

Shutterfly How-To Guide

Greater Kansas City HOG chapter has a free site to view, upload, and print pictures from our rides. Please note...This is a private, family friendly site, profanity and/or nudity is not allowed. Only photos from GKC sponsored, events are allowed on the site. Thank you for your help and enjoy the pictures. If you are not a member of the GKC Shutterfly site, please follow the instructions below to join.

Browse to
www.GKCHOGPHOTOS.SHUTTERFLY.COM
Enter your information, accept terms and conditions and click **Join Now**

The screenshot shows the Shutterfly website interface for a private site named "GKCHOG PHOTOS". At the top, there are navigation links: "Home", "Join Shutterfly to see this site", and "The owner has made this site private. You must sign up to gain access." Below this, there is a registration form with fields for "First name:", "Last name:", "Email address:", "Password:", and "Re-enter password:". A checkbox is present for "Yes, I accept the Shutterfly terms and conditions". To the right of the form is a box titled "Benefits of a Free Shutterfly Membership" which lists: "Share your pictures and videos with friends and family", "Create your own free website", "Securely store your images for a lifetime-at no cost", and "50 free 4x6 prints". There is also a checkbox for "Yes, please send me offers and info on new products and services." At the bottom of the form is a "Join now" button and a link for "Already a Shutterfly member? Sign in".

You will be directed to this page notifying you that the site is private. Click **Ask** to gain permission.

The screenshot shows the Shutterfly website interface for a private site named "GKCHOG PHOTOS". At the top, there are navigation links: "Home", "Private site", and "is not on the member list for the site 'GKCHOG PHOTOS'". Below this, there is a message: "The owner of the site may have invited you using a different email address." At the bottom, there is a link for "Ask" and a message: "If you want permission to view this site, click on the button below to ask the site owner to make you a member of **gkchogphotos** using the email address: **jjhobs23@gmail.com**."

This window will appear. Please enter the necessary information and click **Ask**

The screenshot shows a dialog box titled "Ask to become a member". It contains the text: "Click 'Ask' to request access to the site 'GKCHOG PHOTOS' using the email address below. You can include a personal message." Below this, there is a field for "Email address:" and a "Name:" field. There is also a "Message:" field with "(optional)" below it. At the bottom right, there are "Ask" and "Cancel" buttons.

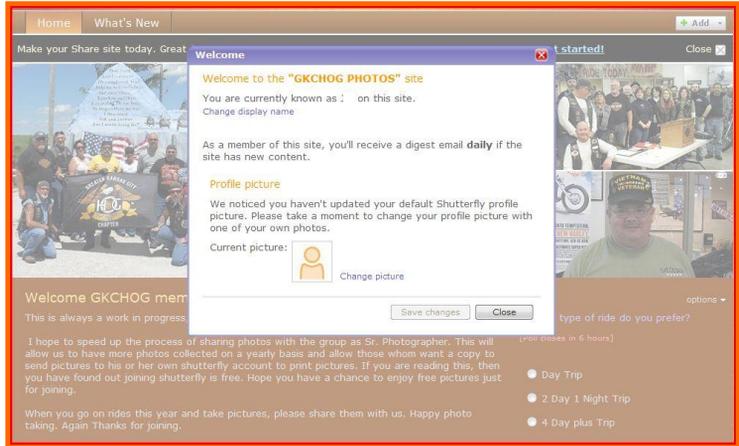
Now it's time to go for a ride while a club photographer verifies your membership status. All current Full and Associate members will be allowed access.

The screenshot shows a dialog box titled "Request sent". It contains the text: "A message has been sent to the site owner. You'll receive an email at [redacted] once the owner adds you as a member of 'GKCHOG PHOTOS'." At the bottom right, there is an "OK" button.

After approval you will receive this email. Click the link to be directed to the site.



Congrats, you did it! Now is the time to set your display name and upload a picture if you want. Be sure to click **Save changes** when finished.



Hover over **Members** for the fly out menu. Click **Edit my settings** to change your preferences for emails from and to site as well as other info.



This window will appear. Select the tab containing the info you want to change. Make your changes and click **Save**.



Now you can add new albums, add photos to existing albums, or print photos. Please help us keep the site organized by naming your albums with month, year, and ride name and avoiding multiple albums for the same ride.
Example....2010-08-21 Bug Spot Ride
Thank You and Ride Safe!