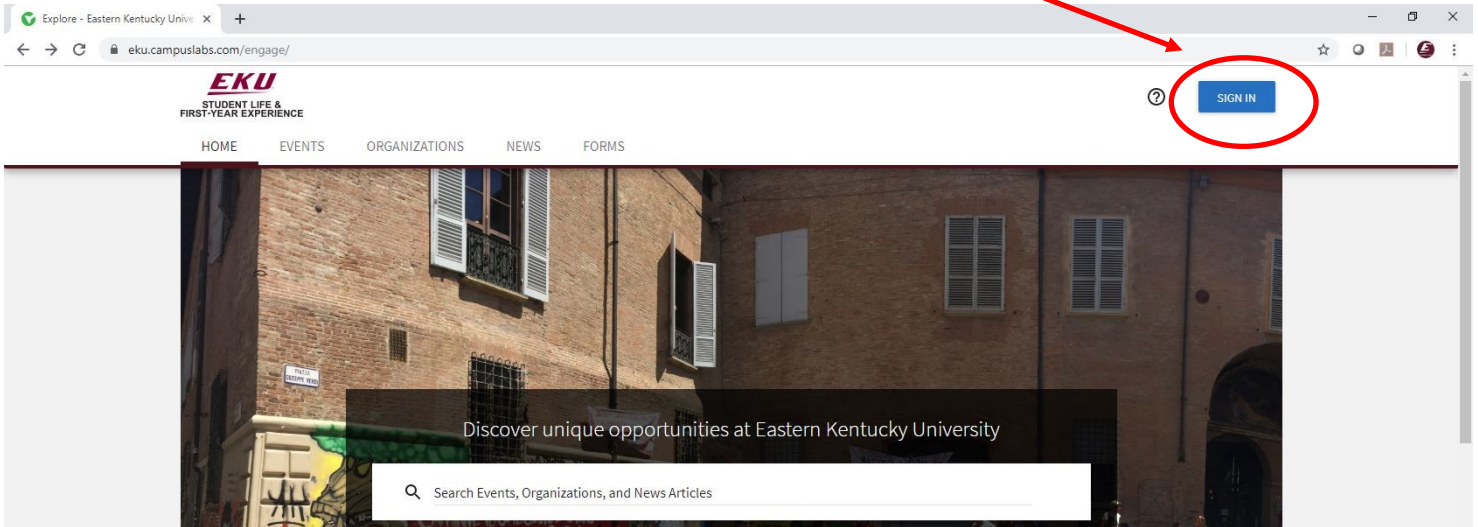


# Managing the Gallery

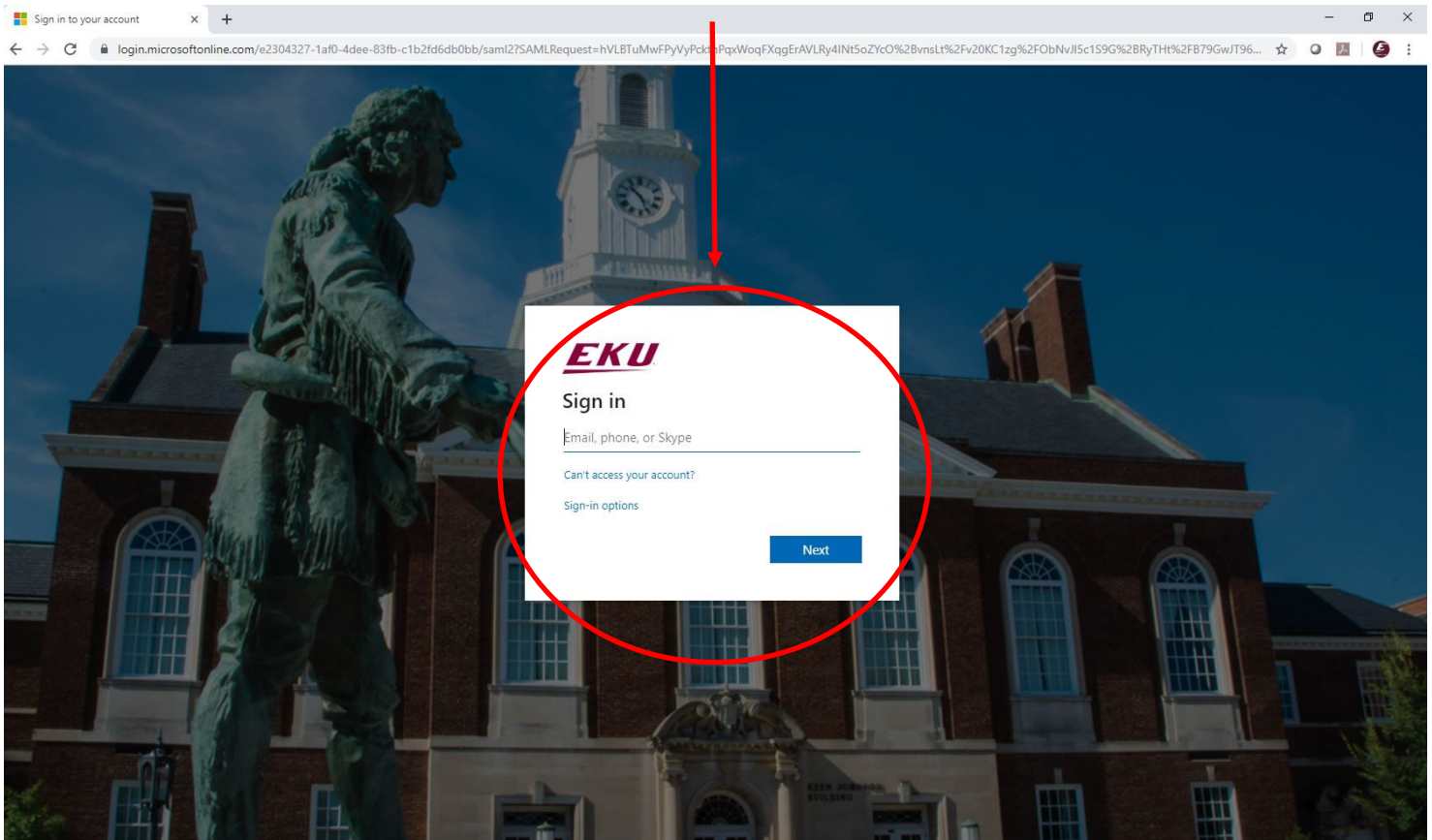
## STEP 1

Visit [eku.campuslabs.com/engage/](http://eku.campuslabs.com/engage/), and click “Sign In” in the upper right corner (as seen below).



