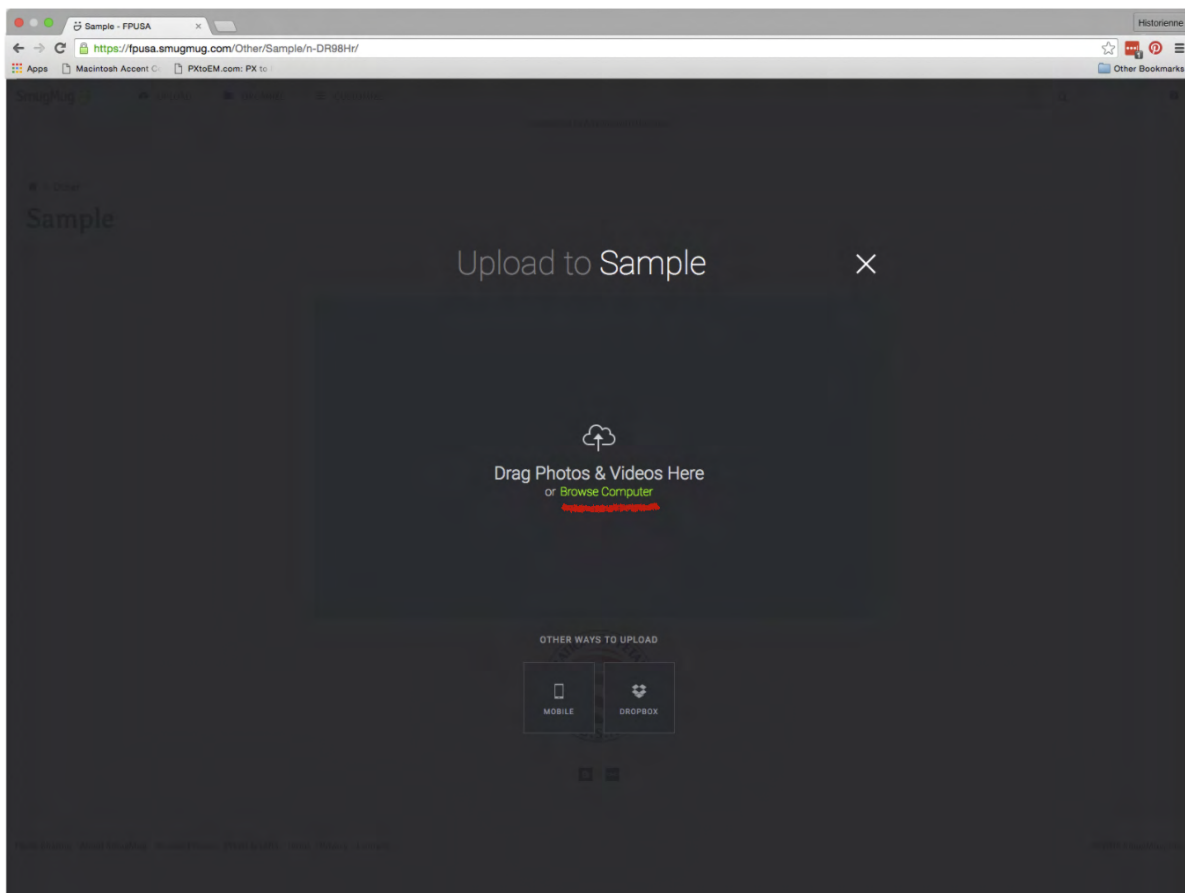
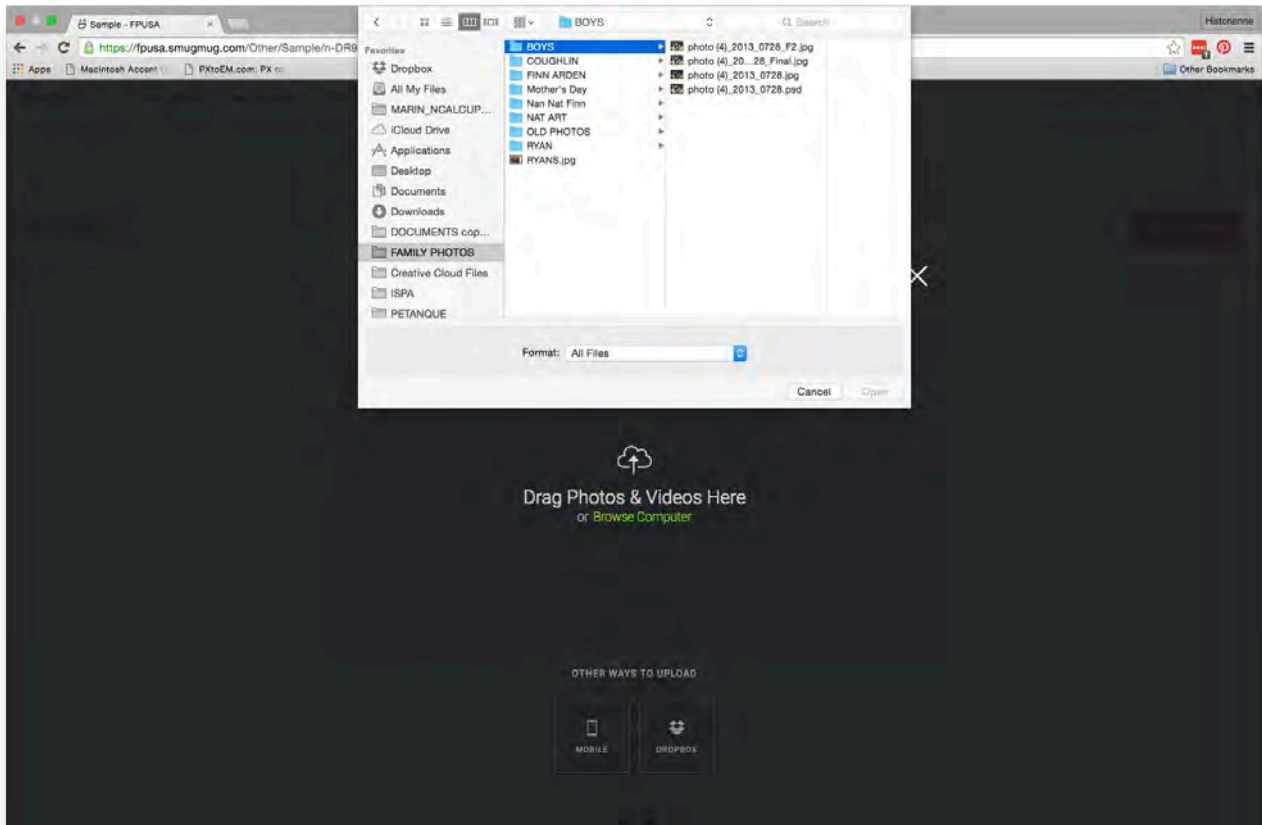


