

PHOTO BUCKET instructions for BSM archiving

Here are directions for how to go about downloading the photos:

- Create a folder on your desktop with the photos you want to import.
- Go to www.photobucket.com
- Go to the “Log in” tab at the top right and click.
- Our username is bsmphotospot
- Our password is redknights (one word and plural). Hit enter.
- Click on the “Library” tab over at the top left, which will take you to where all our photos are sorted by year.
- Click on “2014-2015 School Year” or whatever current school year you are adding to.
- Go to the right-hand side of the Photobucket page, under “ACTIONS”
 - Look for the correct album
 - Or click on “+ Create a New Album.”
- Create a name for the album, using the date of your event and its name (no commas or slashes) and make certain it falls under the “2014-2015 School Year” folder.
- Again, go to the right-hand side of the Photobucket page, under “ACTIONS” and click on “Upload to album.”
- Click on the blue box “Choose videos & photos.” (This will allow you to do a multiple upload rather than having to drag and drop individual photos, which is very time consuming.)
- Work through the windows until you get to the folder you created on your desktop.
- Click on it and then highlight all the photos in the file. (On Mac you hold down the shift key and click on each image to highlight.)
- Once highlighted, click “Choose” and photos should begin uploading to the site.

Thank you!

Please notify the Parent Association Secretary when you have added photos.