



# OXTED & LIMPSFIELD CRICKET CLUB

## How to upload photos or videos to the Oxted and Limpsfield Cricket Club website without sharing them

This guide is designed for administrators, to show you how to upload photos to the website, for use in News Articles or Team Pages, without sharing them as an album

You will need to access the administration portal of the website, if you are unsure how to do this check the user guide.

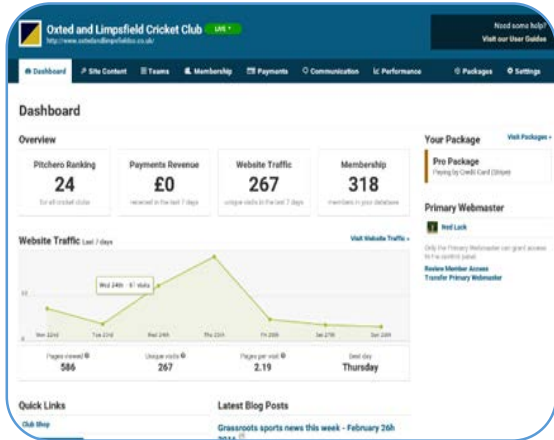
 [www.oxtedandlimpsfieldcc.co.uk](http://www.oxtedandlimpsfieldcc.co.uk)

 @OLCC\_

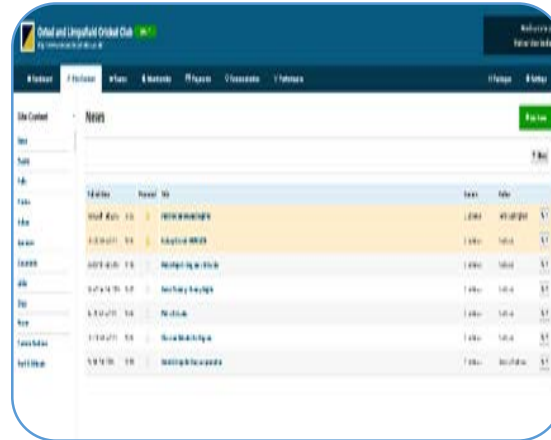
 Oxted & Limpsfield Cricket Club



# Adding a News Article

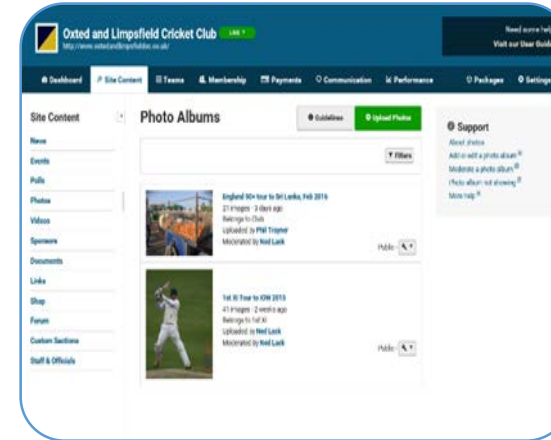


One the navigation bar (dark blue) click “Site Content” link



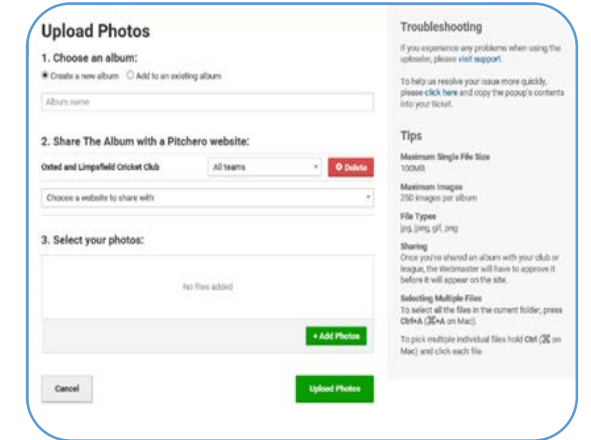
You will be directed to the News screen, on the left hand side there are further navigation options

Click Photos (or Videos if you are uploading a video)



You will go to the Photo Albums (or Videos) page where you can see all the photo albums which have been shared with the whole club

Click the green “Upload Photo” button



A popup module will appear  
Choose to create a new album (you only have to do this once, after that to upload more images which are not shared just select to add to existing album)

Choose a name for the album such as “Unshared website album”

Delete the Oxted & Limpsfield Cricket Club share

Upload images by using the green “Add Photos” button

Finish by clicking the green “Upload Photos” button