

Photo Gallery

The Photo Gallery feature in UnionActive allows you to create, manage, and display photo galleries on your website.

Creating a Photo Gallery

To get started, log into your UnionActive admin dashboard and navigate to Features Tab > Photo Gallery

Photo Gallery



- ▶ Upload Photos
- ▶ Add / Remove Galleries

You can then select Edit Galleries to create a new gallery:

Edit Galleries

Upload Photos

From there, add a name for the gallery and decide whether this gallery should be viewable to the public and click Add Gallery.

Photo Galleries:

Photo galleries group sets of photos together into a single gallery that users can browse at once.


Gallery Name:	Allow Public Access?
<input type="text" value="Stock Photos"/> (Ex. 2026 Convention Photos)	<input type="button" value="NO"/> <input type="button" value="Add Gallery"/>

It will then show up as a gallery under the main gallery view:


Photo Gallery

[Edit Galleries](#) [Upload Photos](#)

Order: Most Recent



Main Gallery



Stock Photos

Uploading Photos

Once your gallery is created, click on Upload Photos within the Photo Gallery section.

Photo Gallery Upload

You can upload your own pictures to share with everyone by completing the form below. Once you click the upload images button your pictures will be uploaded and available for everyone to look at.

Image Guidelines: Images that you upload here should be either .jpg or .gif or .png format, although a few other formats will work as well. When you name your images, try not to use spaces in the name or anything other than letters and numbers.

1) Select the **full size** images from your computer to upload to the photo gallery.

Do not select more than 25 images to upload at one time.

Choose Files | No file chosen

Note: Selected file type must be an image. Other file types will not be uploaded.

2) **Thumbnails** will be **Automatically** created.

3) Select a Photo Gallery for the images. Edit Gallery Selections

Main Gallery ▾

4) Enter a descriptive title for the pictures you are uploading.

7) Click the Upload Images button. (Only click once)

Upload Images

(Please wait while your images are uploaded)

Select your newly created gallery from the dropdown menu, then click the upload button and choose the images you'd like to add. Make sure your images are in a web-friendly format such as JPEG before confirming the upload and ensure you have a descriptive title before uploading.

You can upload up to 25 images at one time, but they will all share the same title if you do so.

Using the Gallery

To feature your gallery on the site you can either use a gallery module on a page or you can feature a gallery as an article.

To feature the gallery as an article start by going to the Edit Galleries section. Click on the gallery you created and copy the URL.

Photo Gallery

Order: Most Recent ▾ < > Slide Show Archives



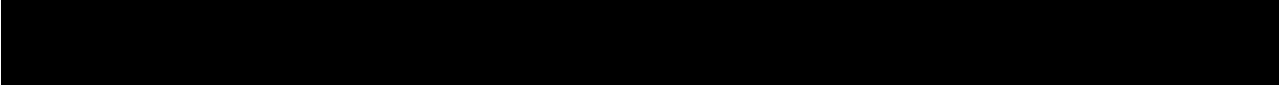
Main Gallery



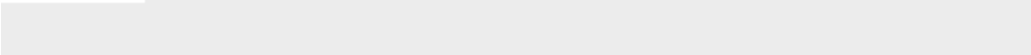
Stock Photos

resp8.unionactive.com/index.cfm?zone=/unionactive/view_pics.cfm&galleryID=162898&gallery=Stock%20Photos&showarchive=101

Then navigate to the page you would like to feature the article and click Post New Article.



