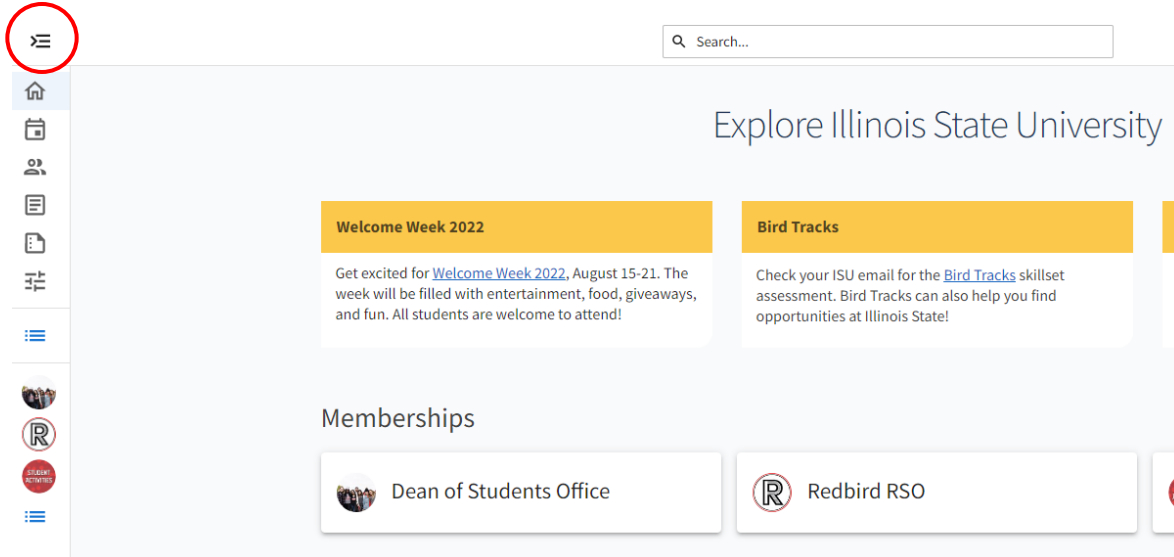# How to Upload Photos for my Organization

These instructions explain how to upload pictures to your organization's page. To accomplish this, the user must first be listed as an officer on the roster of the organization they wish to upload pictures for.

Log on to https://RedBirdLife.IllinoisState.edu

- Select 'Sign In' on the top right corner.
- Log in with your ULID.

Navigate to RSO Profile Tools

- Once you've successfully logged in to the system, select the button on the upper left side of the screen. This will expand the sidebar options.

- Click the "Gear Icon" next to the RSO profile you want to manage in order to display 'Organization Tools'.
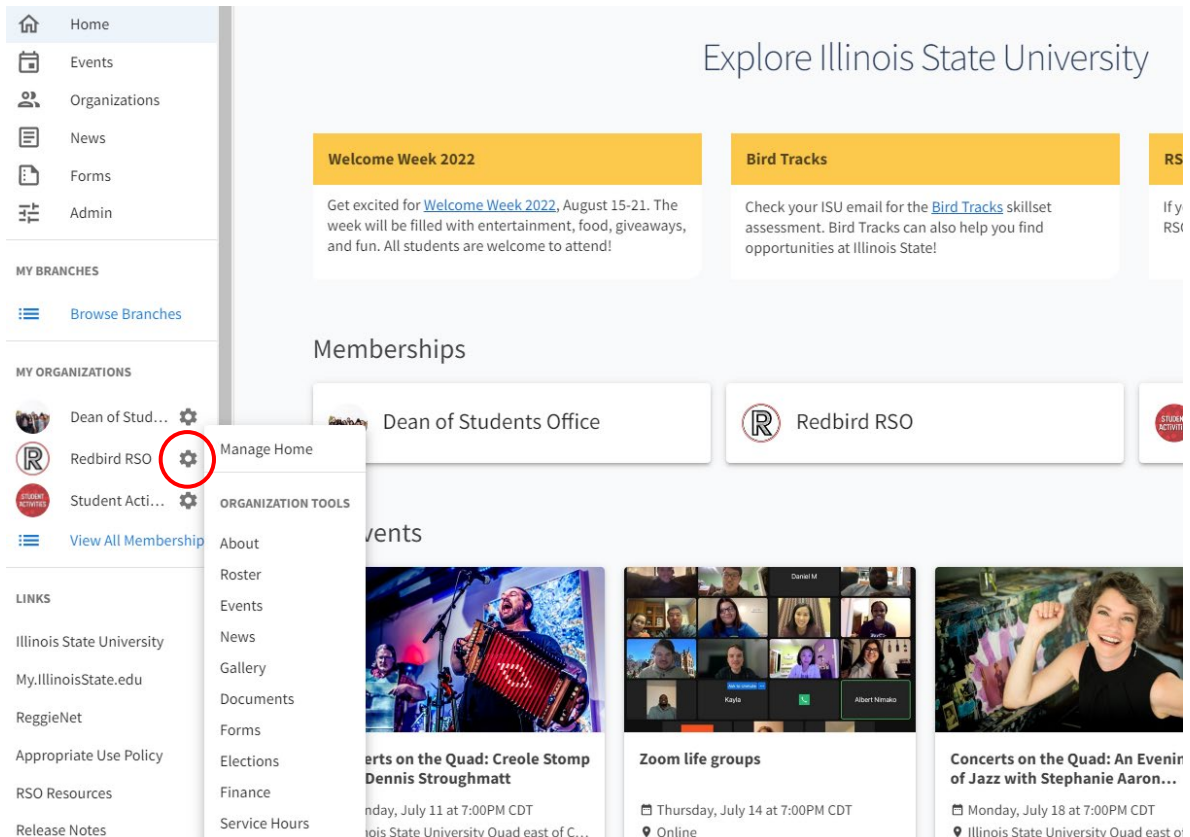
Upload Photos

