

Post Photos to the Gallery

This guide shows approved alumni how to upload photos and memories to the Alumni Gallery, how to keep each photo within the size limit, and how to follow the approval of the photos after they are submitted.

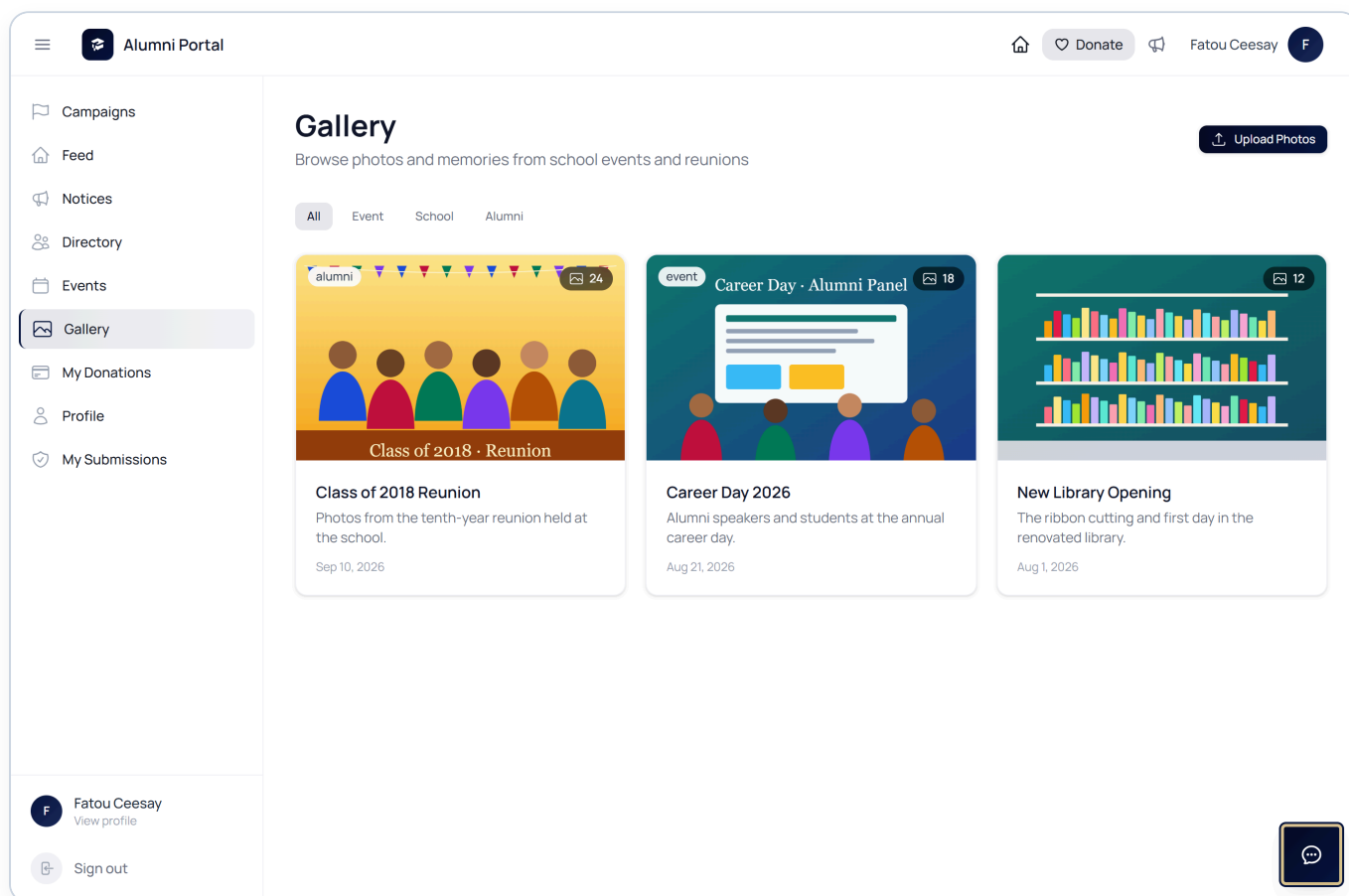
BEFORE YOU START

- ✓ Approved alumni account & login
- ✓ Photos as JPEG, PNG or WebP files
- ✓ Each photo 500 KB or smaller
- ✓ Up to 10 photos per upload

STEP 0

Open the Gallery

The Gallery shows photo albums from school events and reunions.