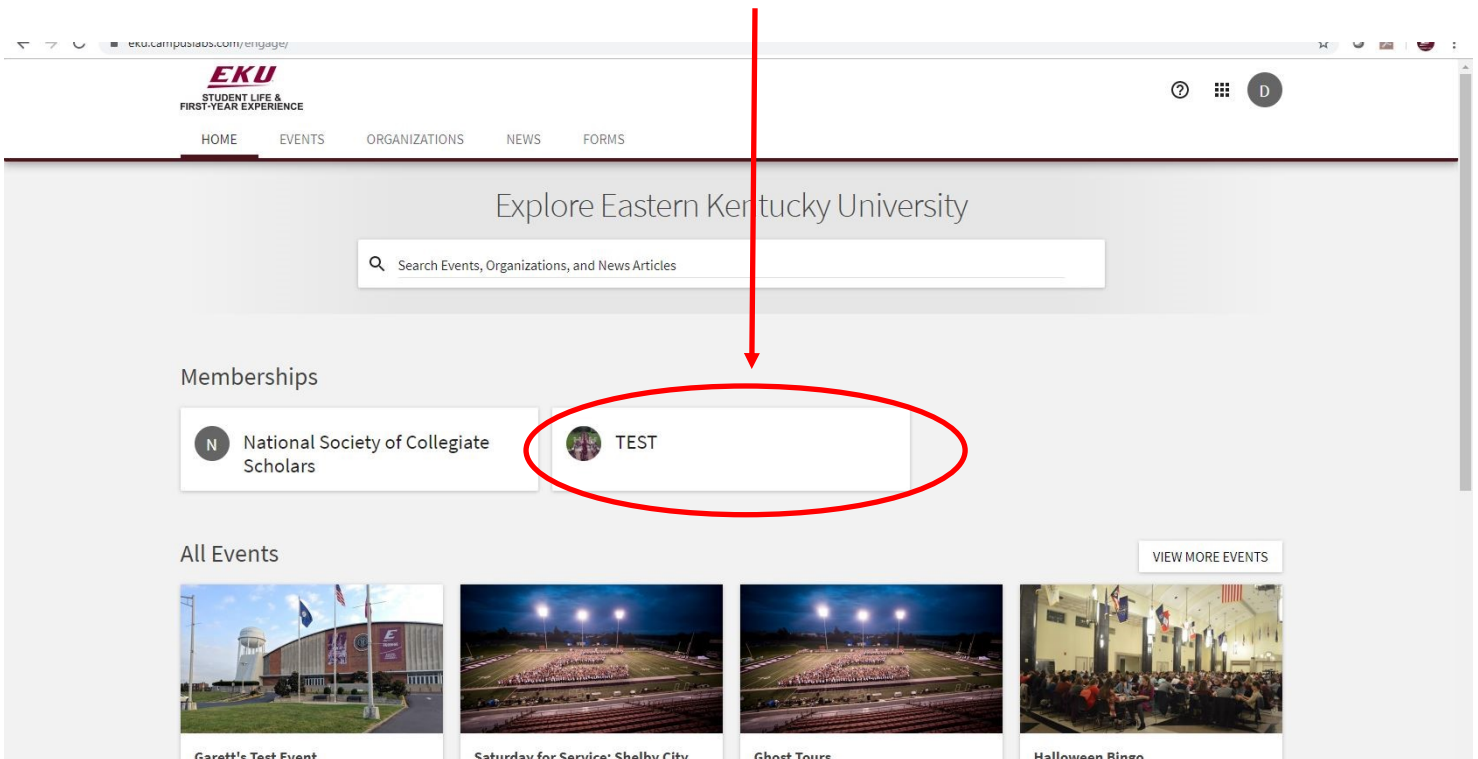
## STEP 2

Enter your EKU Email credentials to log into the system.



