

# How to upload images to your website


By SAME Web Manager

We will use the Oxnard Ventura Post for this tutorial to explain how to upload images to your website. Let's get started by following the steps below:

## 1. Go to your website.

The screenshot shows the homepage of the Oxnard Ventura Post of the Society of American Military Engineers. At the top left is the logo for the Society of American Military Engineers (SAME), featuring a red 'S' with a white star and the letters 'AME' in red, with 'Society of' above and 'American Military Engineers' below. To the right of the logo are links for 'MEMBER LOGIN | SUSTAINING MEMBER DIRECTORY | JOB CENTER' and a '\$0.00' price tag, along with a search bar and a refresh icon. Below the logo is a blue box with the 'SAME Mission' statement: "Build leaders and lead collaboration among government and industry to develop multidisciplinary solutions to national security infrastructure challenges." To the right of this box is a large heading 'WELCOME TO OXNARD VENTURA POST' with two navigation buttons: 'Oxnard Ventura' and 'SAME Posts'. Below the heading are three images: a sunset over a beach, a sidewalk with palm trees, and a pier over the ocean. A horizontal navigation bar contains links for 'HOME | ABOUT | OFFICERS | MEETING & EVENTS | POST NOTES | MEMBERSHIP | SUSTAINING MEMBERS'. On the left side, there is a 'Post President' section with a photo of Captain Lagerquist and a caption 'Captain Lagerquist'. To the right of the photo is a paragraph describing the organization's mission and goals. Further right is a table with event information and a blue call-to-action box.

**Post President**



Captain Lagerquist

The Society of American Military Engineers is the only nonprofit professional engineering education organization that actively promotes the advancement of both individual technical knowledge and the collective engineering capabilities of governments, the uniformed services and private industry.

Our goal is to unite public and private sector entities and individuals in the A/E/C fields so that we can prepare for and overcome natural and man made disasters, acts of terrorism and improve security at home and abroad.

The Oxnard Ventura Post accomplishes this goal locally by supporting monthly luncheon meetings and other professional/social activities attended by members of local government, military, private industry, students and other interested parties. These meetings are announced via our e-mail distribution list and quarterly newsletter.

Event Start	Event End	Title
4/24/2020	4/24/2020	2020 Society of American Military Engineers Golf Tournament

Follow our Post Notes page to see pictures from our past events.

2. Click on "MEMBER LOGIN" to go to the login page.

### Member Login

Your account will be locked out after 8 unsuccessful attempts.

member@same.org

Username\*:

Password:

Remember Login

[Forgot Password](#)

3. Use your assigned username and password to login to your website

### Member Login

Your account will be locked out after 8 unsuccessful attempts.

member@same.org

Username\*:

Password:

Remember Login

[Forgot Password](#)

4. Click on "FILE MANAGEMENT" on the left sidebar. That takes you to your website backend.



**SAME Mission**

"Build leaders and lead collaboration among government and industry to develop multidisciplinary solutions to national security infrastructure challenges."

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**FILE MANAGEMENT**

# WELCOME TO OXNARD VENTURA POST

Oxnard Ventura SAME Posts



### Post President



Captain Lagerquist

The Society of American Military Engineers is the only nonprofit professional engineering education organization that actively promotes the advancement of both individual technical knowledge and the collective engineering capabilities of governments, the uniformed services and private industry.