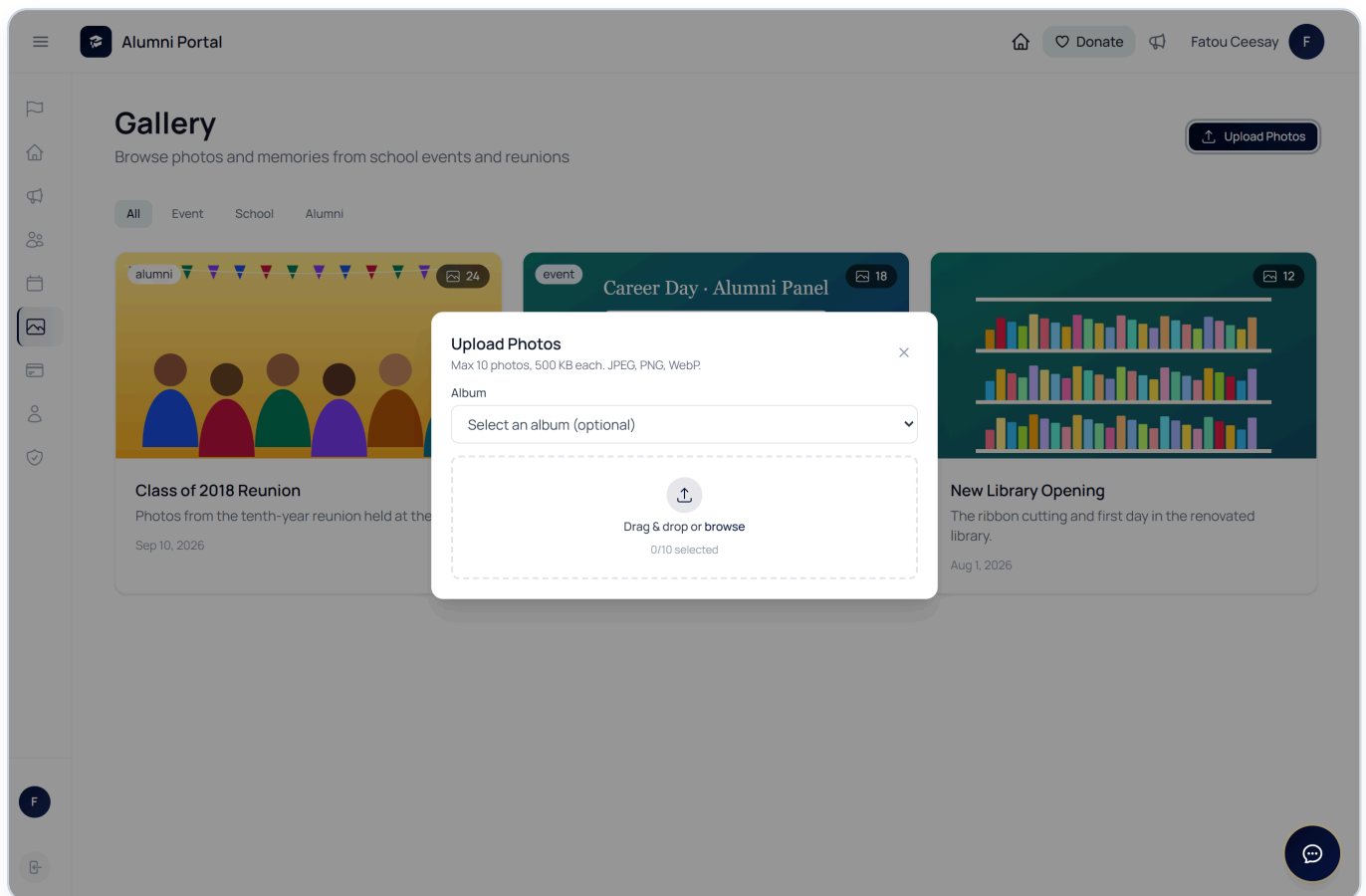


HOW TO OPEN THE PAGE:

- Sign in to the Alumni Portal (<https://alumni.saintaugustinesgambia.org>).
- In the left sidebar, click **Gallery**. The album cards show a cover photo, the album title, the number of photos and the date.
- Use the **All / Event / School / Alumni** tabs to filter albums. The dark **Upload Photos** button is at the top right.