[Edit Page](#) [Post New Article](#)



Select the option to link to an File or Website:

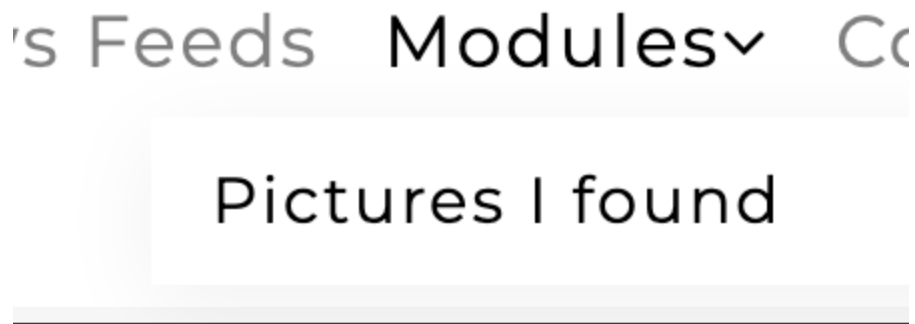
Select this option to create a standard article to add your own content and post articles to.

Link to File or Web Site

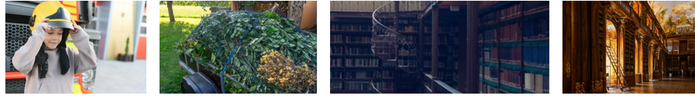
Use this option to create an article link to an existing document, page, or external web site.

Then paste the gallery URL into the provided field, choose a title, and save your article.

Article Date:	May 25, 2026 22:37:47
Posted By:	Megan D
Select Article Page:	Modules ▾
Listing Order:	1 <small>(Enter the listing order, a number 1 through 9999)</small>
Menu Title:	Pictures I found <small>(DO NOT use quotation marks in the Menu Title) (The Menu Title will display in the navigation menu.)</small>
Enter Link or Web Site Address:	https://resp8.unionactive.com/inc <small>(This is the URL address that the article link will open. Make sure to include the http:// portion of the link if you are linking to another web site.)</small>
Open in New Window:	No ▾



You can also use the Photo Gallery Slider Module to incorporate the gallery into your home page.



Editing Gallery Images

To edit images in an existing gallery, go to the Photo Gallery section and click on the gallery you want to update. In the detail view, click the edit button next to the image you'd like to change.

Displaying 1 - 4 of 4

Details

Thumbs

Image Size: 375.30 KB

Delete

Edit Image

A hover window will appear with the form to make your edits. You can replace the picture, rotate the image, move the picture to a different gallery, enter a new title, change the order of the image in the gallery, or add a caption for the picture.

Edit Photo Gallery Picture

Image Guidelines: Use .jpg or .gif image formats. Images large than 800 pixels in width will be automatically resized. When you name your images, do not use any special characters like quotation marks, pound signs, or commas in the name. Only use letters, numbers, and underscores to be safe.

1) Current Photo: [shutterstock_2390263047.jpg](#)
Select the **full size** image from your computer to replace the current photo.

No file chosen


Thumbnail will be **Automatically** created.

2) Rotate Image:

3) Select Photo Gallery for this image. [Edit Galleries](#)

4) Enter a descriptive title for the picture you are uploading.

5) Enter Photo List Order.



Submit the form to save your changes.

Creating Photo Archives

In the Edit Galleries section, you can create archives to help organize your galleries, for example by year. Once created, you can assign existing galleries to the appropriate archive.

Photo Gallery Archives:

Photo gallery archives group sets of photo galleries into archived sections that a user can choose from at once.

Archive Name:	Date:	
<input type="text"/>	<input type="text" value="05/25/2026"/>	<input type="button" value="Add Archive"/>

<input type="text" value="2025"/>	Date:	<input type="text" value="05/25/2026"/>	<input type="button" value="Update"/>	<input type="button" value="✕"/>
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Access

If you'd like to allow specific members to upload photos, you can do so by adjusting their role so that they can edit the photos page in the admin settings:

New Permissions Role:

Role Title:

Website Page/Area	Access	Edit
What's New	<input type="checkbox"/>	<input type="checkbox"/>
Headlines	<input type="checkbox"/>	<input type="checkbox"/>
HTML Editor	<input type="checkbox"/>	<input type="checkbox"/>
About	<input type="checkbox"/>	<input type="checkbox"/>
Events	<input type="checkbox"/>	<input type="checkbox"/>
Photos	<input type="checkbox"/>	<input type="checkbox"/>