

# Guidelines for Using SnapFish

## To go to Snapfish:

1. Go to [www.gardenstatehorse.snapfish.com](http://www.gardenstatehorse.snapfish.com)
2. Login:
  - E-mail address: [snapfish@gardenstatehorse.org](mailto:snapfish@gardenstatehorse.org)
  - Password: [gshcs45](#)
3. Under "Your Group Rooms" click on Garden State Horse & Carriage Society (note, only part of the title shows-up)
4. Click on an album to view pictures
5. You can add pictures to the current albums (some empty albums may be available for recent/upcoming events) or start a new one

## To Add Pictures

1. Click on the photos tab along the top
2. Under "Your Albums" Click on the appropriate album
3. On the blue tool bar to the right click on "add photos..."
4. Click on upload
5. Click on the yellow box that says "upload photos and videos"
6. Browse your computer until you find your photos and select the photos that you want to add
7. Click the yellow box at the bottom right that says "upload photos"

## To start a new album:

1. Click on "Your Albums"
2. Click "Create a New Album"
3. Name the album using the following protocol:
  - Year activity (e.g., 2007 Garden State CDE, or 2007 Holiday Party)
4. Upload the pictures from your hard drive or CDrom.

### Notes

To make the site fun for all members - please name the photos with the driver and horse: e.g., "Judy Tim and Fionn at Garden State.jpg". The names show-up on the slide show (see 2006 album for a sample) or go into the edit and organize area and add captions.

.jpg files will load more quickly than .bmp - try and load smaller sized photos

**DO NOT** enter personal information under this account such as credit card information to order pictures! To purchase prints:

1. E-mail yourself an invitation to view the albums
2. Create your own personal Snapfish account and purchase pictures through your account