**Uploading an Image to the Website**

**Step 1:** **Open the Media Library**

Click on the Media Tab in the left-hand Menu Bar and click on Library.

**Step 2: Locate Folder you want to add your image to**

Listed in Blue under the Folders Column on the left side of the page. The folders are organized alphabetically. Click on the Folder Name to open the folder.

**If you need to create a New Folder:**

1. Click on the + Add New Folder Button to the right of the Folders Heading.
2. Type the Name of the New Folder and press OK.
3. Click and Drag the folder to the correct position alphabetically.

**Step 3: Click on Add New Button**

Located next to the Media Library Heading.

**Step 4: Click the Select Files Button or Drag & Drop image to the box**

Locate image on your computer and click the Open Button.

**Step 5: Click on Image you just uploaded to format it**

1. Rename the Image in the Title box to something appropriate. If it’s a course image, include the Course Name and Hole number if known. If it’s a person, include first and last name and the tournament name if known. Names of images help with SEO of our website. DO NOT leave images with file names like img0229 or the default from the camera!
2. Copy and Paste the Title to the Alternative Text and Description box.
3. Double Check Folder to make sure it’s located in the correct folder. If it is not, click on the Folder Name and choose the correct folder.
4. Double Check Dimensions of the photo in the upper right-hand list of attachment details. Make sure it is no larger than 1200x800.

**If you need to resize your image:**

1. Click on Edit Image under the image preview.
2. Click on the width box in the upper right-hand corner and enter 1200. Then Click Scale. Note: When Scaling an image, it is automatically saved and can’t be scaled up, so be careful!
3. If you need to Crop the image, select the Crop Button in the upper left-hand corner and click and drag the corners and/or sides where you want the crop to be. As you do this, you will see the Image Crop Selection numbers change on the right-hand column.
4. When you are done, click the Crop Button again to crop your image.
5. You may click the Undo and Redo buttons as needed.
6. Click Save.

**Note: The Image URL is found in the Attachment Details in the right-hand column of information when you click on an image in the media library. You can simply copy it to your computer clipboard and then paste it into your documents or website pages.**