Calgary Outdoor Recreation Enthusiasts Society

Posting Photos of CORE trips on the CORE Website

10 Aug 2017

There are several ways that you can upload photos to the CORE Fotki albums, both from the perspective of how you organize your photos on your personal computer, and the different tools that Fotki provides for account holders (e.g. COREhike) to upload photos. The steps described here represent the "drag and drop" method of adding photos to an album.

Note: If you create a misplaced folder or album in the process, please email the CORE webmaster, and she/he will do their best to correct it.

The process:

1. Store your photos from your camera on your computer in a dedicated folder in JPG format. This is optional, and depends on how you manage files on your computer. Full size files are okay.
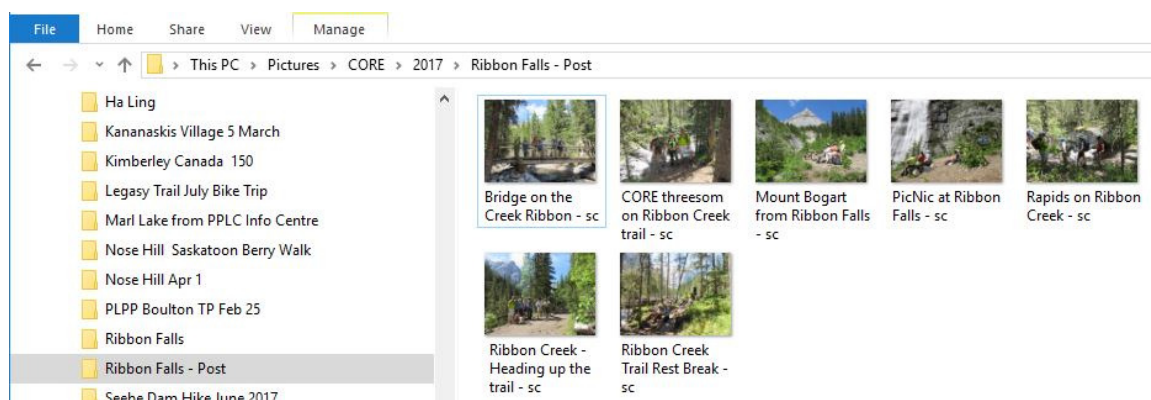

Figure 1 - Organizing your files

2. Change the file name of each of the photos to briefly describe the scene. E.g. Fredricka at Ha Ling Summit. Discard or file elsewhere any photos you don't intend on uploading to the CORE photo album. Note, file naming is important now because when you upload the photos, the file name becomes the title of the photo, and gives the viewer an idea of where the photo was taken and what it is about.
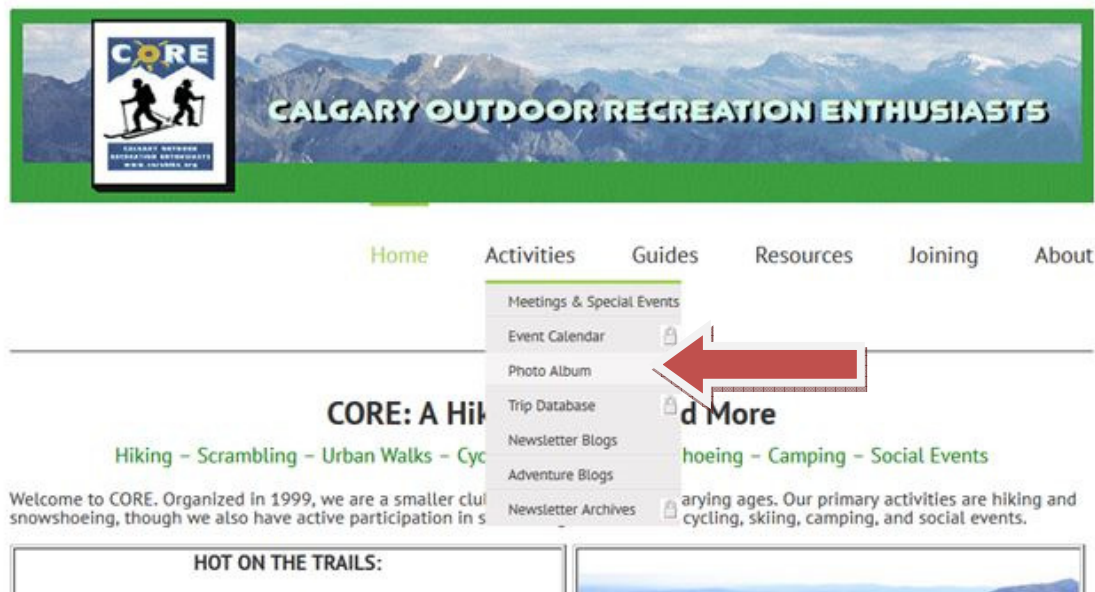3. Select "Photo Album" on the CORE Activities dropdown menu. This will take you to the CORE Fotki site.