1. Select the 'Gallery' option from the ribbon on the left side of the page.
2. To create an album, select the blue button on the right side of the page.
3. Enter an appropriate name and description for the album in the designated fields (Figure 3)

Figure 3:

4. In the 'Visibility' field select the option which best fits the album's intended audience. This can be edited later.
   - Public – anyone on the internet
   - Institution – anyone who is logged-in to RBL
   - Organization – only people in your RSO
   - Private – choose which positions within your organization can view
5. Once you are satisfied with the album's name, description, and visibility, click the blue 'Create' button on the right.
6. After the album has been 'created' you will be taken to an overview page of the album. To edit the name, description, visibility settings, or to add photos to the album, click the blue 'Edit Album' button on the right of the page (figure 4).

Figure 4:

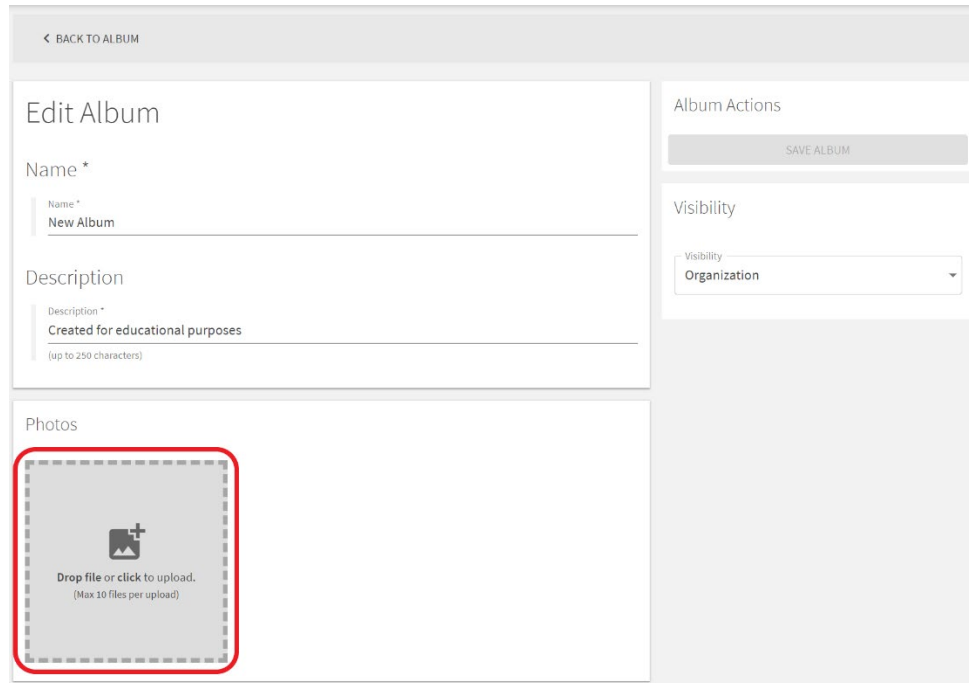7. Once you've selected the 'Edit Album' button, you can add photos to the album by clicking on the grey box in the 'Photos' field towards the bottom of the page (figure 5).

Figure 5:

8. Once the grey box is clicked, you will be able to select the photos you wish to upload from those on your computer. You select up to 10 files to upload at a time.
   - The Dean of Students Office retains the right to remove photos or albums that violate any University policies or do not support the purpose of the organization or event.
9. By selecting the three dots on the bottom of an uploaded photo, you will have the option to edit or delete the photo (figure 6).
   - By selecting to 'Edit' the photo, you may change the photo's caption, select the photo as the album cover or to feature the photo on the organization's page.

Figure 6:
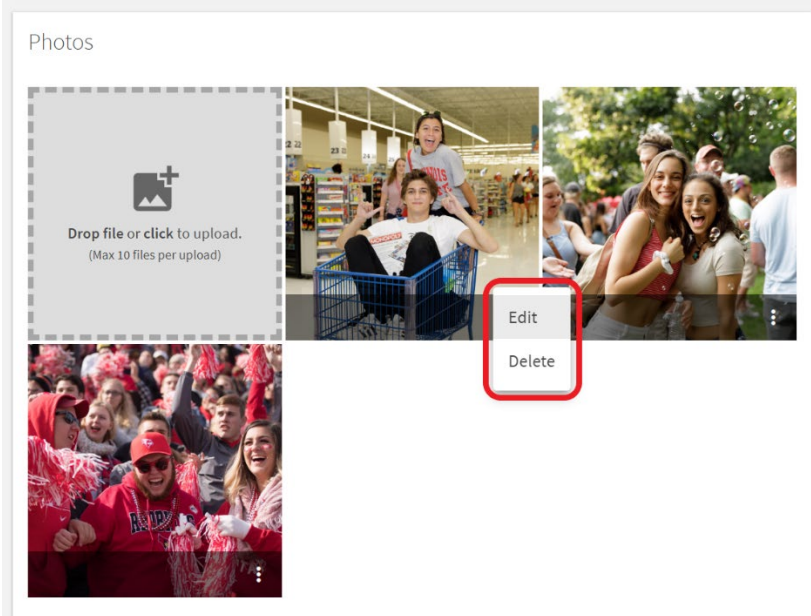
10. To save the changes made or photos added to the album, click the blue 'Save Album' button in the 'Album Actions' field in the upper right of the page.
    - Photos uploaded may not immediately appear on the organization's page.

How to Get Help:

For technical assistance, please contact the Technology Support Center by phone (309) 438-4357, or by email at SupportCenter@ilstu.edu.