# SMUGMUG QUICK START GUIDE

1. **GET A FOLDER:** The FPUSA Smugmug site is organized by **FOLDERS** (clubs, events), **SUBFOLDERS** (years) and **GALLERIES**. Within the **GALLERIES** are your photos. First you will need a club **FOLDER** on the FPUSA Smugmug page: <https://fpusa.smugmug.com/>. To get one contact the FPUSA Secretary: [Secretary@USAPetanque.org](mailto:Secretary@USAPetanque.org).
2. **PICK A NAME FOR YOUR GALLERY AND REQUEST A LINK FOR IT:** Once you have a club folder, send the request for a new gallery to: [Secretary@USAPetanque.org](mailto:Secretary@USAPetanque.org). The FPUSA Smugmug team will send back a link to a unique upload page for your photographs.
3. **PREPARE YOUR PHOTOGRAPHS:** For best results use colorspace sRGB and JPEG format. If you don't know what the colorspace or format is, don't worry, just go ahead and upload you photos or e-mail us and ask for help.
4. **UPLOAD YOUR PHOTOGRAPHS:** Link to the unique gallery upload page sent to you by the FPUSA Smugmug crew. In the center of the upload page you have linked to, click on the bright green words **BROWSE COMPUTER**. Navigate to the file that contains the photos you would like to upload

