

## Troop 23 Photo Sites

Troop 23 has two shared photo sites at Shutterfly.com. Shutterfly.com is an image-storage and publishing service offering prints; photo books; custom stationery; home décor; and photo gifts

- Password-protected, bsatroop23wheaton.shutterfly.com features images and photo books from Troop events that took place from June 2016 through May 2019.
- A members-only site, friendsoftroop23.shutterfly.com is a collaborative site where members share their photos privately with other members of the site. You must have a Shutterfly Account to participate in this site. There is no charge to create your account; and it will allow you to access and upload your images.

### Accessing Images

There are three ways to access images:

- From our Troop website at [www.troop23wheaton.org](http://www.troop23wheaton.org), click the "Photos" link on the top menu bar for links to both sites.
- Paste <https://bsatroop23wheaton.shutterfly.com/> OR <https://friendsoftroop23.shutterfly.com/> into your web browser.
- Once you've been approved as a member of the friendsoftroop23 page, you can access that page from your personal Shutterfly account. On the "My Shutterfly" home page, scroll down to the "Share Sites" link which is beside the "My Photos" link on the right side of the screen.

### View and Print Photos

Once you are on the bsatroop23wheaton page, the homepage has albums for each Troop event. Once you are on the friendsoftroop23 page, click the "Pictures & Videos" button to see uploaded albums from Troop events. (Please note that Troop 23 does not use the Calendar, Sign Up and Message Board features also shown on the menu bar of the friendsoftroop23 site.) Click on an album to see the photos inside. To print photos, you can click on the "select prints" button; click on each photo you want to order, then click "order prints" to add to your shopping cart. When ready, go to your cart to place your order.

### View Photo Books

Click on the "Photo Books" link on the homepage of the bsatroop23wheaton page top menu bar. This page has current photo books for Summer Camp and any recent high adventure trips. You can view these books, order them, or make a copy that will be saved in your personal account. This saved copy can be modified and personalized if desired. At this time, no photo books are located on the friendsoftroop23 page

### Save Photos to Your Own Account

To save all or some of the photos from an album to your personal Shutterfly account, first open an album. Click the "Actions" tab and choose "save album" from the drop-down menu. Select all or click the photos you want to save. Then click on "save pictures". You will be directed to save the photos to a new album in your personal Shutterfly account.

### Download Photos to Your Computer

Once a photo or album is saved to your personal Shutterfly account, you can then download the photos to your own computer. Open the album in your personal account. Select all photos. Click the Download icon (cloud with arrow pointed down) from the top menu bar, and the files will be saved to the download folder on your desktop. If you download a lot of photos at once, you will get email notifications when the download is ready.

### Upload & Share Your Photos

1. Upload your photos to an album in your personal account. Please name the folder "year-month-day, Event Name", for example, 2019-06-23, CFL Summer Camp.
2. Access the Troop's photo site using one of two ways:
  - Go to <https://friendsoftroop23.shutterfly.com/> -- If you're new to the site, follow the steps to secure approval to join. Our Troop's site administrator will check your information against the Troop's current roster before granting access to Troop images.
  - Once you have joined the site, you can access the site from your personal Shutterfly account. On the "My Shutterfly" home page, click the "Share Sites" link located between "My Photos" and the shopping cart icon on the top right side of the screen.
3. On the Friends of Troop 23 home page, click "Pictures & Videos" located on the top menu bar.
4. On the Pictures & Videos page, click "+Add Album" located on the line below the menu bar toward the center of the page.
5. On the "+Add Album" page, click "Albums" under the Shutterfly heading and it will take you to your Albums.
6. Click on the album you want to share.
7. Select all the photos by clicking on the number near the album name on the top of the screen.
8. Then click the "Add" button on the bottom right.
9. Repeat as needed to upload the images you wish to share.
10. Please note the following when uploading photos to the friendsoftroop23 page:
  - This site is restricted to families of Troop 23 Scouts and non-parent adult leaders affiliated with our Troop.
  - Participants are asked to only share appropriate photos from Troop events.
  - We also request that participants not use a Scouts full name on the site. If you are uploading photos of a Scout's Eagle Project, use only the Scout's first name and last initial, for example "2019-05-15, John D's Eagle Project"

### Notification of New Photos

Once you join the friendsoftroop23 page, you should receive e-mails informing you that new photos have been added to the room. If there is no activity, there will be no email.