Add New Album at the bottom of screen.



The screenshot shows the Media Library interface. At the top left is the title "Media Library" and a link "Back to Control Panel >". Below the title are instructions: "Listed below are your media albums. By default, your albums are made public." "To upload new images and files, click on the 'Upload New Media' button on the right. To view existing images and files, click on the 'Content' next to the album you wish to view." "To reorder your albums, simply use your mouse to drag an album up or down the list to the desired position." "To rearrange the order of photos in a particular album, click on the 'Arrange' button for that album." "For more help with using the Media Library, [click here](#)." A warning note states: "Please note that any files uploaded will generate a publicly accessible URL. It is not recommended to upload any files containing sensitive information. Sensitive information includes but is not limited to things like name, date of birth, address, etc." Below the text are two buttons: "Upload New Media" and "Add New Album" (highlighted with a red box). The "Existing Albums" section has a header "Public?" and a table with two rows: "GameDay" (with a public checkbox checked and links for "Album Details", "Contents", "Arrange", and "Delete") and "Unsorted" (with a "Contents" link). At the bottom are two more buttons: "Upload New Media" and "Add New Album" (highlighted with a red box).

2. Enter the details of the album - the 'public' option allows you to select whether or not to show the album on your website- if you want people who visit your website to view the photos within this album then this needs to be ticked.

3. Click on Update. The new album will appear in the list of albums in the Media Library.

Edit Album

[Back to Control Panel >](#)

Fill in the details below and press 'Update' to save your changes.

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Title

GameDay Photo Album

Album is Public?



Description

Photo album for all GameDay social media and news posts



Update

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Add Photo Gallery to the Website

1. Click Media Library and then tick the Public checkbox corresponding to the Album you wish to display as a gallery on the Photo Gallery page of your website. If this is the first time you are making an album public, then a Photo Gallery page will automatically be created.

Album Updated

Media Library

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Listed below are your media albums. By default, your albums are made public.

To upload new images and files, click on the 'Upload New Media' button on the right. To view existing images and files, click on the 'Content' next to the album you wish to view.

To reorder your albums, simply use your mouse to drag an album up or down the list to the desired position.

To rearrange the order of photos in a particular album, click on the 'Arrange' button for that album.

For more help with using the Media Library, [click here](#).

Please note that any files uploaded will generate a publicly accessible URL. It is not recommended to upload any files containing sensitive information. Sensitive information includes but is not limited to things like name, date of birth, address, etc.

Upload New Media

Add New Album

Existing Albums

	Public?	
 GameDay	<input checked="" type="checkbox"/>	Album Details Contents Arrange Delete
 GameDay Photo Album	<input checked="" type="checkbox"/>	Album Details Contents Arrange Delete
 Unsorted		Contents

Upload New Media

Add New Album

Note: You are not required to press anything for this tick to take effect. Once you have ticked a checkbox, simply click 'Website Editor Control Panel' to return to the main screen.

2. In the Content Manager, go to the Photo Gallery page and click Active.

Content Manager [Back to Control Panel >](#)

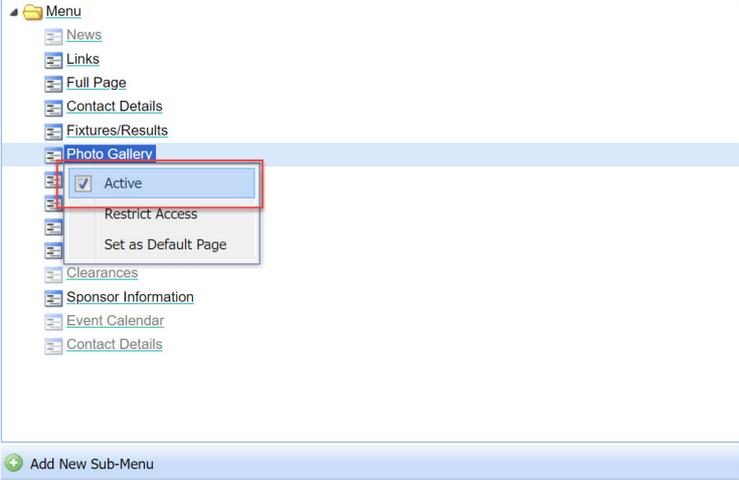
Reorder by dragging. Click Menu name to edit, rename and configure.

Website Content may take upto 30 minutes to clear the cache.

Click the 'Save/Update' button to save your changes.