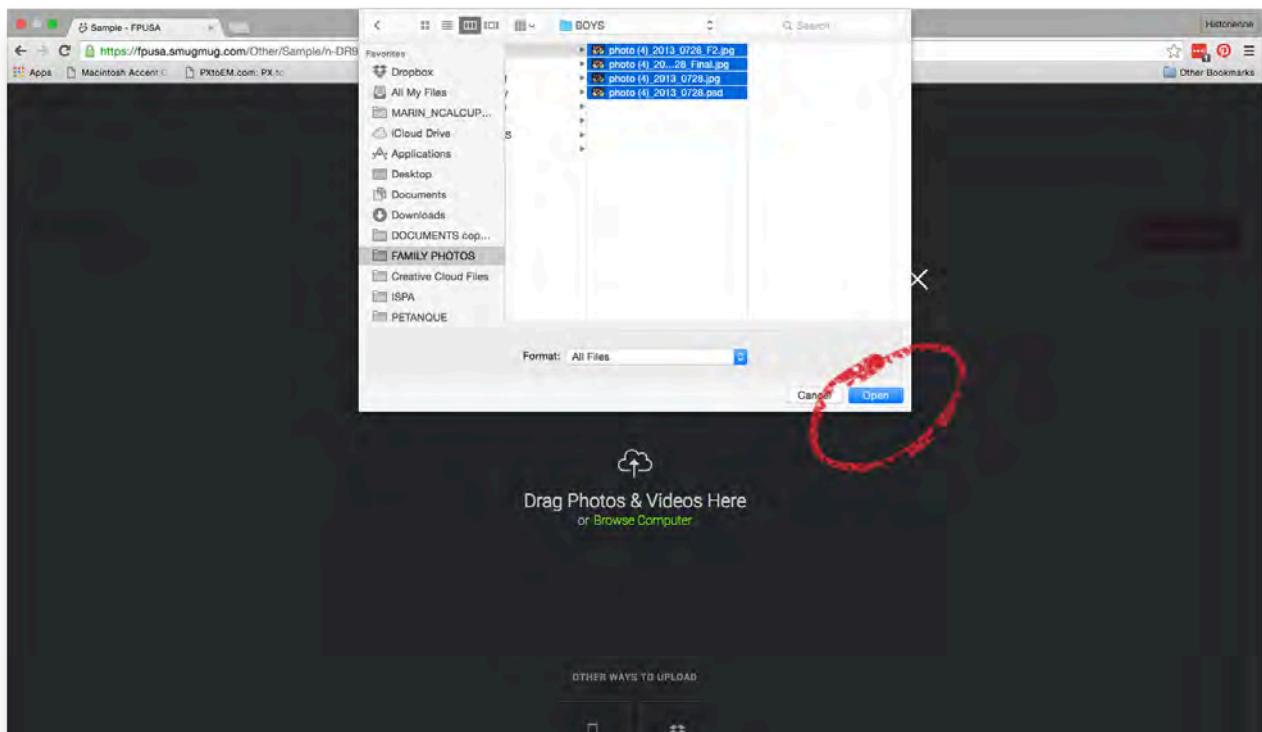


Click on **BROWSE COMPUTER** to select photos to upload

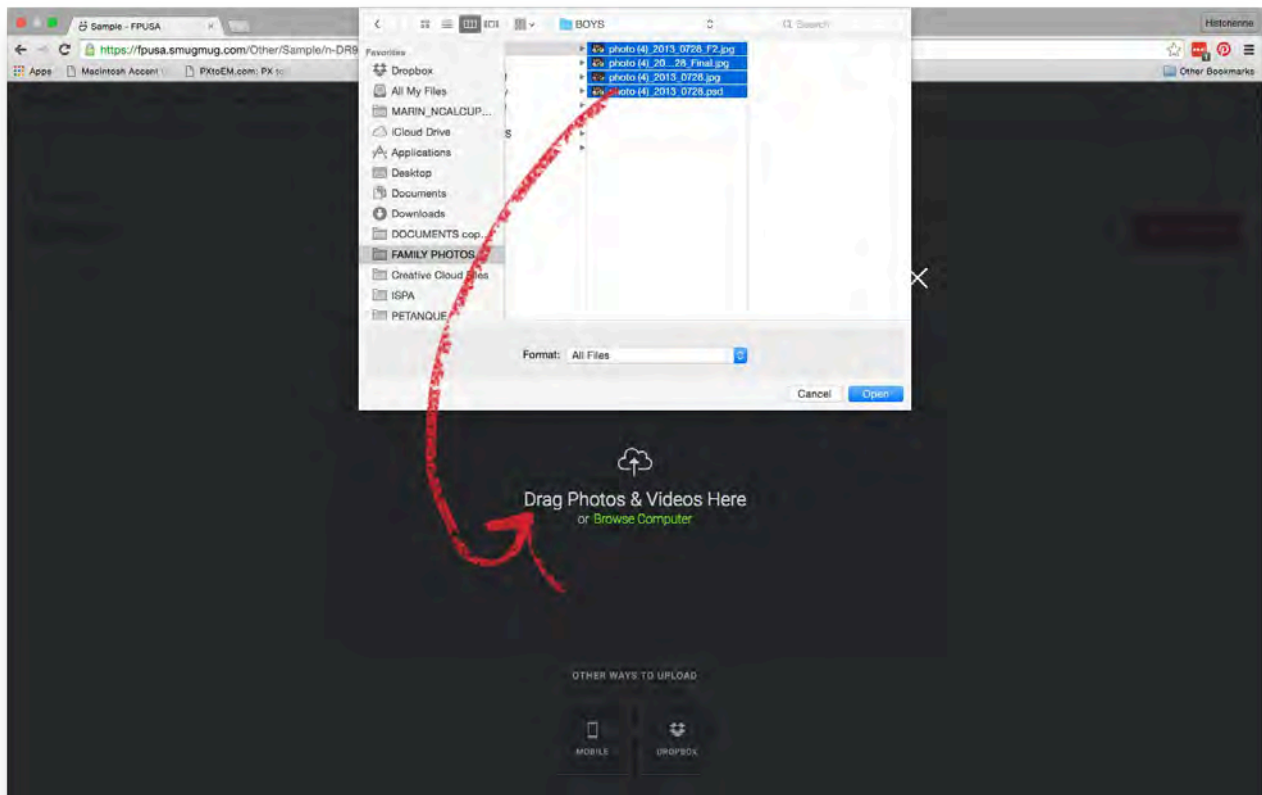


Navigate to the photos you want to upload.

5. **SELECT PHOTOS FOR UPLOAD:** select the photos you would like to upload by clicking on them. You may then either click on the **OPEN** button in the righthand corner to begin the upload, or drag the photos to the upload screen and deposit them on the target that says **DRAG PHOTOS AND VIDEOS HERE**.