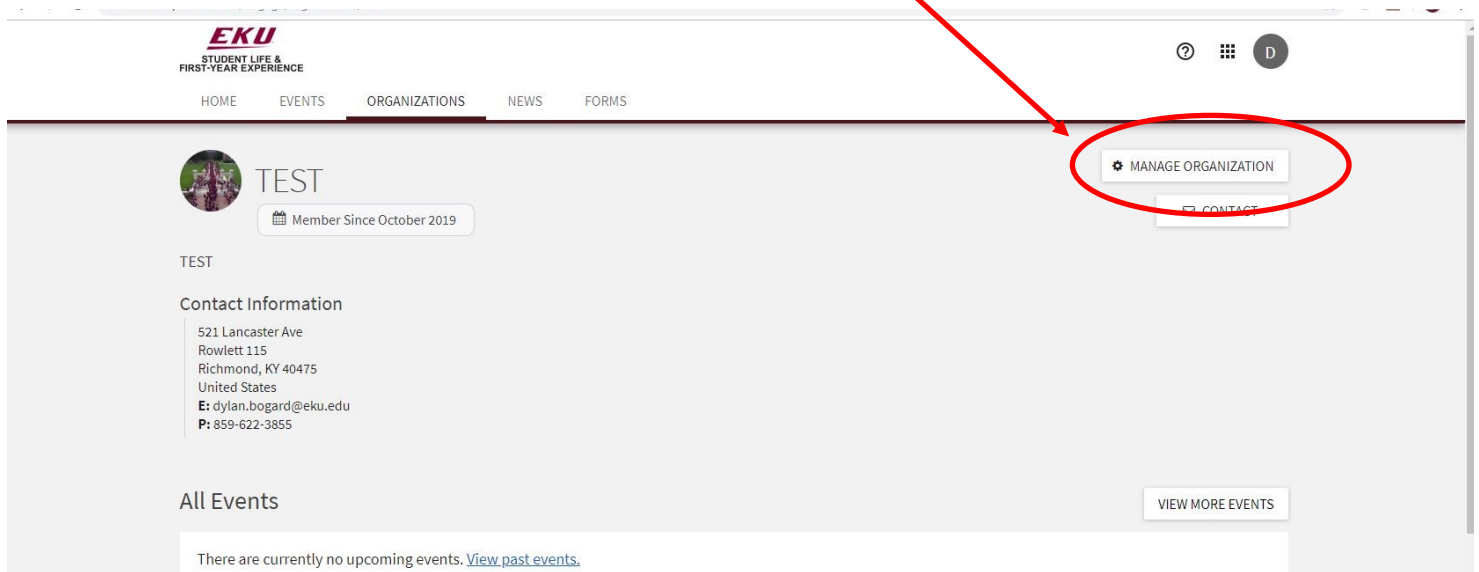
### STEP 3

Locate the student organization you serve as an officer in, and click into the organization.



### STEP 4

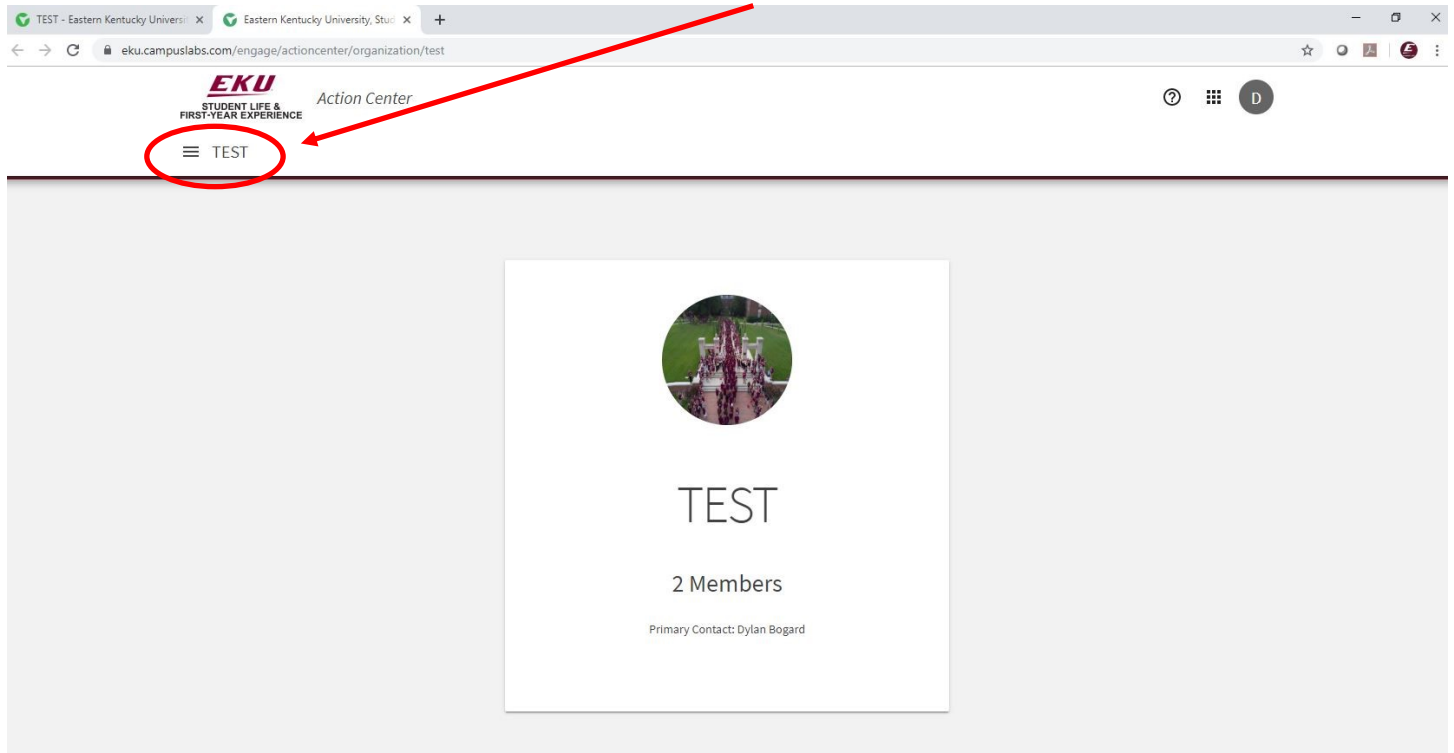
Once in, click on "Manage Organization" in the top right corner. If you do not see this, be sure you have accepted the invitation to be an officer.