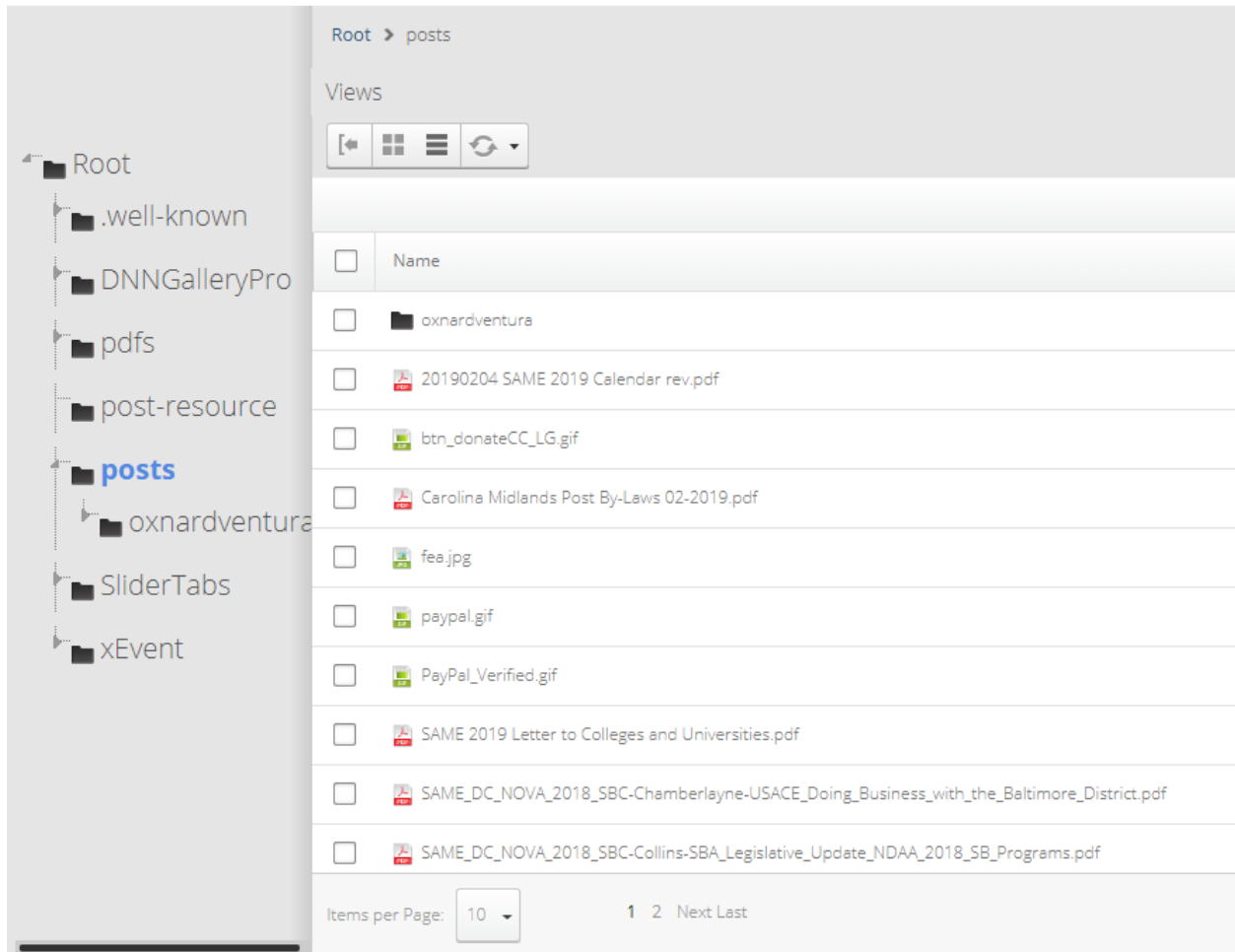
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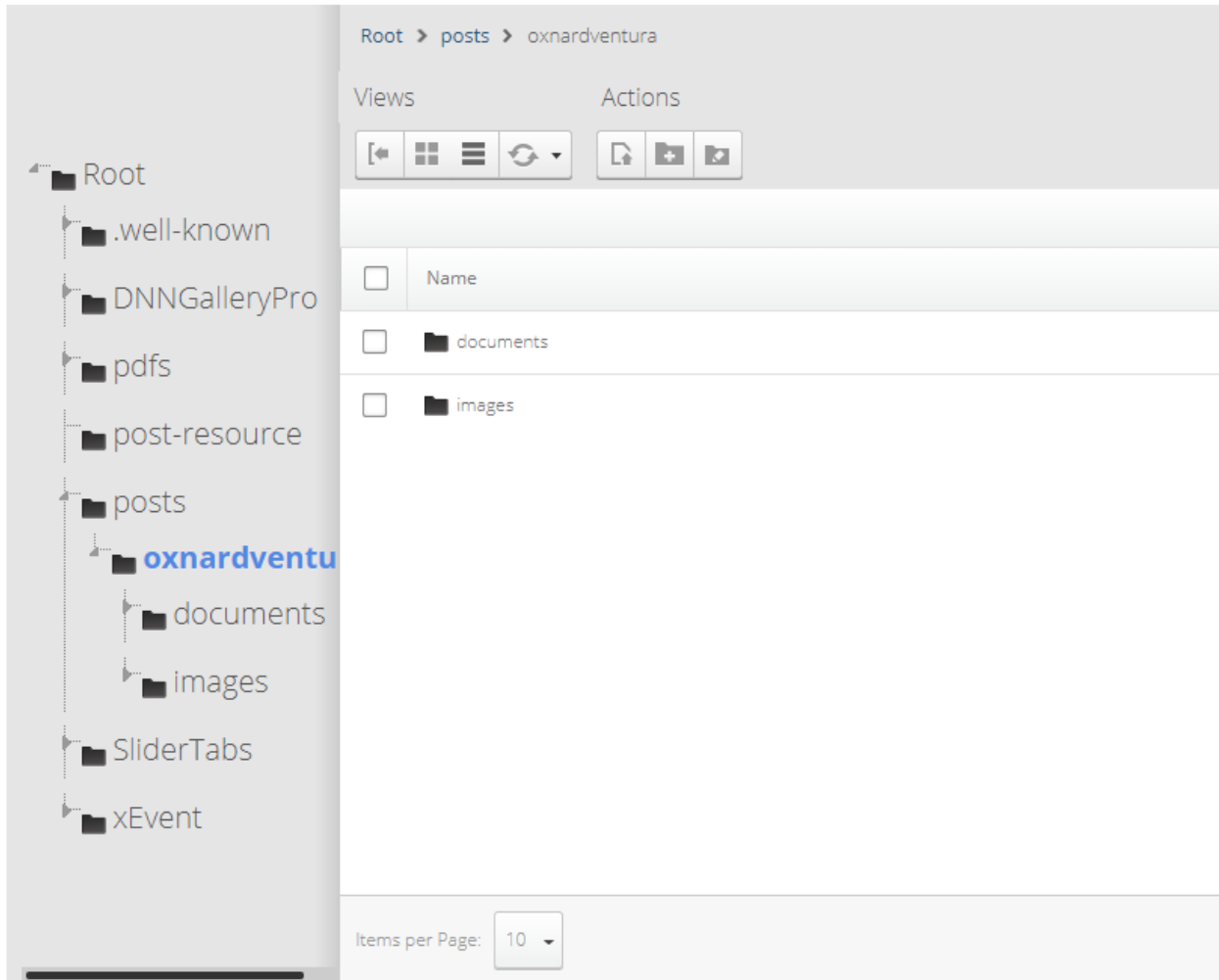
Event Start	Event End	Title
4/24/2020	4/24/2020	2020 Society of American Military Engineers Golf Tournament