Figure 2 - Select CORE Photo Album

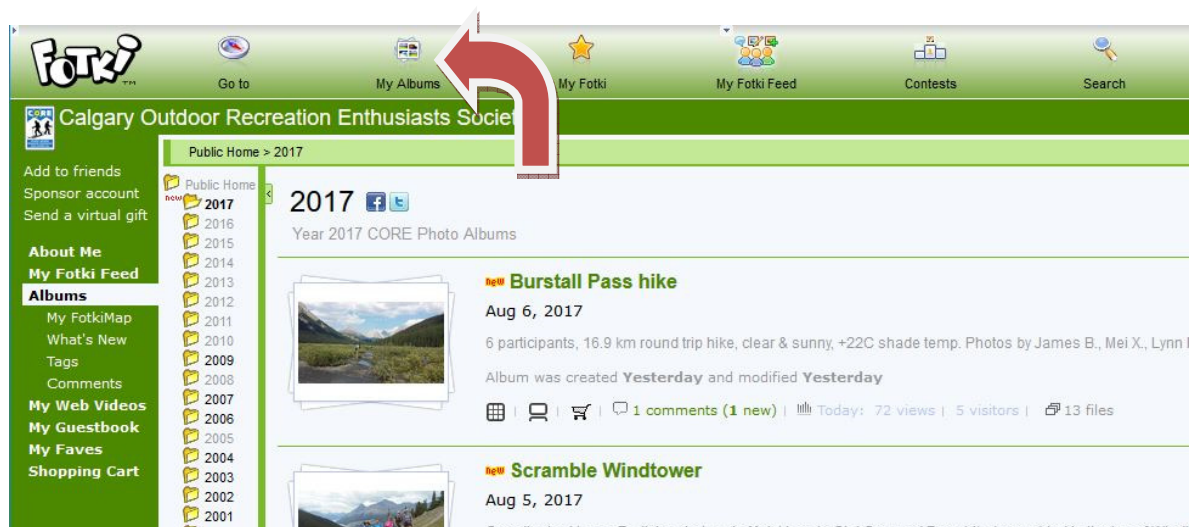4. Select "My Albums" in the top menu bar.

Figure 3 - Select Fotki My Albums

5. The Member Login screen appears. For "UserName" enter "corehike". The "Password" is the same as for the Members-only login used for Calendar access.

Figure 4 - Fotki Login

6. A list of CORE photo albums by Year appears. Open the current year's folder (for example, 2017) by clicking on the appropriate folder icon. (Don't skip this part, or your new Album will get posted in the main Year folder, and you'll never find it).

At this point you can select an existing Album to Add or Edit/Delete Photos, or you can Create a New Album.