# MANAGING YOUR GALLERY

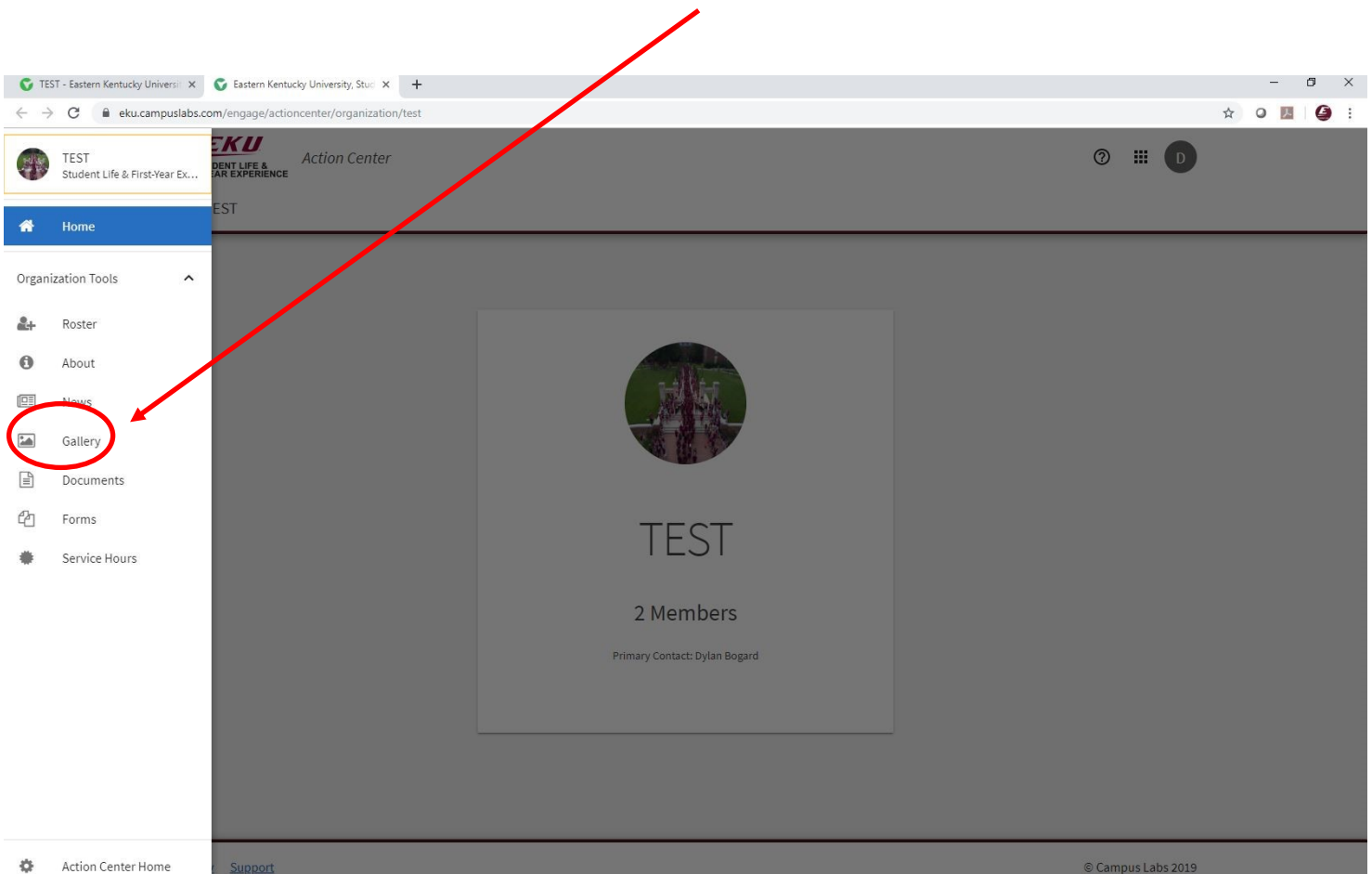
## STEP 4

Select the menu icon in the top left corner.