**Follow our Post Notes page to see pictures from our past events.**

5. On the left sidebar, click on "Posts", then click on your website folder, in this example that is "Oxnardventura".





**6. Click on “images” to open the folder.**




7. In the “images” folder, click on the upload icon:  below “Actions”.  
The “Upload Files” box below will appear on the screen:

## Upload Files

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 Upload File  From URL  **Decompress Zip Files**

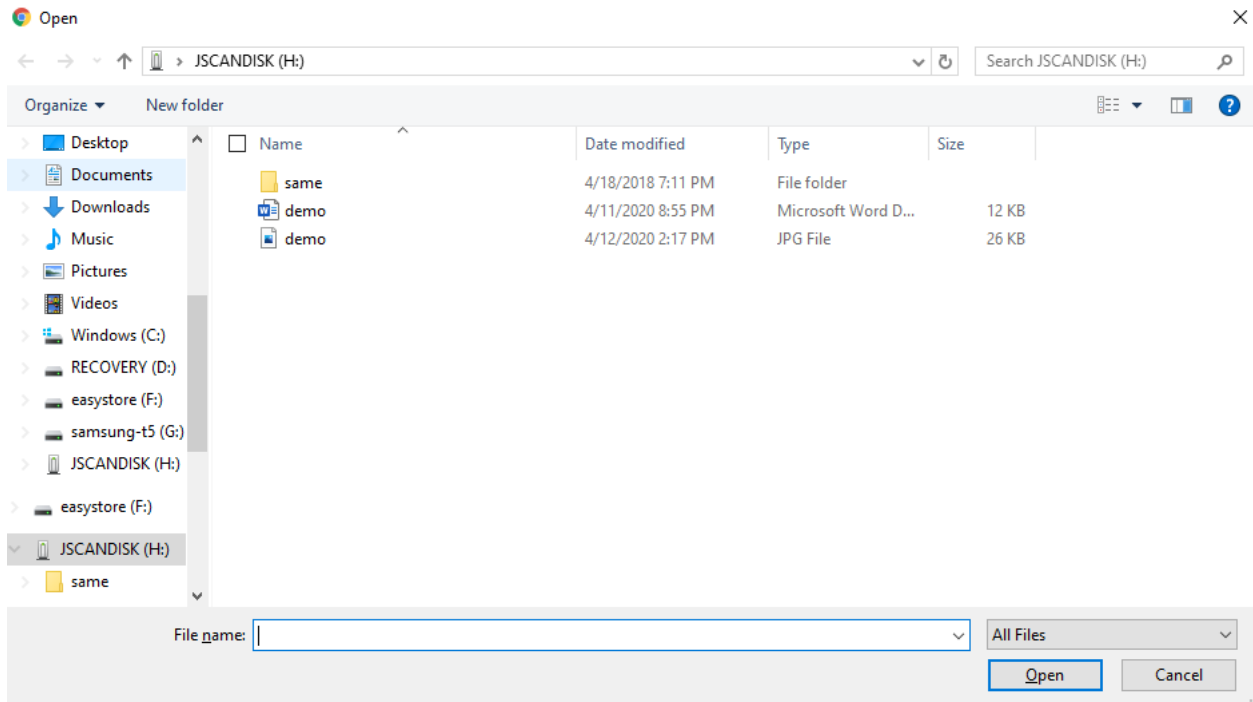
**Upload To:** documents

  
DRAG FILES HERE OR CLICK TO BROWSE

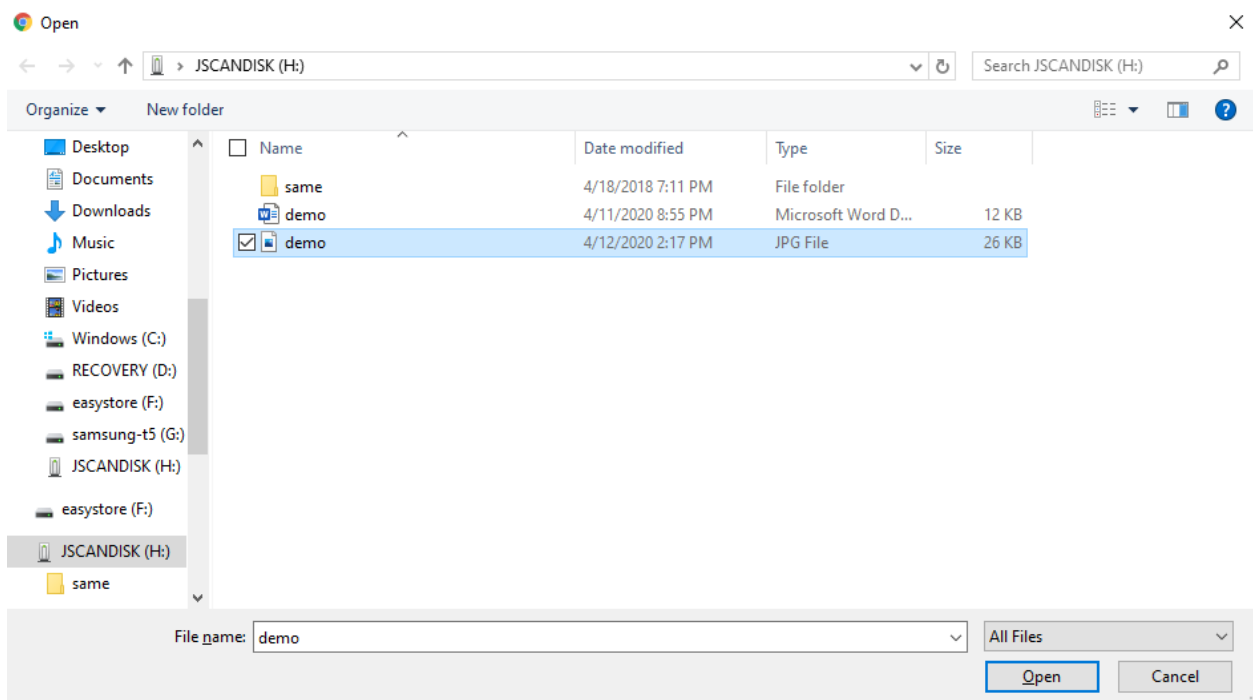
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Close

8. Click on the “DRAG FILES HERE OR CLICK TO BROWSE” blue box to choose the image you are uploading to your website. The image we are using for this tutorial is called “Demo.” And it is saved on the H drive (JSCANDISK) as shown in the image below:

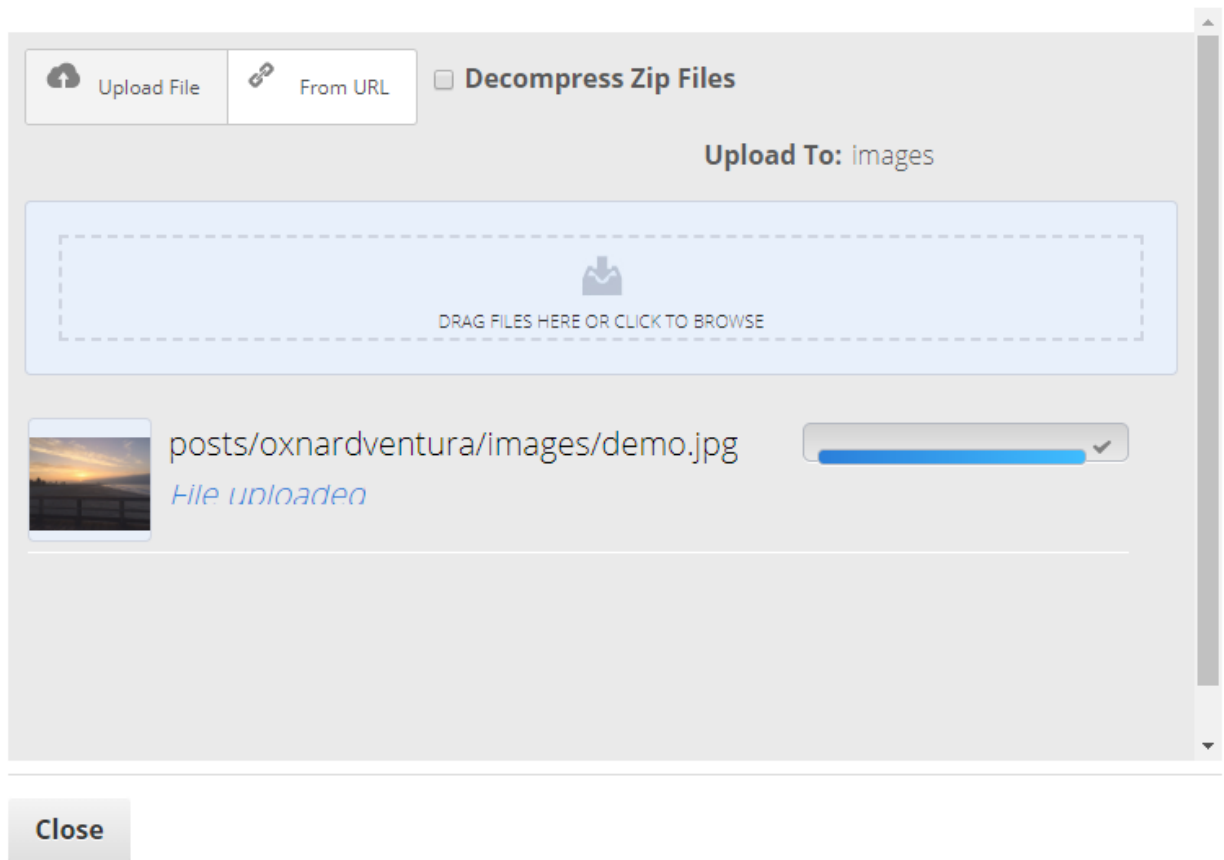


## 9. Select the “demo” image and click open.