Save / Update

Menu



The screenshot shows a 'Menu' section with a list of items: News, Links, Full Page, Contact Details, Fixtures/Results, Photo Gallery, Active, Restrict Access, Set as Default Page, Clearances, Sponsor Information, Event Calendar, and Contact Details. The 'Photo Gallery' item is selected, and its context menu is open, showing 'Active' (checked), 'Restrict Access', and 'Set as Default Page'. A red box highlights the 'Active' option.

Add New Sub-Menu

Add New Section **Add New Section**

You can add multiple additional sections or to remove existing sections by clicking '[Section Maintenance](#)'.

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Upload Media

File types supported by the Media Library include:

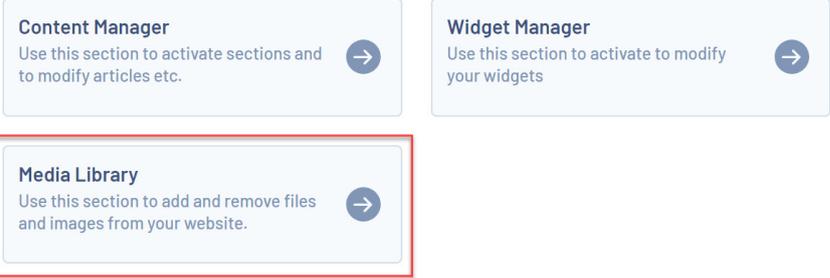
Images: jpeg, gif, bmp and png file format.

Files: doc, pdf, xls, ppt.

1. Click Site Editor at the bottom of your website.
2. Click Media Library and then Upload New Media.

Website Editor Control Panel

Manage Content



The screenshot shows three content management options in a grid:

- Content Manager**: Use this section to activate sections and to modify articles etc. [→](#)
- Widget Manager**: Use this section to activate to modify your widgets [→](#)
- Media Library**: Use this section to add and remove files and images from your website. [→](#)

The 'Media Library' option is highlighted with a red box.

Media Library

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Listed below are your media albums. By default, your albums are made public.

To upload new images and files, click on the 'Upload New Media' button on the right. To view existing images and files, click on the 'Content' next to the album you wish to view.

To reorder your albums, simply use your mouse to drag an album up or down the list to the desired position.

To rearrange the order of photos in a particular album, click on the 'Arrange' button for that album.

For more help with using the Media Library, [click here](#).

Please note that any files uploaded will generate a publicly accessible URL. It is not recommended to upload any files containing sensitive information. Sensitive information includes but is not limited to things like name, date of birth, address, etc.

Upload New Media

Add New Album

Existing Albums

Public?

		GameDay	<input checked="" type="checkbox"/>	Album Details	Contents	Arrange	Delete
		GameDay Photo Album	<input checked="" type="checkbox"/>	Album Details	Contents	Arrange	Delete
		Unsorted			Contents		

Upload New Media

Add New Album

3. To upload new files click on Add Files

Upload New Media

[Back to Control Panel >](#)

Click the 'Add files' button to choose new media to upload. You may select multiple files to upload. Once all the files have been selected click the 'Start upload' button to send the files. After the uploads have finished you may continue and sort your new media by clicking the 'Continue' button.

Please note that any files uploaded will generate a publicly accessible URL. It is not recommended to upload any files containing sensitive information. Sensitive information includes but is not limited to things like name, date of birth, address, etc.

Select files

Add files to the upload queue and click the start button.

Filename	Size	Status
Gameday_G_Symbol_Teal.png	18 KB	0% 

[Add files](#) [Start upload](#) 18 KB 0%

Upload into Album

[Continue >](#)

6. Once the files have been uploaded, click on Continue >

The files will appear in the Uploaded files area.

Here you are able to edit the file details.

7. Save any changes you make by clicking the Update button.

Media ID 36818897 [view](#) | delete

Filename
Gameday_G_Symbol_Teal.png

File Link:

Caption

Source

Keywords

(Comma separated)

Album

Rotate:

or Add to New Album

Description





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Arrange the Order of Photos

Once you have clicked on Media Library please follow these simple steps.

1. Click on the Arrange option of the Album you wish to re-order photos for.

Media Updated

Media Library

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To reorder your albums, simply use your mouse to drag an album up or down the list to the desired position.

To rearrange the order of photos in a particular album, click on the 'Arrange' button for that album.

For more help with using the Media Library, [click here](#).

Please note that any files uploaded will generate a publicly accessible URL. It is not recommended to upload any files containing sensitive information. Sensitive information includes but is not limited to things like name, date of birth, address, etc.