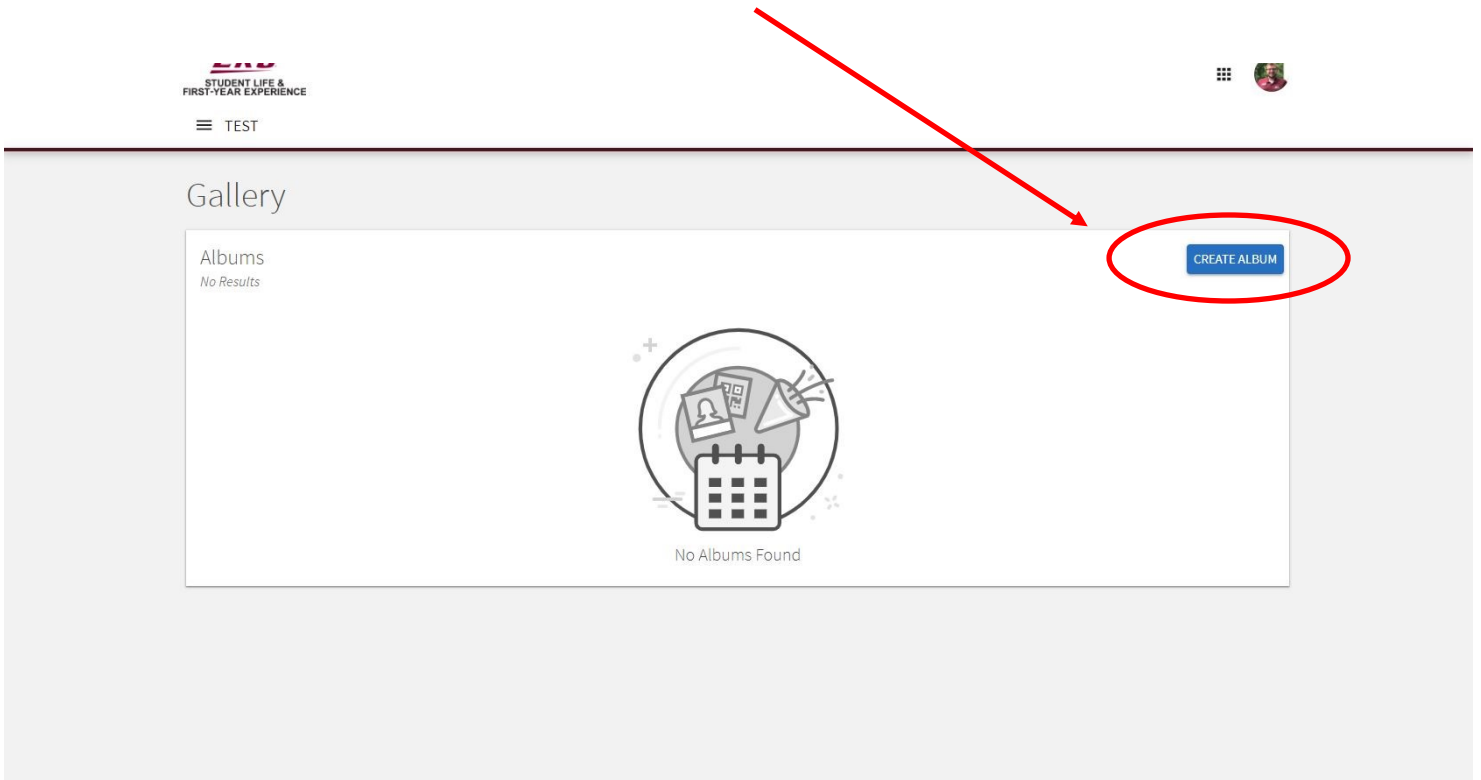
## STEP 5

Select "Gallery."