STEP 1**Click Upload Photos**

The upload window opens on top of the gallery and shows the rules.

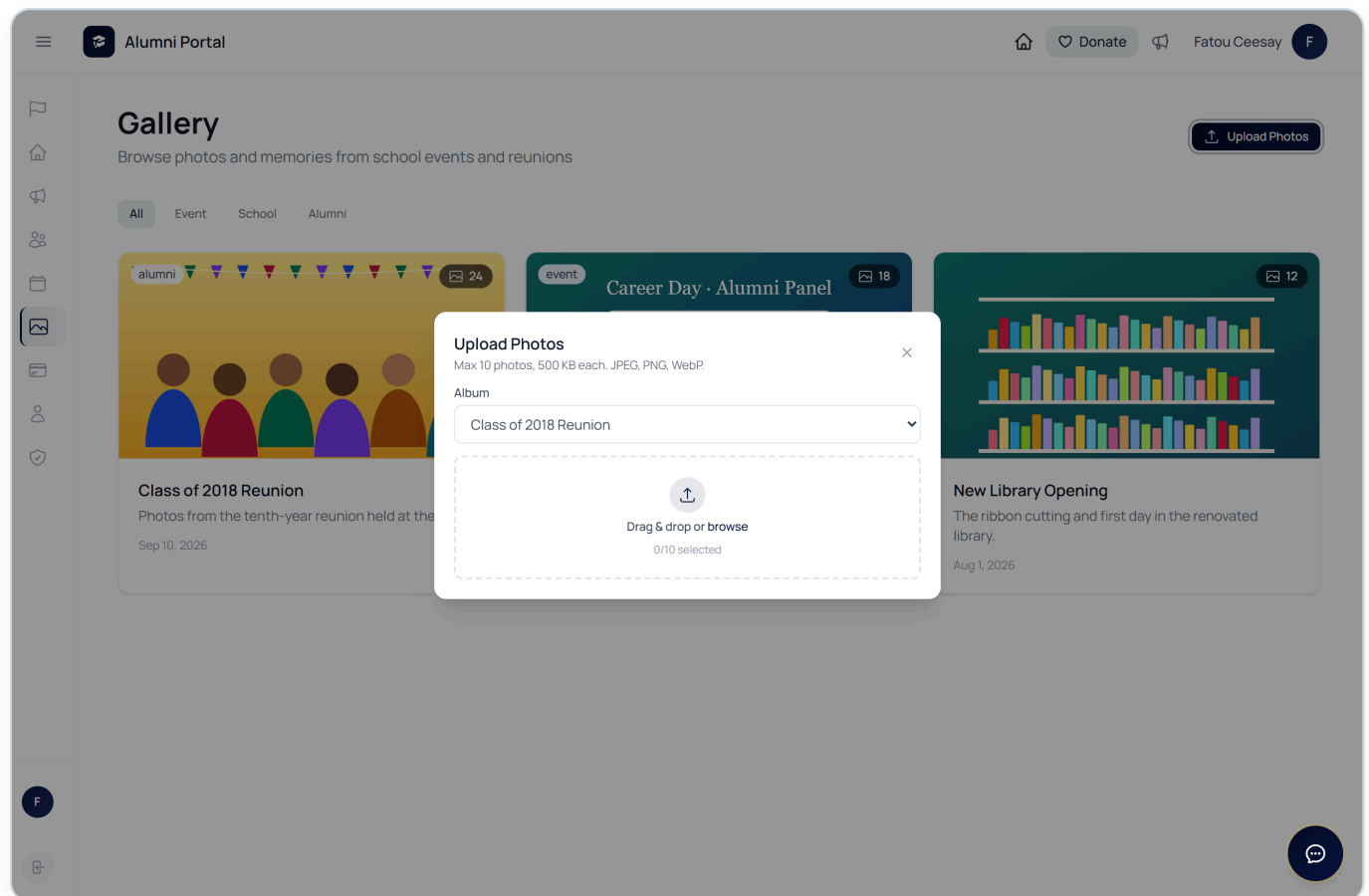
**WHAT TO DO:**

- Click the **Upload Photos** button.
- Read the line under the title: **Max 10 photos, 500 KB each. JPEG, PNG, WebP.**