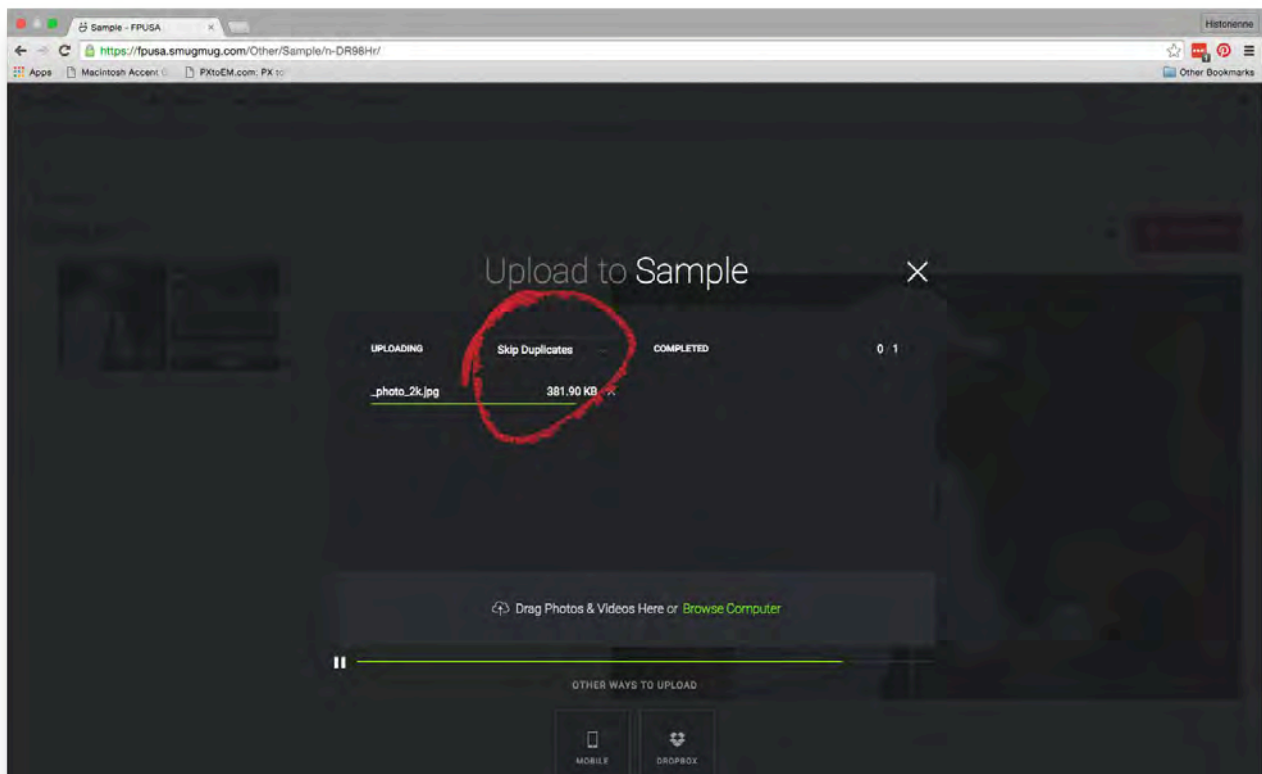


Choosing to upload selected photos by clicking the **OPEN** button



