

## Flipz USA Website - Photo Central Instructions

Online picture albums are available from many providers. The instructions in this document are for Picasa Web which is part of Google. If you typically upload pictures to a different site, as long as the albums can be shared and you can provide the URL (web address) to the album, we can add them to the website. If possible, use Picasa Web as it'll make for a more consistent page and make it easier for the webmaster to integrate into the website. 😊

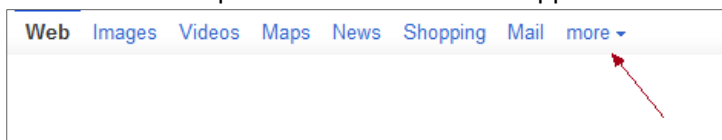
### Setting up a Google account

Setting up a Google account is free and easy to do.

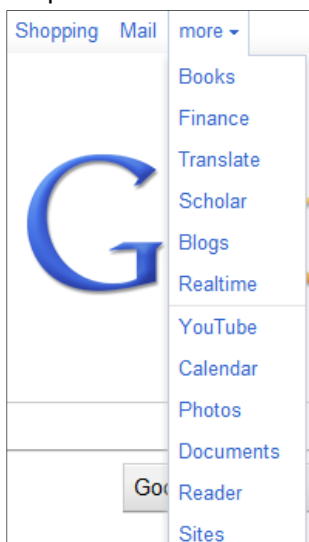
1. Navigate to [www.google.com](http://www.google.com)
2. Click on the "Sign In" link in the upper right. If you do not already have an account, click on the "Create an account now" link on the sign in page.
3. Follow the instructions to create your account.

### Uploading photos

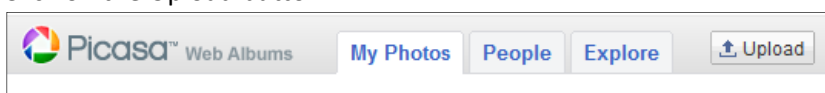
1. Find the "more" option on the menu in the upper left.



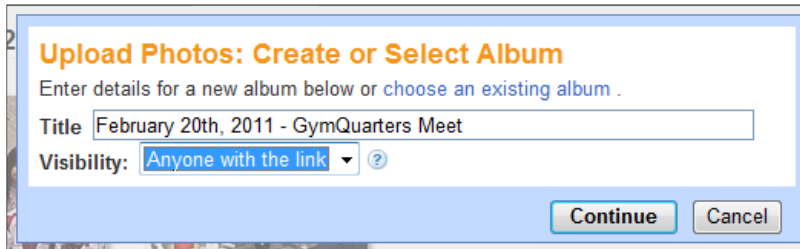
2. Drop the selections and choose "Photos". This will take you to the Picasa web page.



3. Click on the Upload button.



4. Create a new album. Name the album something descriptive. I'd recommend using one album per event to make it easier to find photos, e.g. "Date – Event – LastName". Make sure to choose Visibility = "Anyone with the link"

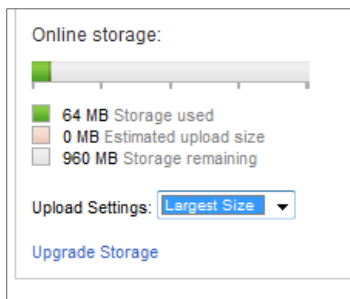


**Upload Photos: Create or Select Album**  
Enter details for a new album below or [choose an existing album](#) .

Title

Visibility:  ?

5. Select the photos you want to upload by clicking Add Photos. Before starting the upload make sure to select "Largest Size" from the Upload Settings in the bottom right. This will insure the photos are suitable for printing/developing. I'd recommend only selecting the best photos and one's you think others will want to view since the free account has limited storage space.



Online storage:

Upload Settings:

[Upgrade Storage](#)

### Sharing an Album

1. Click on the "Link to this album" option along the right. This will expand to show two text boxes.



Paste link in email or IM

[Reset secret link](#)

Paste HTML to embed in website

2. Copy the text in the box labeled "Paste HTML to embed in website" by selecting all the text and hitting Ctrl-C or by right-clicking and choose Copy.
3. Send an email to [webmaster@flipzusa.com](mailto:webmaster@flipzusa.com). Paste the text into the email by hitting ctrl-v or by right-clicking and choose Paste.

4. Please provide your name, the gymnast's name(s), and any other details about the album.

Send	To...	webmaster@flipzusa.com;
Account ▾	Cc...	
	Bcc...	
Subject: Photo Central Album		
<p>Name: Eric Margheim Gymnast: Erica Margheim These are pictures from the <u>GymQuarters meet</u></p> <pre>&lt;table style="width:194px;"&gt;&lt;tr&gt;&lt;td align="center" style="height:194px;background:url(https://picasaweb.google.com/s/c/transparent_album_background.gif) no-repeat left"&gt;&lt;a href="https://picasaweb.google.com/ericjm68/February20th2011GymQuarters?authkey=Gv1sRgCISr2PXF9ZLHKA&amp;feat=embedwebsite"&gt;&lt;img src="https://lh3.googleusercontent.com/_y7c60vZ5TEI/S2Zb19hCtgE/AAAAAAAAAL8/JT6XbaGLjtI/s160-c/February20th2011GymQuarters.jpg" width="160" height="160" style="margin:1px 0 0 4px;"&gt;&lt;/a&gt;&lt;/td&gt;&lt;tr&gt;&lt;td style="text-align:center;font-family:arial,sans-serif;font-size:11px"&gt;&lt;a href="https://picasaweb.google.com/ericjm68/February20th2011GymQuarters?authkey=Gv1sRgCISr2PXF9ZLHKA&amp;feat=embedwebsite" style="color:#4D4D4D;font-weight:bold;text-decoration:none;"&gt;February 20th, 2011 - GymQuarters&lt;/a&gt;&lt;/td&gt;&lt;/tr&gt;&lt;/table&gt;</pre>		

5. Your album will be added to the Photo Central page within a few days.

If you have any questions please email [webmaster@flipzusa.com](mailto:webmaster@flipzusa.com).