Creating a New Album

7. For a New Album, select "Create New Album" from the left-hand menu. A new album creation page appears.

   * Be careful NOT TO SELECT "Create New Folder". This is for Administration purposes only, to create a new "Year" folder.
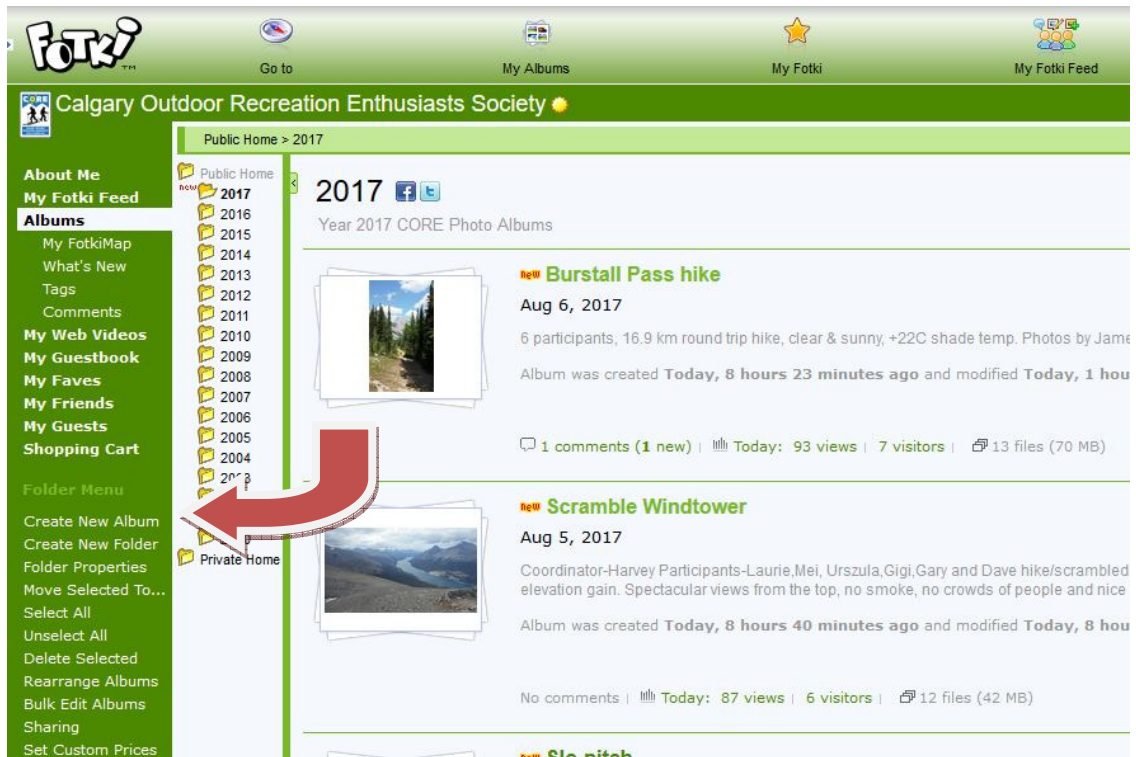
Figure 5 - Create a New Album

8. Enter a name for the album, such as "Ribbon Creek Hike", in the "Title" field.

    Enter a "Date Taken" for the album using the drop-down boxes for Month, Day and Year.

    DO not enter data in the URL field. This will automatically be populated.

    Enter a brief description, including photographers' names, coordinator's name, and some brief highlights of the trip, in the "Description" field. (Remember, no last name for privacy e.g. Natalie Z.)

    DO NOT enter information in any other fields.

Figure 6 - Enter Album Description

9. Click on the "Create Album" button.

A Drag and Drop screen will appear.

10. Open another window to the folder where you have stored the photos on your computer. Drag and drop the pictures you want to upload to the Fotki Drag and Drop window.
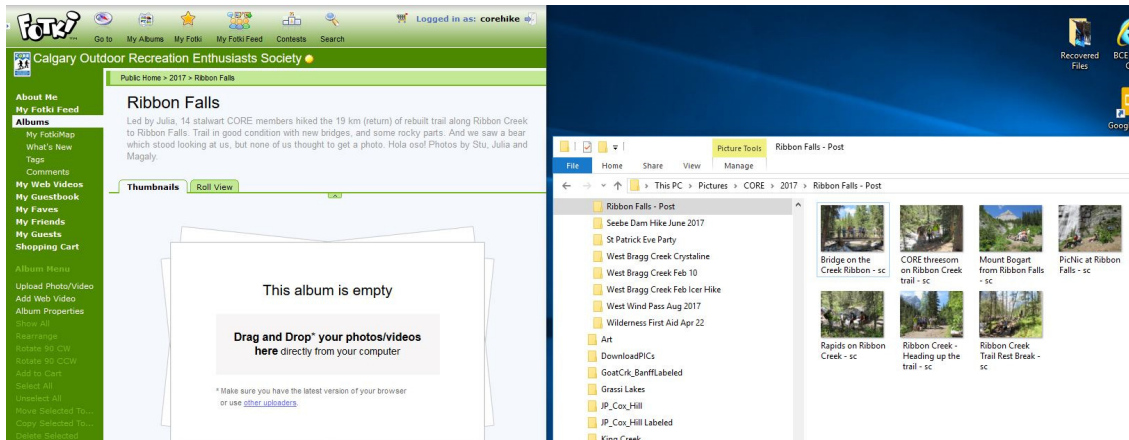