Upload New Media

Add New Album

Existing Albums

Public?

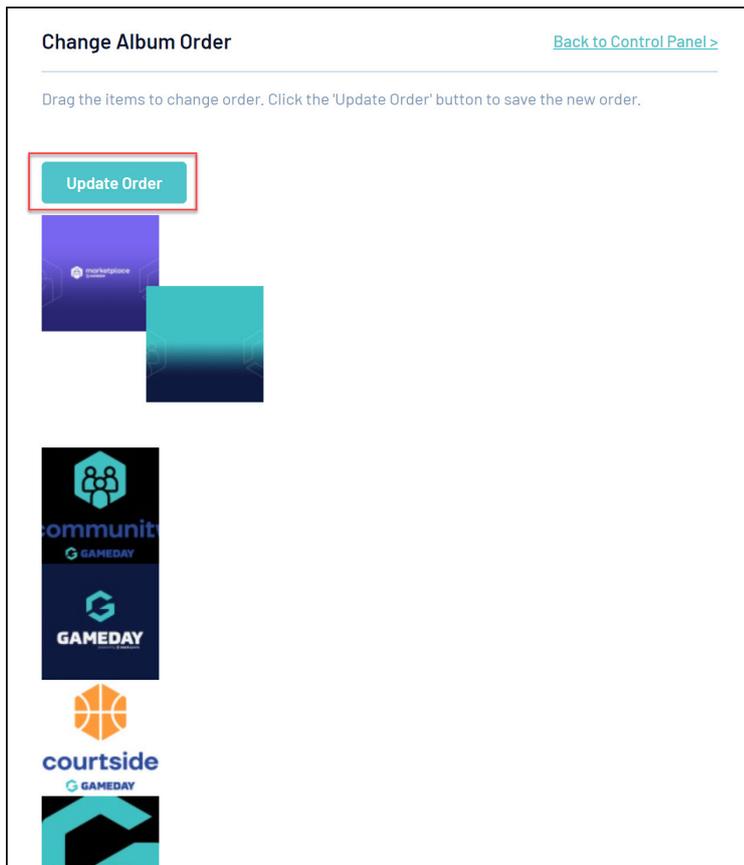
	 GameDay	<input checked="" type="checkbox"/>	Album Details	Contents	Arrange	Delete
	 GameDay Photo Album	<input checked="" type="checkbox"/>	Album Details	Contents	Arrange	Delete
	 Unsorted			Contents		

Upload New Media

Add New Album

3. You can then change the order of the photos by clicking on an image, and dragging and dropping into the desired location.

4. Click on Update Order to save changes.



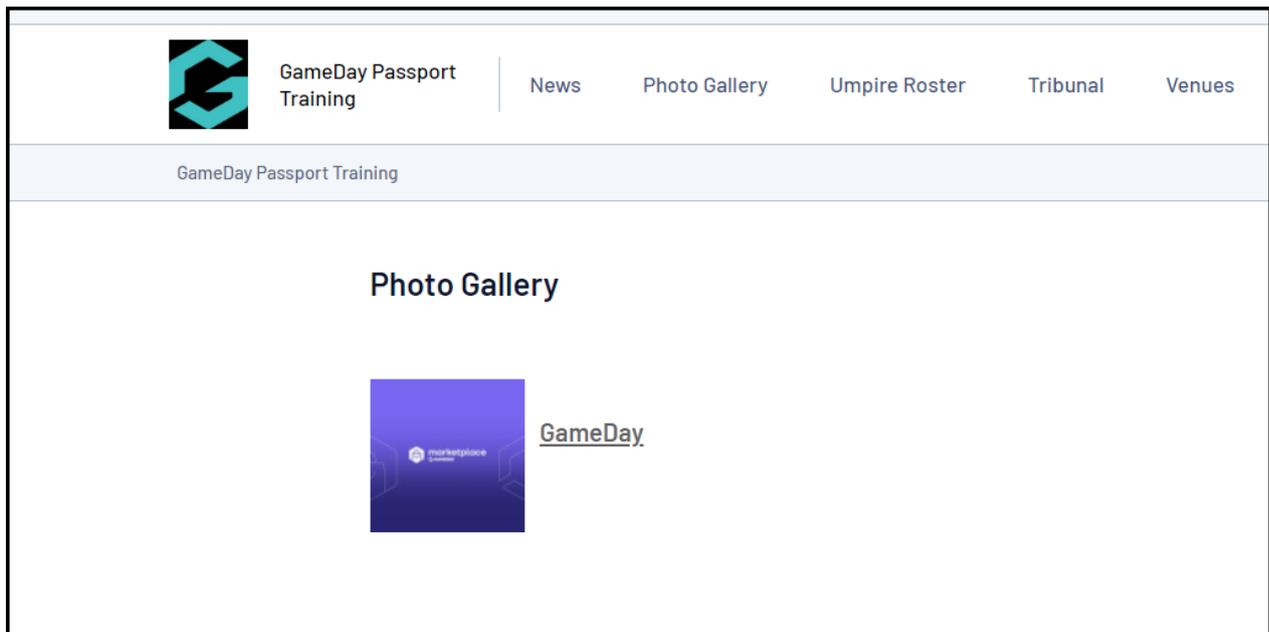
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View a Photo Album from the Website

