BSA Photo Inventory Tagging Instructions:

1. Go to the http://www.smugmug.com/ and click log in the upper right corner. Use the following to log into the BSA site.
   Username: alin@cmservices.com
   Password: bsAlrcp!

2. Click Organize at the top of the screen and select the Convention Year Gallery from the list on the left or icons on the right.
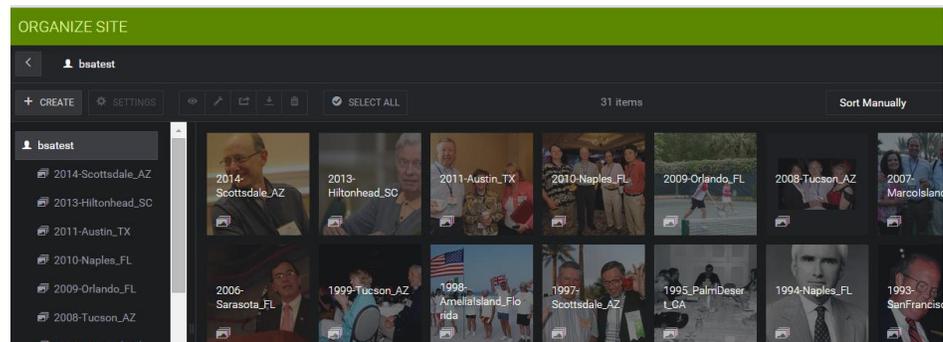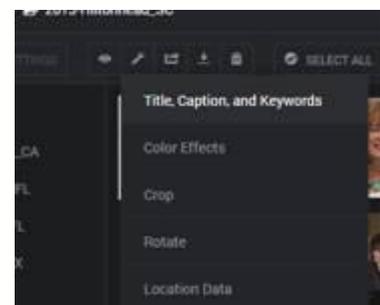

3. Select the photo(s) you wish to tag. If you would like to tag multiple photos at once, click all of the photos with a particular person in them. You will see the number you have selected at the top of the screen.
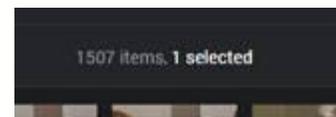
4. Click the edit button.
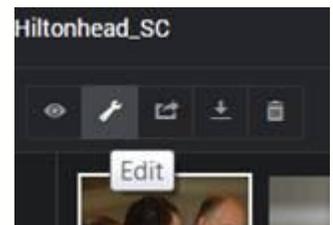
5. Select Title, Caption, and Keyword from the dropdown menu.

6. **Tagging/ Adding Keywords:**

   In the Keywords box, type the name of the person (Firstname Nickname Lastname) in this (these) photo(s) and press Enter.

   Notes regarding keyword tagging:

   - Each photo has been tagged with the Convention year, Convention Location, and BSA President's Last Name
   - Names should be entered as they appear on the registration list. As long as there is a space between the first and last names, the tag will be searchable by either name.
   - You may also include nicknames in the tag if different from the first name. Example: James Jim Fitzpatrick This tag should be searchable by first name, last name, James Fitzpatrick, or Jim Fitzpatrick.
   - There may be suggested names if the name you are typing has already been tagged in other photos. If there is not a suggested name, use the template (Firstname Nickname Lastname) as instructed.
   - You must press Enter after each name is typed in the Keywords box to save that tag.
   - The first letter of the first name and the last name should be capitalized for consistency, although the search field is not case sensitive.

7. **If you are tagging multiple photos, click Save in the bottom right to save the tagged photos.**
   OR
   If you are tagging one photo at a time, press CTRL+ALT+N to save the current photo and take you to the next photo to be tagged. Click Close in the upper right and continue tagging additional photos.

8. **When you are finished, click Done in the upper right corner.**

Help Improve the BSA Photo Inventory

Photos in the wrong year: If you find a photo that is in the gallery for the wrong year, please use the instructions below to move the photo from the current gallery to the correct year's gallery.

Photos to be deleted: If you come across an out of focus or "bad" photo, please move to the gallery titled "Photos To Be Deleted". BSA staff will review these photos for removal.

1. **To move a photo, select from the Organize page and drag the selected photo to the gallery you wish to move it to; either "Photos To Be Deleted" or another year's gallery.**

2. **A box will "pop up" with the options to "move" or "collect". Select "move" and continue with your tagging.**

Please contact BSA at 630-858-3838 or info@bsahome.org if you have any questions.

Thank you for your time and participation to preserve BSA history and memories!