Figure 7 - Open Fotki Drag and Drop and Desktop Photos Folder Windows

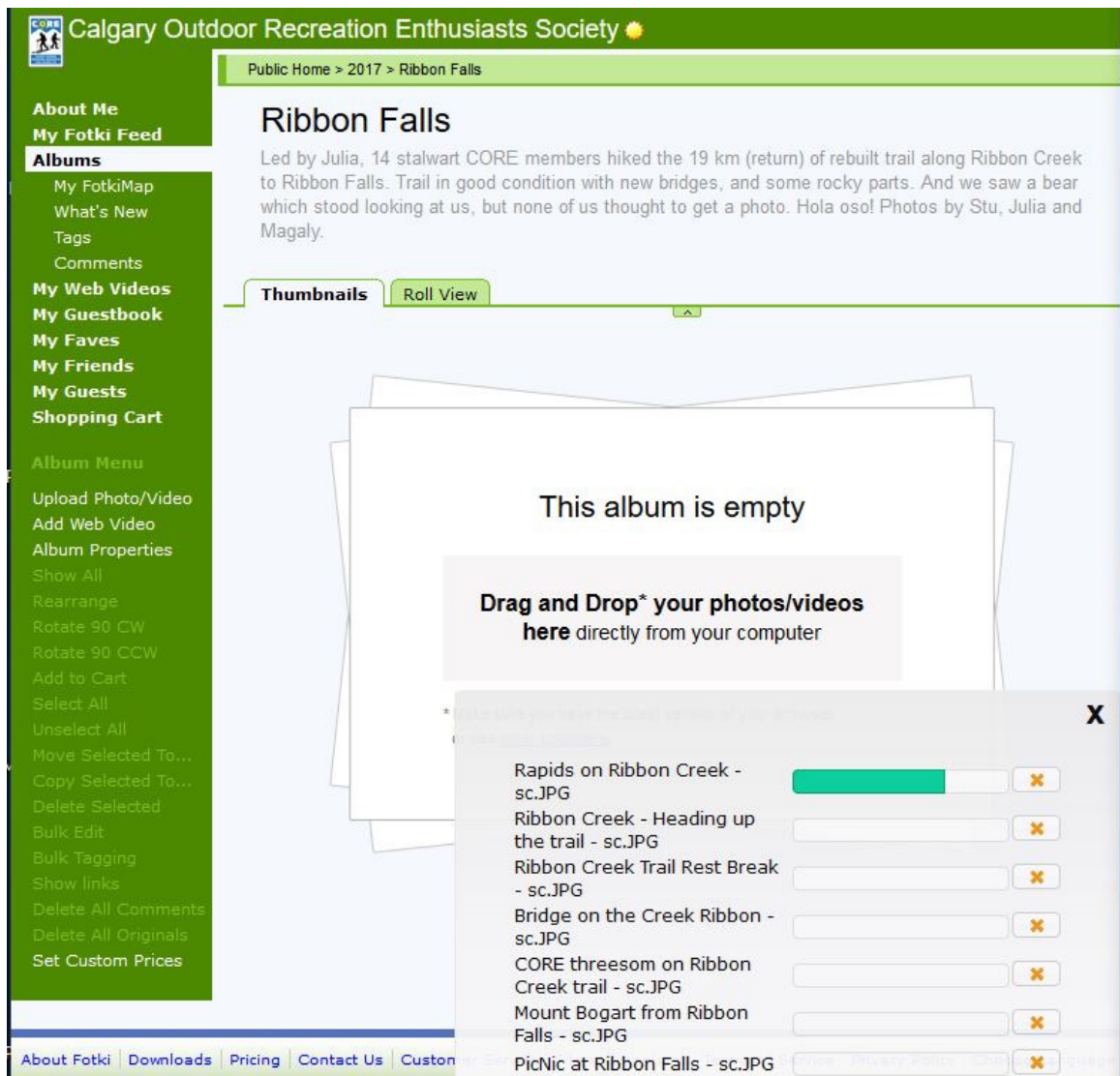The uploading process will actively appear in the Fotki Drag and Drop window.