1. To view a photo album and its contents go to a Sportzware Website and click on the Photo Gallery in the menu.



2. The list of public galleries will appear. Click on a Gallery to open it.



The gallery window will open. The numbers describe the various functions.

1. Click on the Arrows to navigate to the next/ previous photo.
2. Click on a Thumbnail to view the full image.
3. Click on Next/ Previous to view thumbnails for the next 9 photos.
4. Click on Return to Galleries to return to the Standard Website Photo Gallery page.
5. Click on Home to return to the Standard Website home page.

This is where you can view the images and files in a gallery and add details about those images/files.

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Edit an Existing Album's Details

This is where you can change the name of an album, set the order in which it appears, and choose whether or not to make it public.

From the Media Library, click on Album Details corresponding to the Album you wish to edit.

Media Updated

Media Library

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Listed below are your media albums. By default, your albums are made public.

To upload new images and files, click on the 'Upload New Media' button on the right. To view existing images and files, click on the 'Content' next to the album you wish to view.

To reorder your albums, simply use your mouse to drag an album up or down the list to the desired position.

To rearrange the order of photos in a particular album, click on the 'Arrange' button for that album.

For more help with using the Media Library, [click here](#).

Please note that any files uploaded will generate a publicly accessible URL. It is not recommended to upload any files containing sensitive information. Sensitive information includes but is not limited to things like name, date of birth, address, etc.

Upload New Media

Add New Album

Existing Albums

Public?

	GameDay	<input checked="" type="checkbox"/>	Album Details	Contents Arrange Delete
	GameDay Photo Album	<input checked="" type="checkbox"/>	Album Details	Contents Arrange Delete
	Unsorted			Contents

Upload New Media

Add New Album

Edit the details of the album (the 'public' option allows you to select whether or not to show the album on your website).

Click on Update.

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Change the order of Albums appearing on the Website

From the Media Library, you can sort your albums by dragging and dropping them using the arrow-heads to the left of the thumbnail image, as shown in the example below. This will order the Albums that will appear on the Photo Gallery page of your website.

Media Updated

Media Library

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Upload New Media

Add New Album

Existing Albums

Public?

		GameDay	<input checked="" type="checkbox"/>	Album Details	Contents	Arrange	Delete
		GameDay Photo Album	<input checked="" type="checkbox"/>	Album Details	Contents	Arrange	Delete
		Unsorted			Contents		

Upload New Media

Add New Album

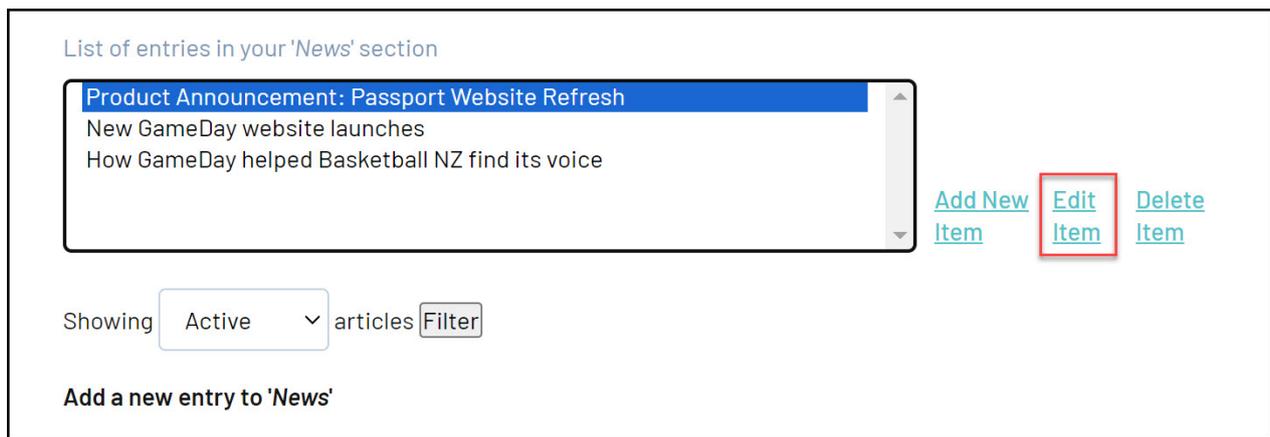
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Adding Images/Files to pages