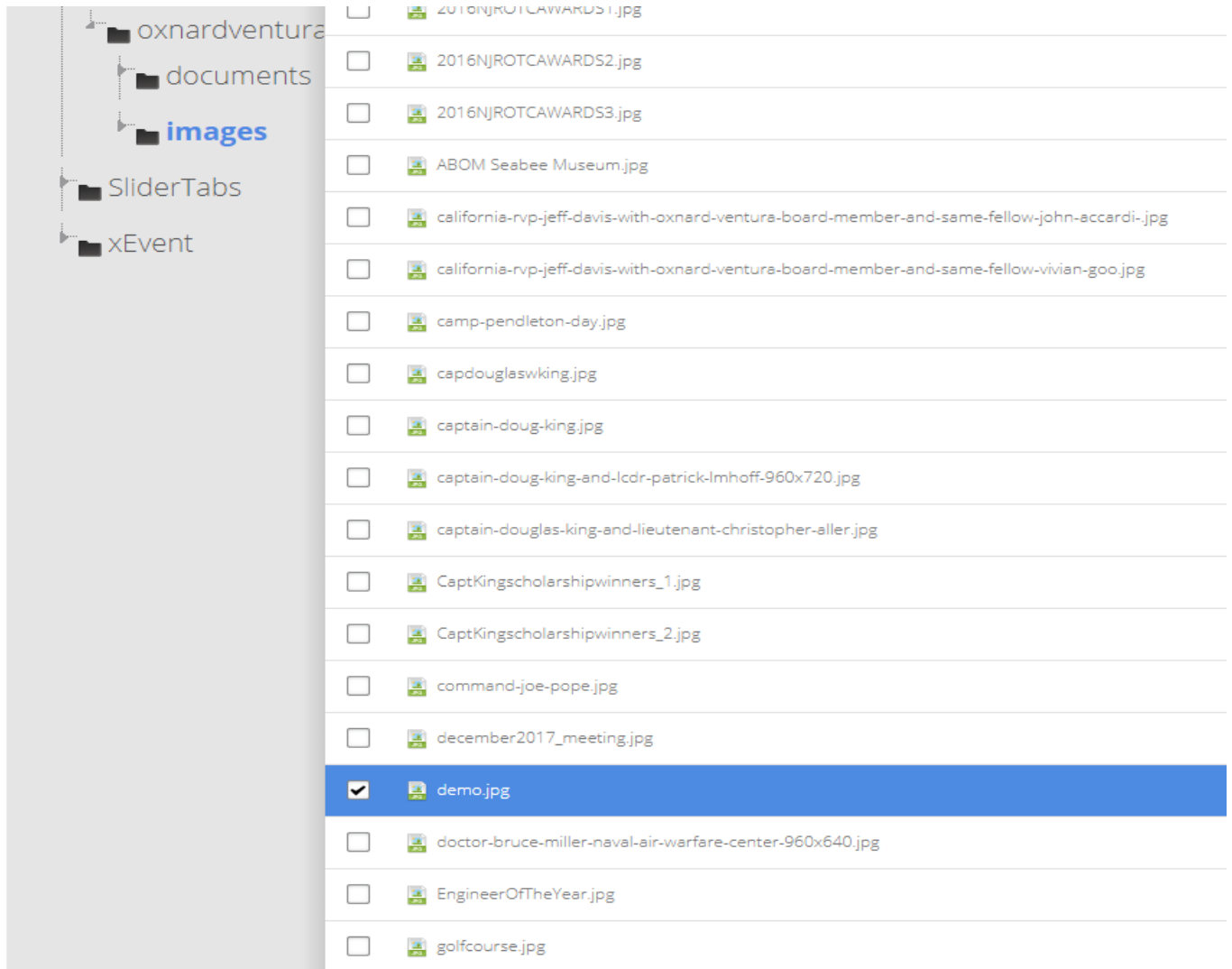
**10. The file is automatically uploaded to your website as shown in the image below:**