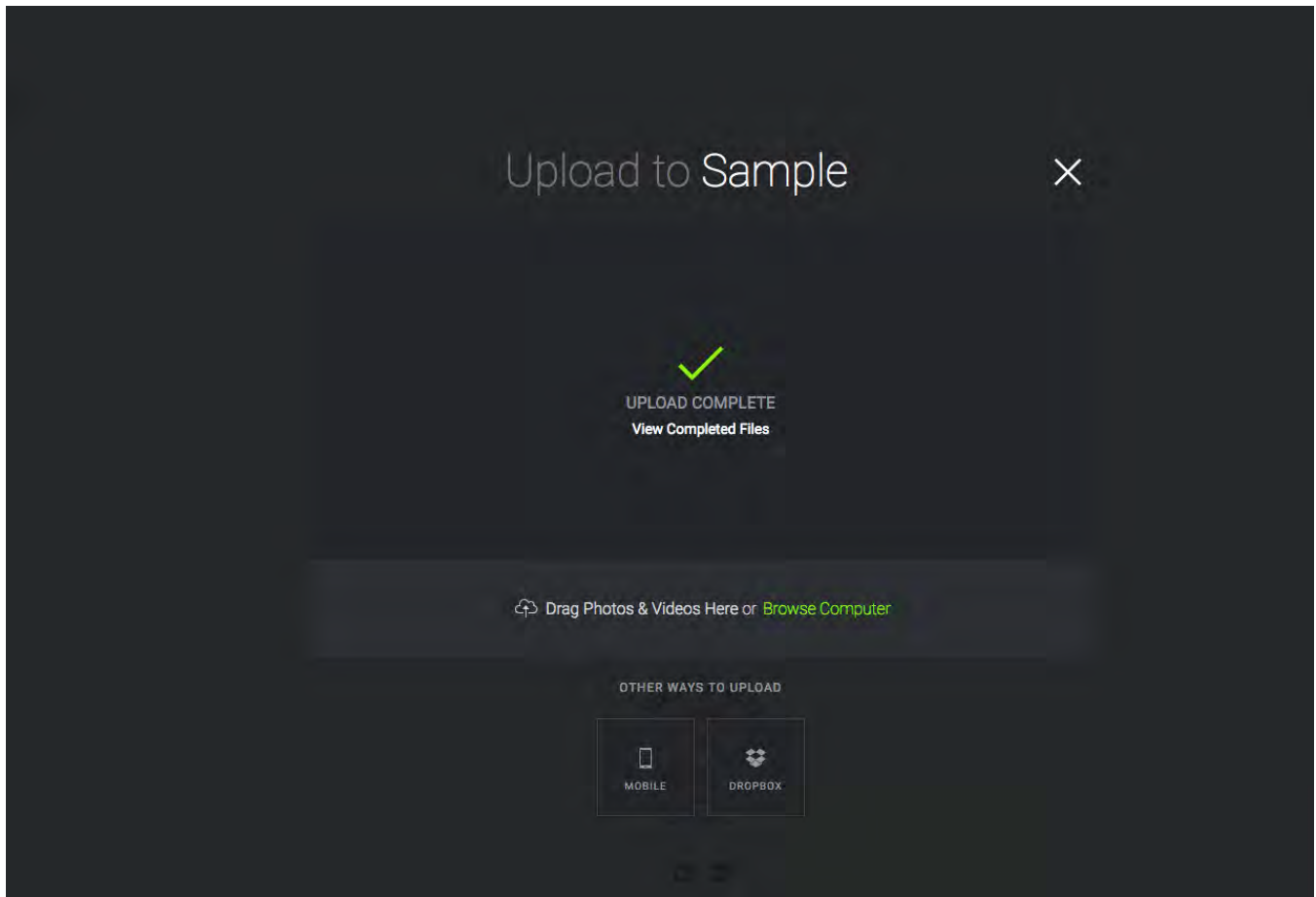
Choosing to upload selected photos by dragging to target

