



## Photo Upload How to Guide

1. Go to <http://iahsra.zenfolio.com>
2. Scroll to the bottom and click login in the lower right hand corner
3. Log on with username: [chris@iahsra.org](mailto:chris@iahsra.org) and password: password
4. Click on 'Welcome, iahsra' at the top right
5. In the main page, upper left quadrant, click on "Create new Gallery"
6. Name the gallery "[location] Tournament, [ddmonyr]"
7. Click on Next, pick top level folder (then 'next'), leave on public setting (then 'next'), select the PlayTagger watermark (then 'next'), click create folder
8. Click on the orange + sign for uploading photos
9. Select files to upload