Figure 8 - Files uploading

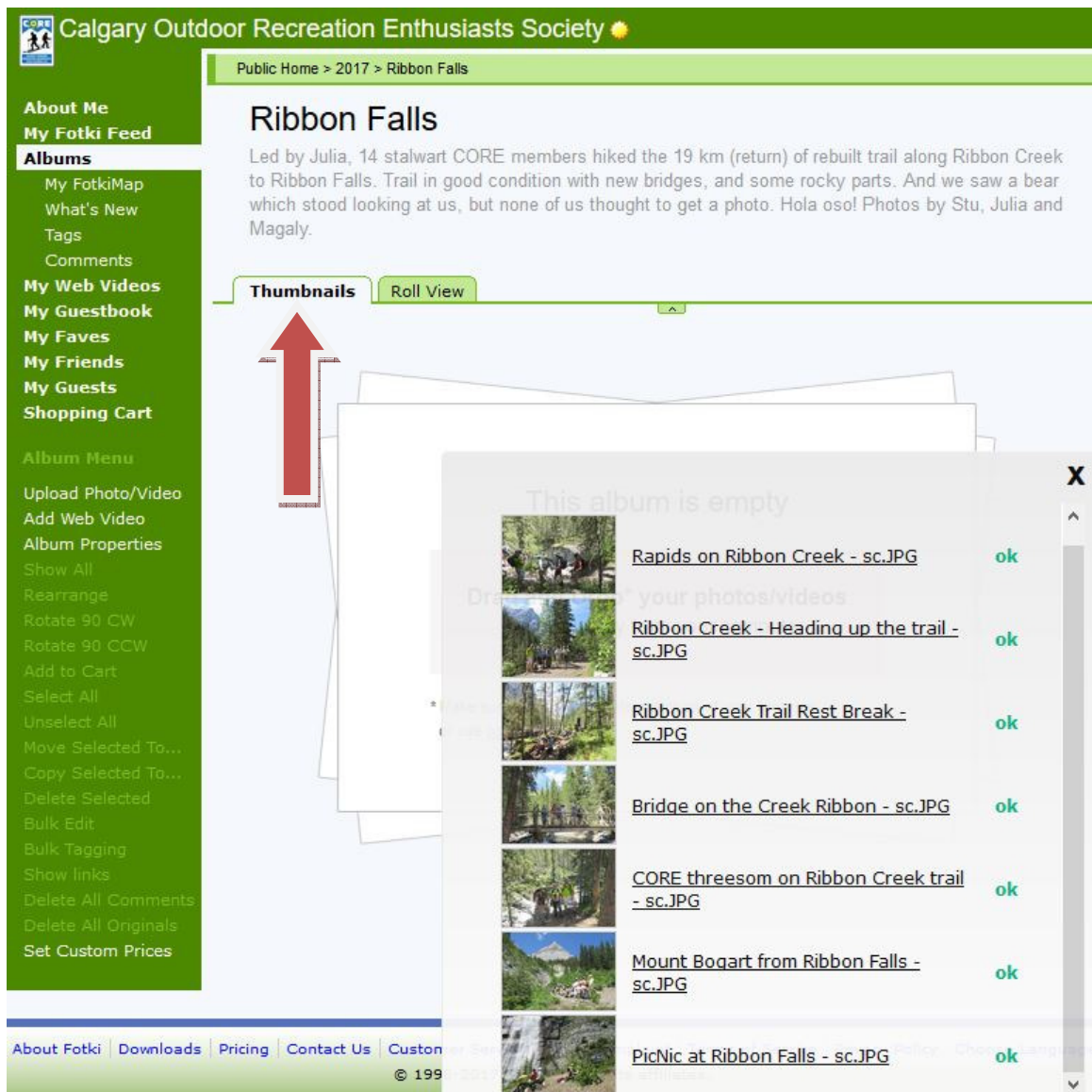11. Once done, select "Thumbnails" to navigate to your new album.

Figure 9 - Select Thumbnails to view album

12. The contents of your new album should appear. For each individual photo, you can click on "Edit" to change the name of the photo or to add a description to it. Click on the "Save" or "Cancel" button to either keep or discard changes to these photo properties.

Adding Photos to and Existing Album

13. Select the album you want to add photo(s) to at the Thumbnail level.
14. Open file Explorer on your PC and navigate to the folder where your images are.
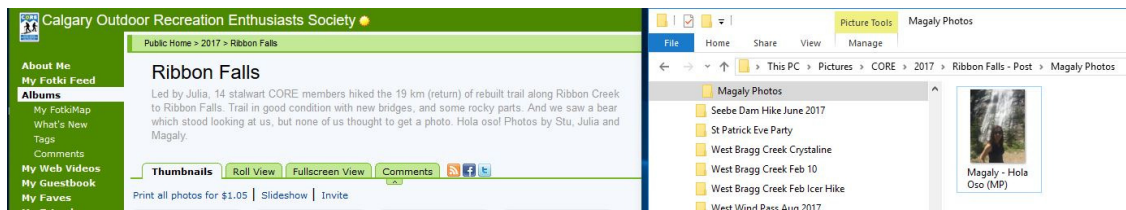
Figure 10 - Add a photo