6. SKIP DUPLICATES: Choose to skip duplicates from the drop down menu on the upload page.



Make sure SKIP DUPLICATES is selected from the drop down menu

7. FINISH: When the upload is complete Smugmug will tell you.



Upload is complete

8. Other ways to upload: Mobile and Dropbox. Dropbox is essentially the same as navigating to a file on your computer. Click on the Dropbox logo and a pop-up opens displaying your Dropbox folders. Navigate to the file folder with your photos and download the same as you would from a folder on your computer. To use the mobile feature click on the mobile button, enter your mobile number in the the space provided and you will be given a link to upload your photos to Smugmug.

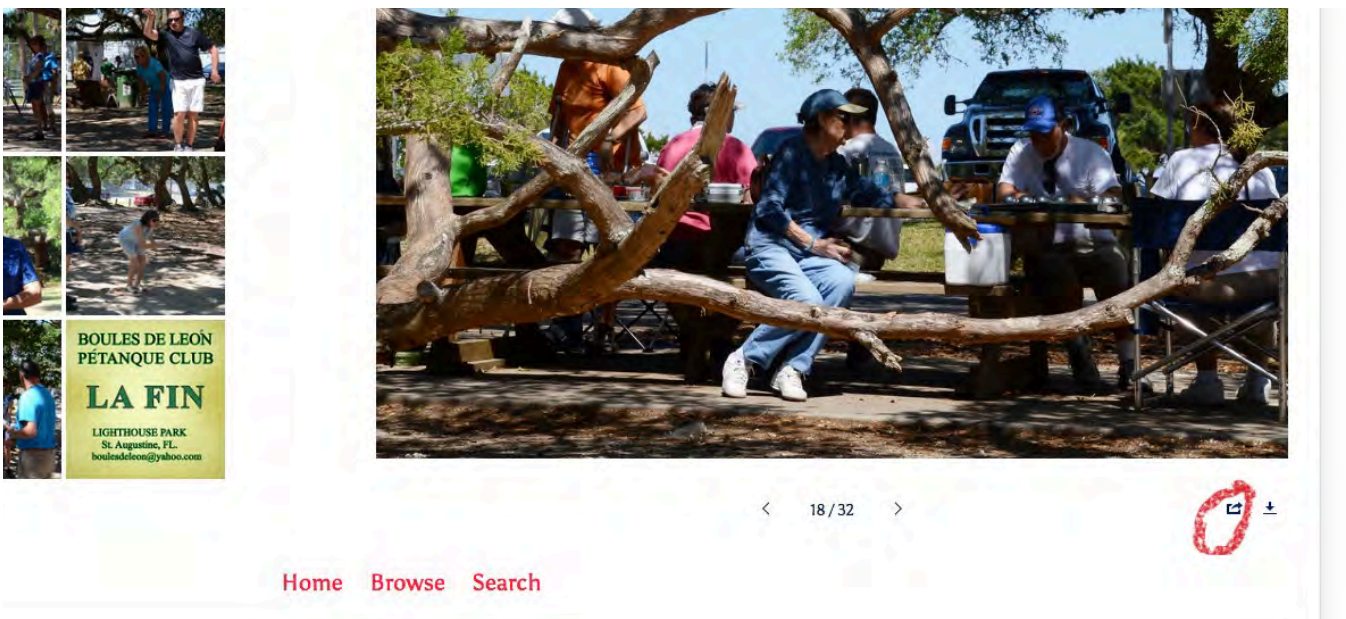
## TO DOWNLOAD FROM SMUGMUG

1. **SELECT THE PHOTO YOU WANT:** Navigate to the photo's gallery and select the photo you would like to download by clicking on its thumbnail. The photo will appear on the right-hand side of the thumbnails as a single large photo. Click on the downward-facing download arrow and the photo will download at full size to your computer.



Clicking on red-circled DOWNLOAD ICON will result in a full-size photo download

2. **SHARE THE PHOTO:** Click on the share icon to the left of the download icon to share the photo, the gallery, or the entire folder, by copying the code and placing it in an e-mail.



Clicking on the SHARE ICON allows you to copy the code for the photo, the gallery, or the entire folder

## QUESTIONS?

E-mail us at [Secretary@USAPetanque.org](mailto:Secretary@USAPetanque.org) with any questions or concerns.