### Upload Files

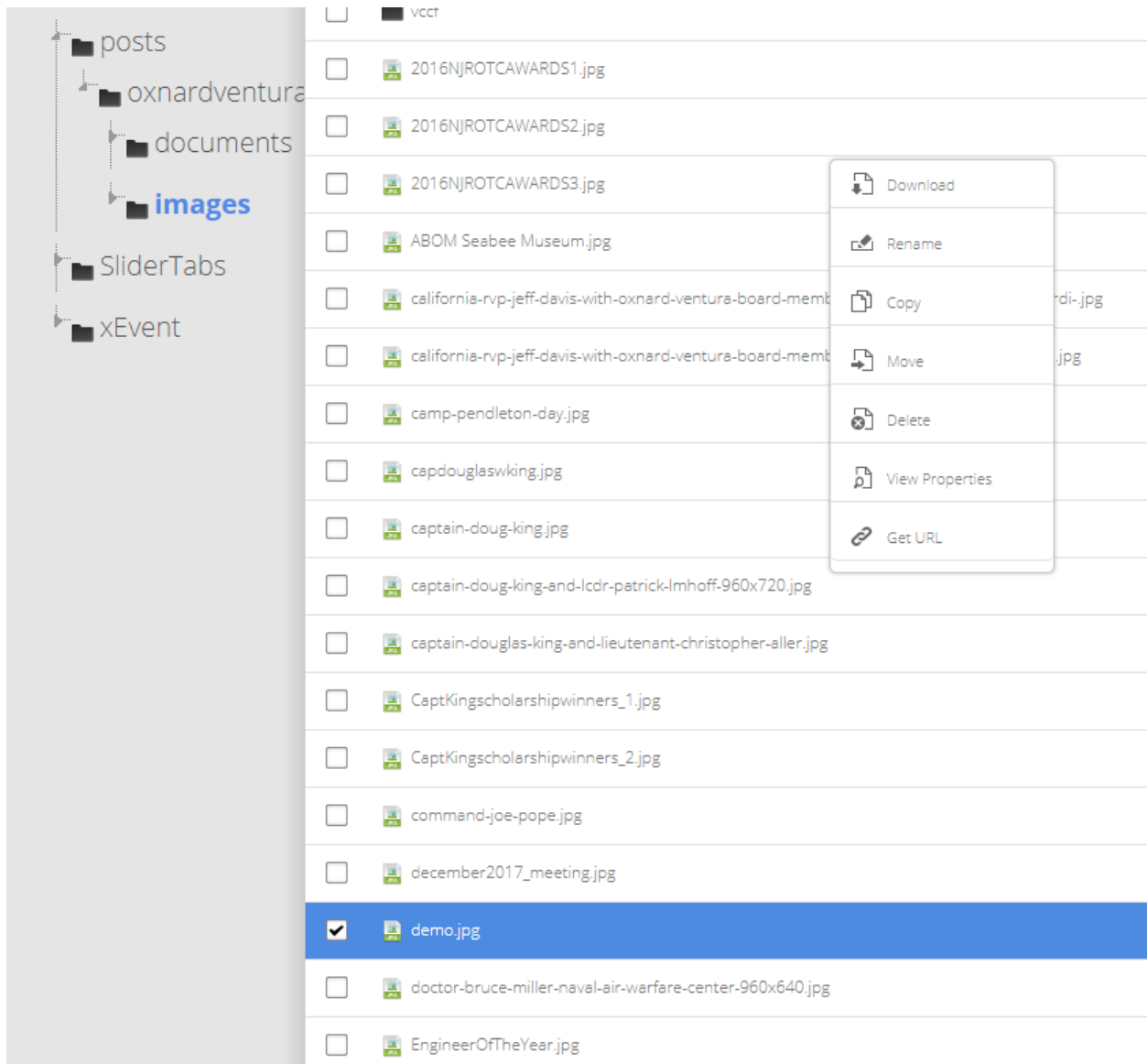


**11. Close the box to view your “Demo” image on your website images folder as shown below:**

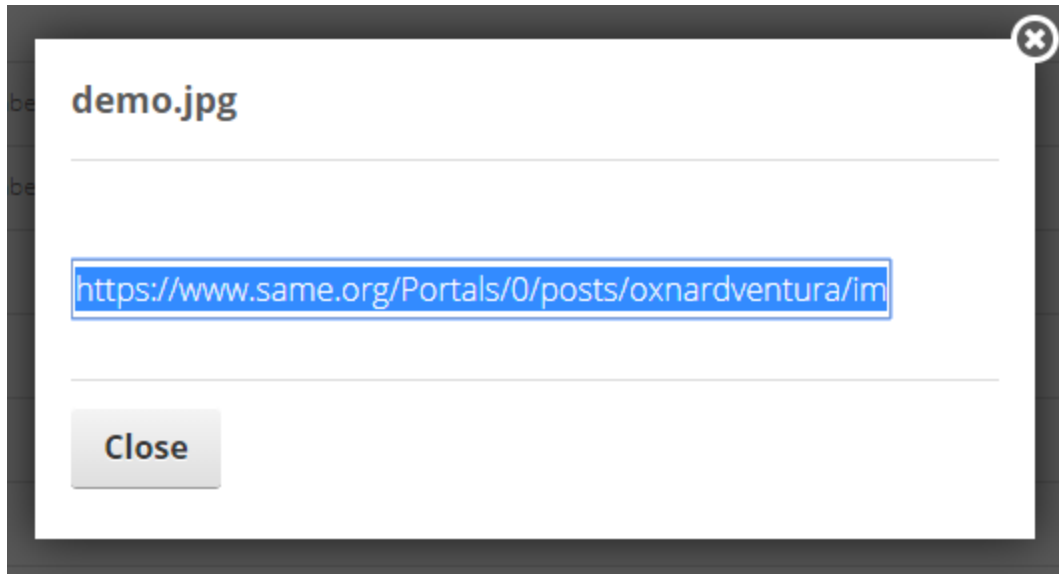




**12.If you plan to add the “Demo” image to your website, right click on the image and choose “Get URL” from the pop-up option as shown below:**



**13. Copy the “Demo” image URL from the pop-up option box as show below. Save it somewhere and close the pop-up option box.**



**14. That concludes the process of uploading images to your website.**