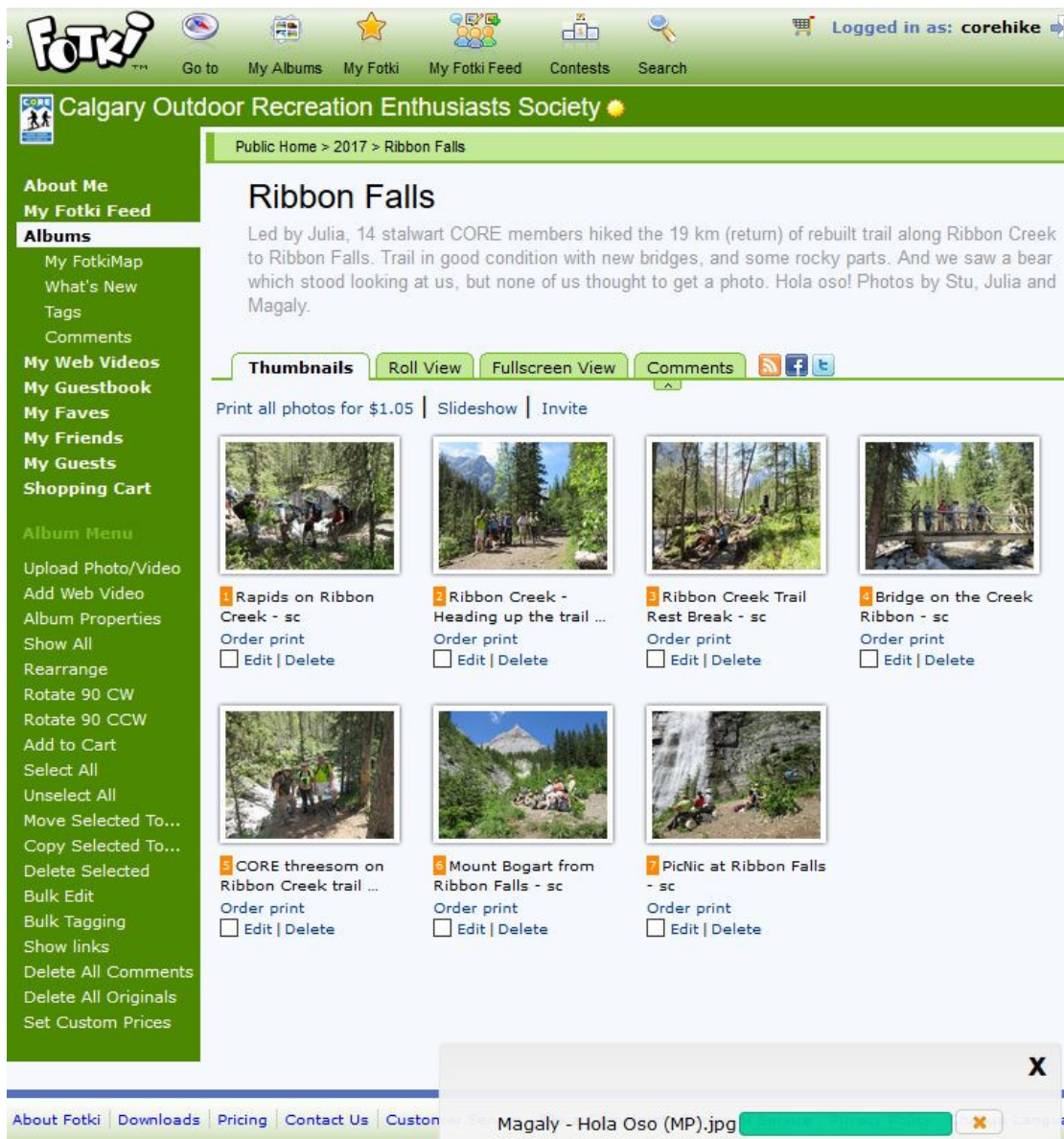15. Drag and drop selected files from your local folder to the browser window where you have your album opened.

Figure 11 - Added photo loading

Figure 12 - Added photo complete

Log Out

16. Click the small "log out" icon (to the right of "Logged in as: corehike") at the extreme top right-hand corner of the Fotki screen.

    Now, if you want, confirm that the process is complete by reviewing the CORE website photo section.

    ......enjoy