



Guidelines

Welcome to the Self-Realization Fellowship Lake Shrine Zenfolio webpage. The photo galleries on this site have been created for use by Lake Shrine volunteers, employees, and monastics. We invite all professional and amateur photographers to contribute to our photo archive on this Lake Shrine Zenfolio webpage. Please bookmark our page: <http://lakeshrine.zenfolio.com/>

Our galleries are intended to showcase high-quality photos from Lake Shrine. Photographers are asked to select and upload only their best photos. Images will be used for salable products, our website and newsletter, and to promote Lake Shrine events and activities.

These pages contain the following (please scroll down):

- User Agreement
- Photo uploading instructions for photographers.
- Photo downloading Instructions for volunteers, employees, and monastics.

User Agreement

All participants agree to the following:

1. Downloaded photos will be used for promoting Lake Shrine activities, events, and committees.
2. Lake Shrine retains copyright and ownership of all images that are taken by those on volunteer assignment.
3. Images that are shared with us by a professional or amateur photographer NOT ON ASSIGNMENT remain the property of the contributing photographer.
4. With the exception of our Webmasters and Newsletter Committee, users agree not to share any photo on social media – with the exception of those retaining ownership of their own photos (see #3 above).
5. Photos may not be sold or used to create products. Salable items may be created in future pending approval from the minister-in-charge.

Thank you very much for adhering to our guidelines and user agreement. We appreciate your support in promoting our beautiful Lake Shrine! Jai Guru



Uploading Instructions for Photographers

PLEASE NOTE: We ask that photographers upload only their best high-quality images. Please upload your largest edited JPGs! Our galleries will not, at this point, showcase entire events, so there is no need to upload entire event folders onto Zenfolio. In addition, watermarks will only be used by administrators to designate the filing of photos in gallery albums. Thank you!

Instructions for Photographers to use the Zenfolio Website via a Computer

1. Click the link received in the email to activate your account and set up a password.
2. Please go to the Lake Shrine Zenfolio page: <http://lakeshrine.zenfolio.com>
3. Select the Login option on the top right. You will be re-directed to the login page. Please sign in.
4. After logging in, click on the welcome on the top right.
5. Select Photos. You will be re-directed to the ALL PHOTOGRAPHS Organizer which displays all of our galleries.
6. Select the desired folder or the Incoming Images folder.
7. Click the Upload button to upload photos.
8. If you cannot drop and drag photos from your computer, then select the Add Photos or Videos button.
9. Select your photos to upload and then click on Start Upload.
10. When the upload is finished you will be re-directed back to the folder. In order to maximize the "search" benefits, please hover your cursor under your image until you see an edit box appear. Click on the pencil in the corner of that box. Please type in key words that describe all aspects of your photo. Then click return to save. An example description for an image of Sunday School children meditating on the Gandhi lawn would contain: Sunday School Children Meditation Gandhi Shrine
11. Please repeat process to upload more photos.



Instructions for Photographers using the Zenfolio App to Upload from a smart Phone or iPad

1. Download the Zenfolio App (this is a free App).
2. Log in with your email address and password.
3. On the top right corner, you will see three horizontal lines. Click on it and a menu slides open.
5. Please select Upload. You will see the queue is empty.
6. Please click on the round settings button on the bottom of the screen. Set Default Upload Gallery as New Uploads – Incoming Images. Then click on the select button on the bottom screen. You are now ready to upload! You do not have to repeat this step.
7. Now select the + sign on the bottom to send your photos to the queue.
7. Your device's photo library should pop up. Please select the photos you wish to upload. Then select ADD.
8. You will automatically return to the Zenfolio App. Please select Upload All.
9. Then click on the three horizontal bars on top right and select MY Photos. Return to the Incoming Images Gallery to verify your upload worked!



Downloading Instructions for Volunteers, Employees, and Monastics

1. Click the Login link at the top right and log into the site.
2. Click on Welcome on the top right and you will be re-directed to your Dashboard.
3. To view all of the Photos, click on the word Photos on the Orange Bar. You will be re-directed to the ALL PHOTOGRAPHS Organizer which displays all of our galleries.
4. Select a gallery folder by double-clicking on the gallery image.
5. Hover your cursor on the image you would like to download.
6. While hovering, you will see a gray arrow in the bottom right corner. Click on that and you will see a pop-up box.
7. From the pop-up box, choose download original file to download the image to your computer.
8. Your downloaded image will appear in your default computer folder – most likely in your download folder. If downloading from a smart phone or tablet, check your photo albums.
9. Please repeat process to download more photos.