- You can close the window at any time with the **X**. The photos you already chose are kept if you open it again.

STEP 2

Choose an Album (Optional)

Say which album your photos belong to.



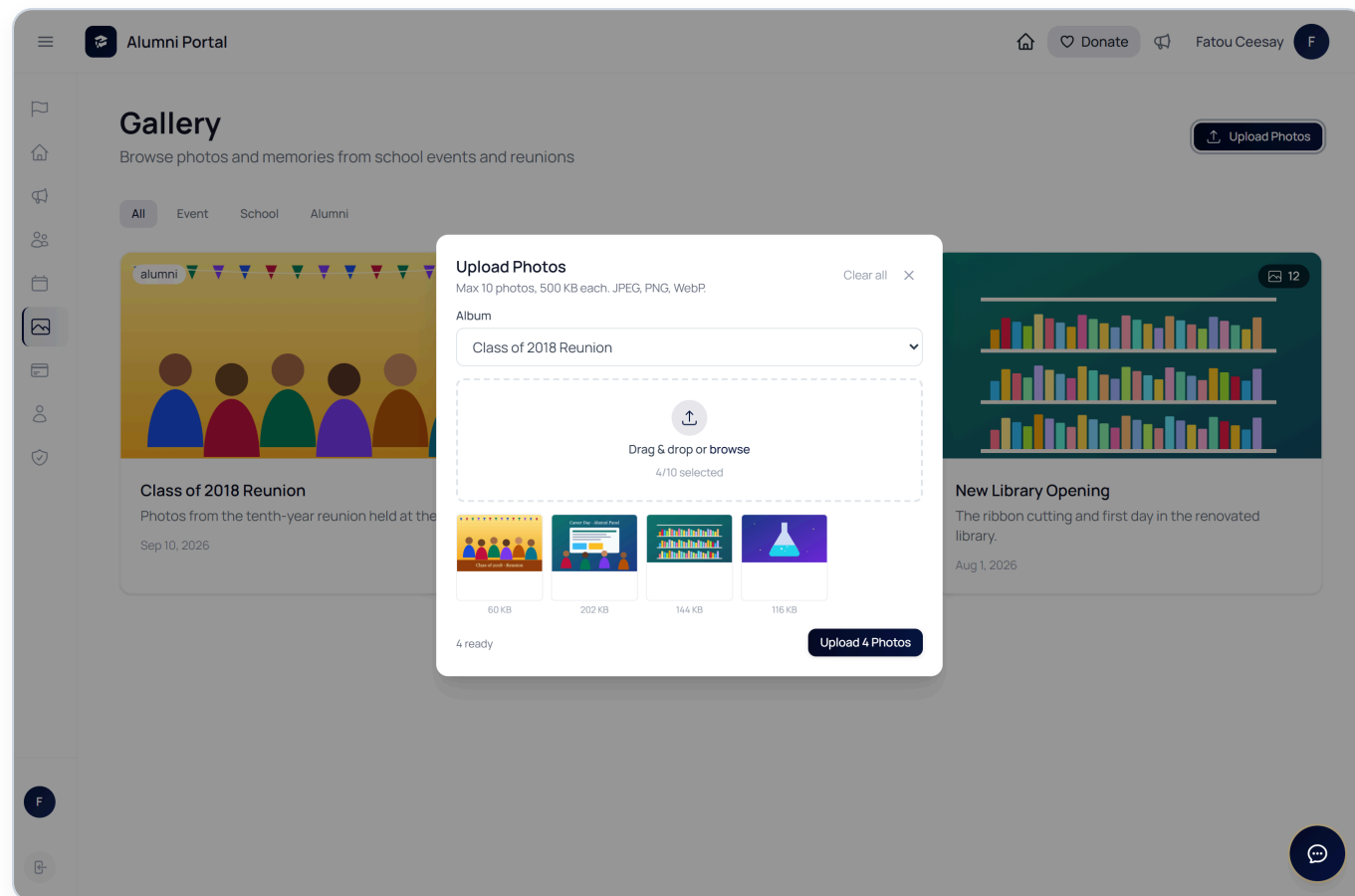
WHAT TO DO:

- Open the **Album** drop-down and pick an album, for example **Class of 2018 Reunion**.
- If you do not want to name an album, leave **Select an album (optional)** as it is.
- The album name is sent along with your photos.

STEP 3

Add Your Photos

Choose the pictures from your phone or computer.



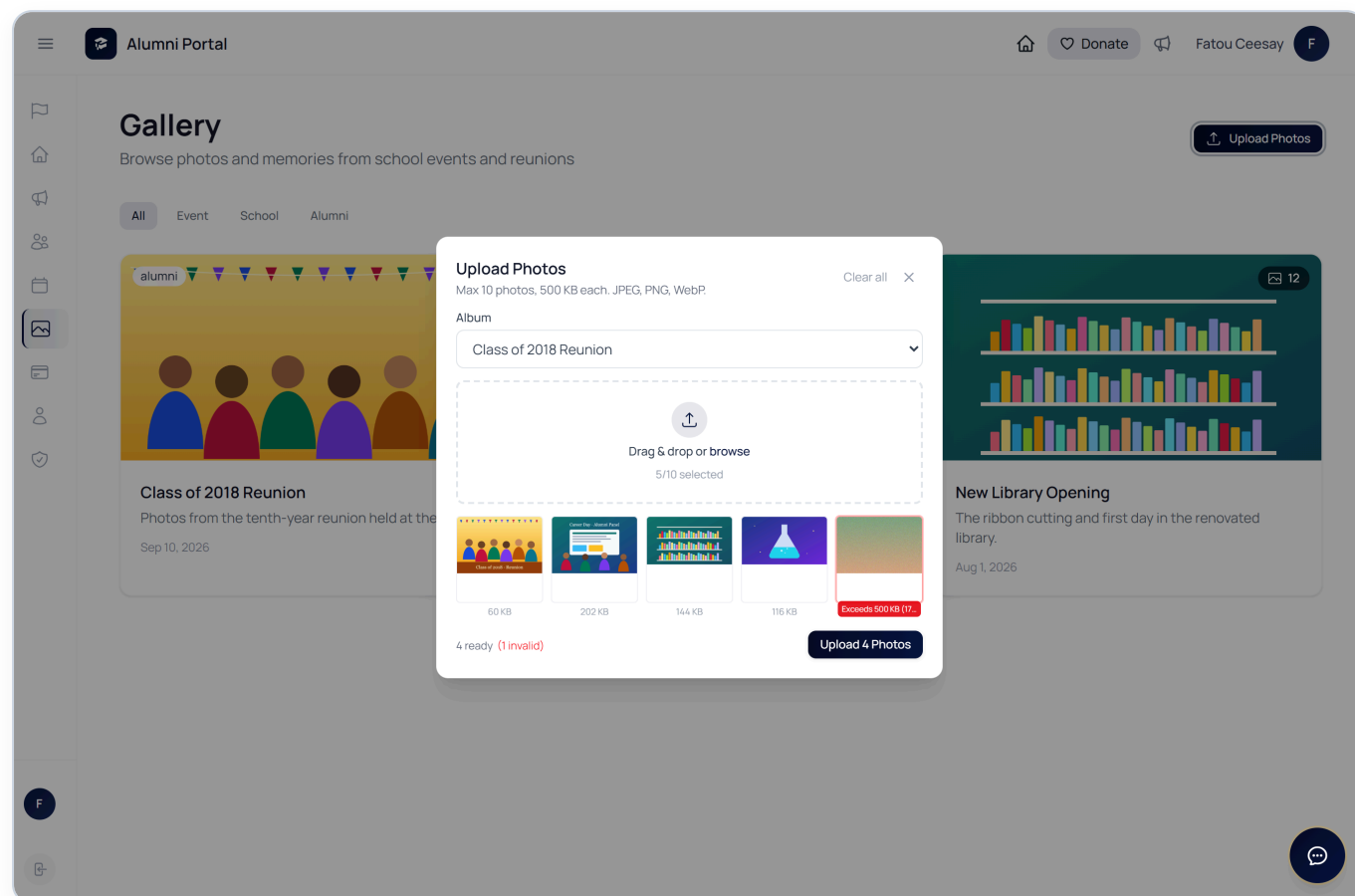
WHAT TO DO:

- Click the dashed box (**Drag & drop or browse**) and select your photos, or drag them into the box. You can select several photos at once.
- A small preview appears for each photo with its size in **KB** underneath. The counter shows how many of the 10 you have chosen (for example **4/10 selected**).
- To remove a photo, point at its preview and click the small red **X**. **Clear all** removes every photo.

STEP 4

Fix Photos That Are Too Large

A photo over the size limit cannot be uploaded.



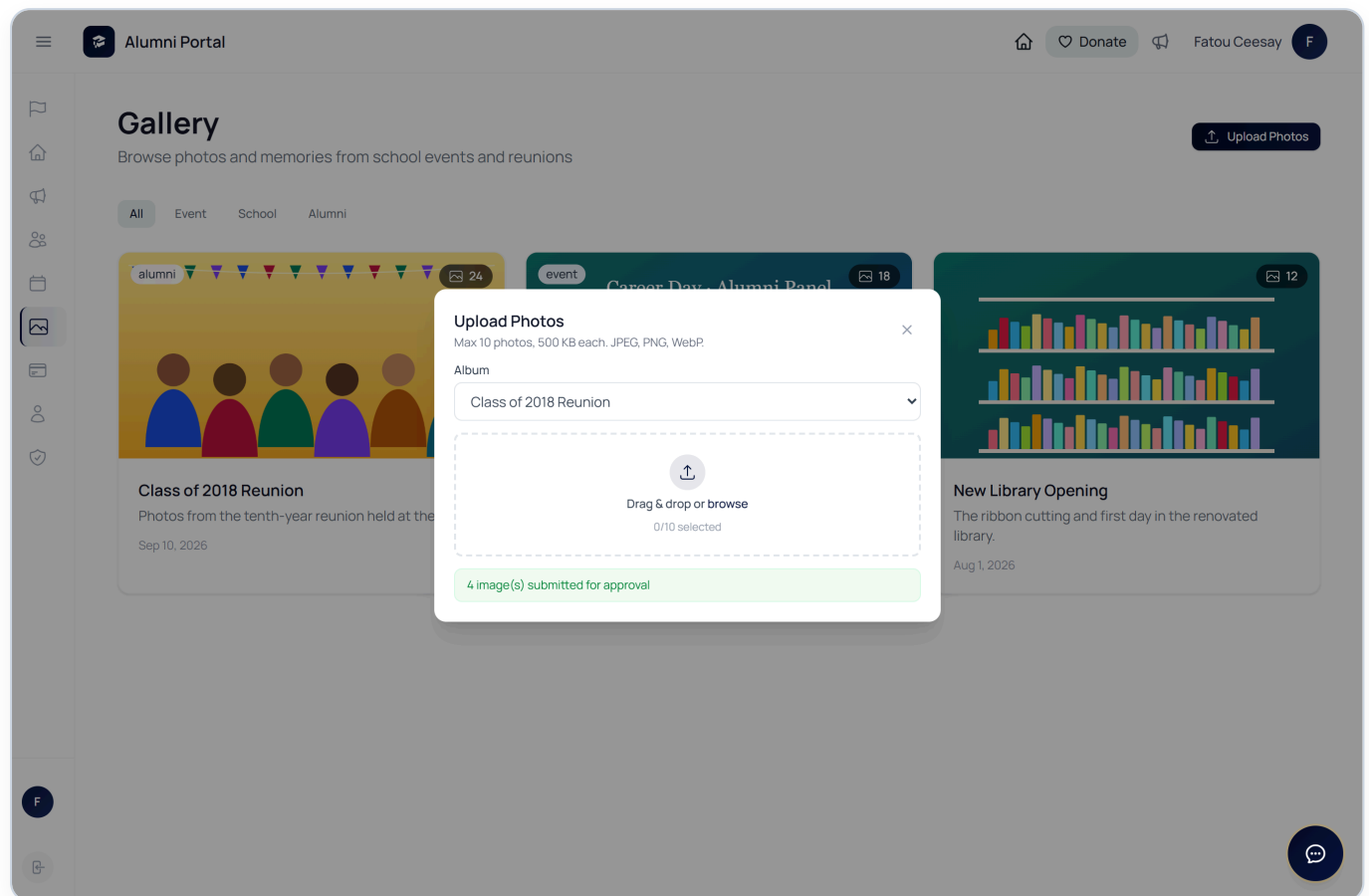
WHAT TO DO:

