

The purpose of this document is to outline the steps needed to upload images for display on the MAPS website.

MAPS uses Google Drive and Google Photos for image storage. We are currently uploading all images to shared albums in Google Photos due to the better visual presentation that it provides.

This process may look a bit complicated, but it should be straight forward. And once you've gone through it, it should be simple.

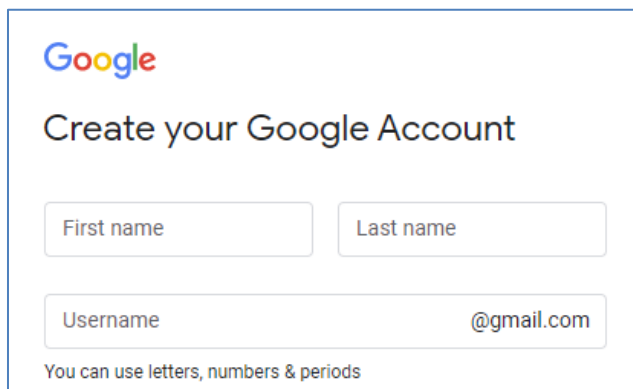
### **Requirements**

1. Photos are to be prepared as outlined in "Photo Submission Preparation".
2. In order to upload images for the MAPS website:
  - You are required to have a Google/Gmail account and password.
  - You are required to be logged in to your Google/Gmail account.
  - You need the link to where the images are to be uploaded. This will be either provided to you via email, or is available on the MAPS website.

### **Getting/Fixing Your Google Account**

Most of us already have a Google account, as we use Google apps and services on a regular basis. If so, you can probably skip to the next section.

3. To create a new Google account, we suggest doing a search on "new google account", and follow the link.
4. As you create your Google account, you will be asked for a First Name and Last Name. This name will be displayed on Google Photos images once two or more people have uploaded images to a shared album.

A screenshot of the Google account creation page. At the top is the Google logo. Below it is the heading "Create your Google Account". There are two input fields: "First name" and "Last name". Below these is a larger input field for the "Username" with "@gmail.com" to its right. A note at the bottom says "You can use letters, numbers & periods".

Google

Create your Google Account

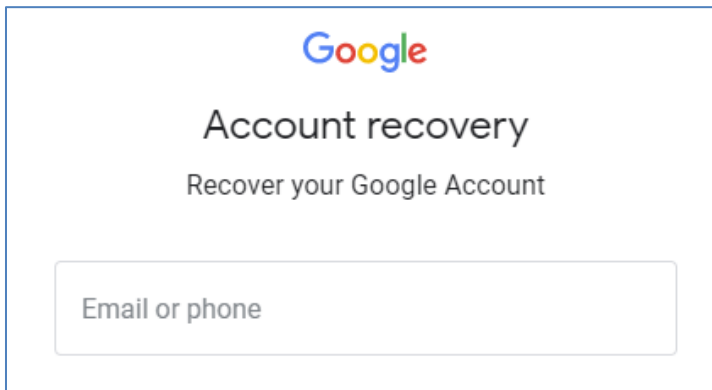
First name Last name

Username @gmail.com

You can use letters, numbers & periods



5. If you have a Google account, but can't remember what the password is, we suggest doing a search on "google account recovery", and follow the link.



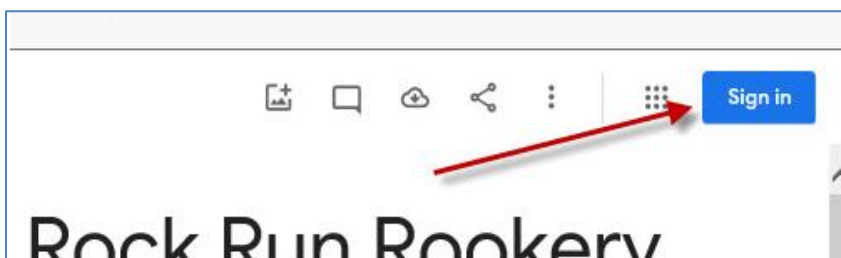
6. If you have a Google account, you may want to update the First Name and Last Name fields. We suggest doing a search on "google account name change", and follow the link.

### **Sign in to Your Google Account**

You need to be signed in to the Google account that is configured with the name that you want to display on your photos.

If you are already signed into your Google account, then you're all set.

If you are not signed into Google, you will be prompted when you click on the upload link.



**Upload Your Images**

7. Click on the upload link provided to you, or the one on the MAPS website.
8. Your web browser will display Google Photos.
9. Sign in to your Google account if needed.
10. Use your file manager to locate the image files that you created.
11. Drag & Drop the image files to the Google Photos window.
12. The image files will upload to Google Photos.
  - Wait for the upload to complete.
  - Upload time will vary based on your Internet connection speed.
13. Once the upload is completed, it may take a moment or two for Google Photos to update the view.
14. Verify that your images are present, and with the correct name on them.