You can utilise the Media Gallery to upload photos/files to any page that allows photos/images, such as a News Section, Full Page, or Profile Section. A News Section has been used in the following example.

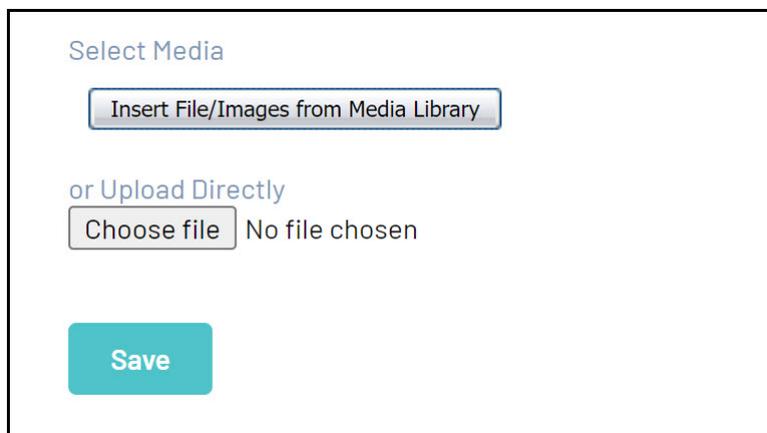
To add images/files to a page on your website:

1. From the Website Editor Control Panel, click on Content Manager.
2. Right click on the News section and click on Edit from the menu.
3. Select a news article from the list and click on Edit Item.



4. Scroll to the bottom of the screen until you reach the 'Select Media' area.

5. You have two options for adding an image/file to the news item. Either select an existing image/file from the Media Gallery, or upload a new image/file from your computer.



6. To add an existing image/file, click on Insert File/Images from Gallery.

a. A pop up window will appear. Click on the Choose Album drop down list and select the album to retrieve an image/file from.

b. The images/files from within that gallery will appear. Select the image/file you want to add to the news article and click on OK.

c. To select multiple images/files, click on Insert File/Images from Gallery again to select another image/file.

d. After selecting another image/file, you will be returned to the News Article editing screen, where a preview of the image(s)/file(s) will appear.

e. You can remove or change these images/files by clicking on the blue Del/Edit link above each image/file.

f. Click on Save when you have finished adding images/files to the article.

g. Alternately, should you wish to upload an image/file directly from your computer, click on Browse.

h. Windows Explorer will open. Locate the image/file you wish to use and click on Open.

i. You will be returned to the News Article editing screen. Click on Save to upload the image/file to the article.

This process applies for all website sections that allow you to add images/files.

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View and Edit Images/Files

1. From the Media Gallery, click on Contents corresponding to the album containing the photos/files you wish to edit, or click on Continue after uploading files from the 'Upload New Media' screen.

Media Library [Back to Control Panel >](#)

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[Upload New Media](#) [Add New Album](#)

Existing Albums	Public?	
 GameDay	<input checked="" type="checkbox"/>	Album Details Contents Arrange Delete
 GameDay Photo Album	<input checked="" type="checkbox"/>	Album Details Contents Arrange Delete
 Unsorted		Contents

[Upload New Media](#) [Add New Album](#)

2. You will see the 'Uploaded Files' screen for that album, which shows all the images/files contained within that gallery.

- Image Details: allows you to add the image name, source, keywords and description.
- Album: allocate the image to a album, or in the text box below, enter the name of a new album. The default gallery will be 'Unsorted'.
- Description: allows you to provide a description of the photo.
- Rotate: allows you to rotate the image.

- Crop thumbnail: crop the image thumbnail (not the image itself).
- Delete the image.

3. Enter the information and click on Update to save changes.

Media ID 36813925 [view](#) | delete

Filename
FA-Gameday-Marketplace-BG-Logo.jpg

File Link:

Caption

Source

Keywords

(Comma separated)

Album

or Add to New Album

Description

Rotate:



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