- A photo bigger than **500 KB** gets a red border and a red label such as **Exceeds 500 KB**. A file that is not a JPEG, PNG or WebP shows **Unsupported format**.
- Below the previews you will see, for example, **4 ready (1 invalid)**. Only the valid photos are uploaded.
- Remove the red photo with its **X**, or make it smaller (resize or compress it on your phone or computer) and add it again.

STEP 5

Upload and Confirm

Send the photos for approval.



WHAT TO DO:

- Click the **Upload 4 Photos** button (the number matches the valid photos). It shows **Uploading...** while it works.
- A green message confirms the upload, for example **4 image(s) submitted for approval**. The photos are not visible in the album yet.
- If a red message **Failed to upload photos, try after some time** appears, check your connection and try again later.

STEP 6

Track Your Photos in My Submissions

See whether an administrator has approved your photos.

My Submissions
Track the approval status of content you've submitted

Filters: Type: All (6) | From: mm/dd/yyyy | To: mm/dd/yyyy

TYPE	CONTENT	STATUS	SUBMITTED
Gallery	Gallery Upload Album: Class of 2018 Reunion	Pending review	30 Sept 2026
Gallery	Gallery Upload Album: Class of 2018 Reunion	Pending review	30 Sept 2026
Gallery	Gallery Upload Album: Class of 2018 Reunion	Pending review	30 Sept 2026
Gallery	Gallery Upload Album: Class of 2018 Reunion	Pending review	30 Sept 2026
Post	Buy cheap phones and laptops from my shop in Serrekunda, best prices in town! Reason: Advertising is not allowed in the community feed.	Rejected	16 Sept 2026
Post	Reminder: the Class of 2018 WhatsApp group has moved. Message me if you would like to be added.	Approved	31 Aug 2026

User: Fatou Ceesay (View profile) | Sign out

HOW TO CHECK THE STATUS:

- In the left sidebar, click **My Submissions**.
- Each uploaded photo is a row of type **Gallery** with a small picture, the album name and the status **Pending review**. Statuses change to **Approved** or **Rejected**.
- Use the **Type** drop-down to show only **Gallery** items, and the status tabs (**Pending / Approved / Rejected**) to filter.

IMPORTANT NOTES

- Every photo is **checked by an administrator** before it appears in the gallery, so it will not be visible straight away.
- Limits: up to **10 photos** per upload, each **500 KB or smaller**, in **JPEG, PNG or WebP** format. Photos straight from a phone camera are usually larger than 500 KB, so resize or compress them first.
- Photos that are too large or in the wrong format are marked in red and skipped; the valid ones still upload.
- You can upload again as often as you like. Each upload is shown as separate rows in *My Submissions*.

**Done!**

Your photos are submitted. They will appear in the Alumni Gallery as soon as an administrator approves them.