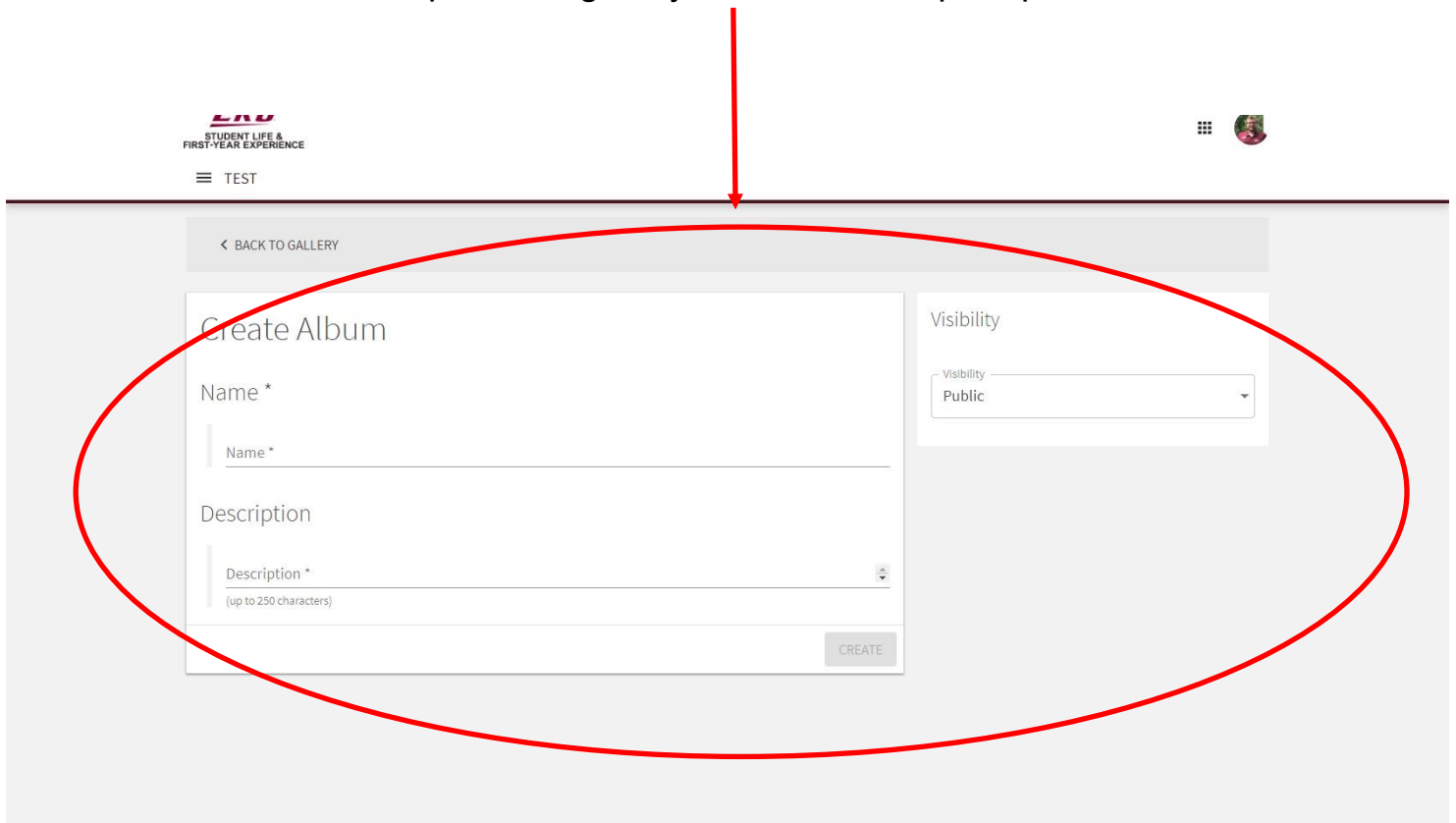
## STEP 6

Select "Create Gallery" in the top right corner.



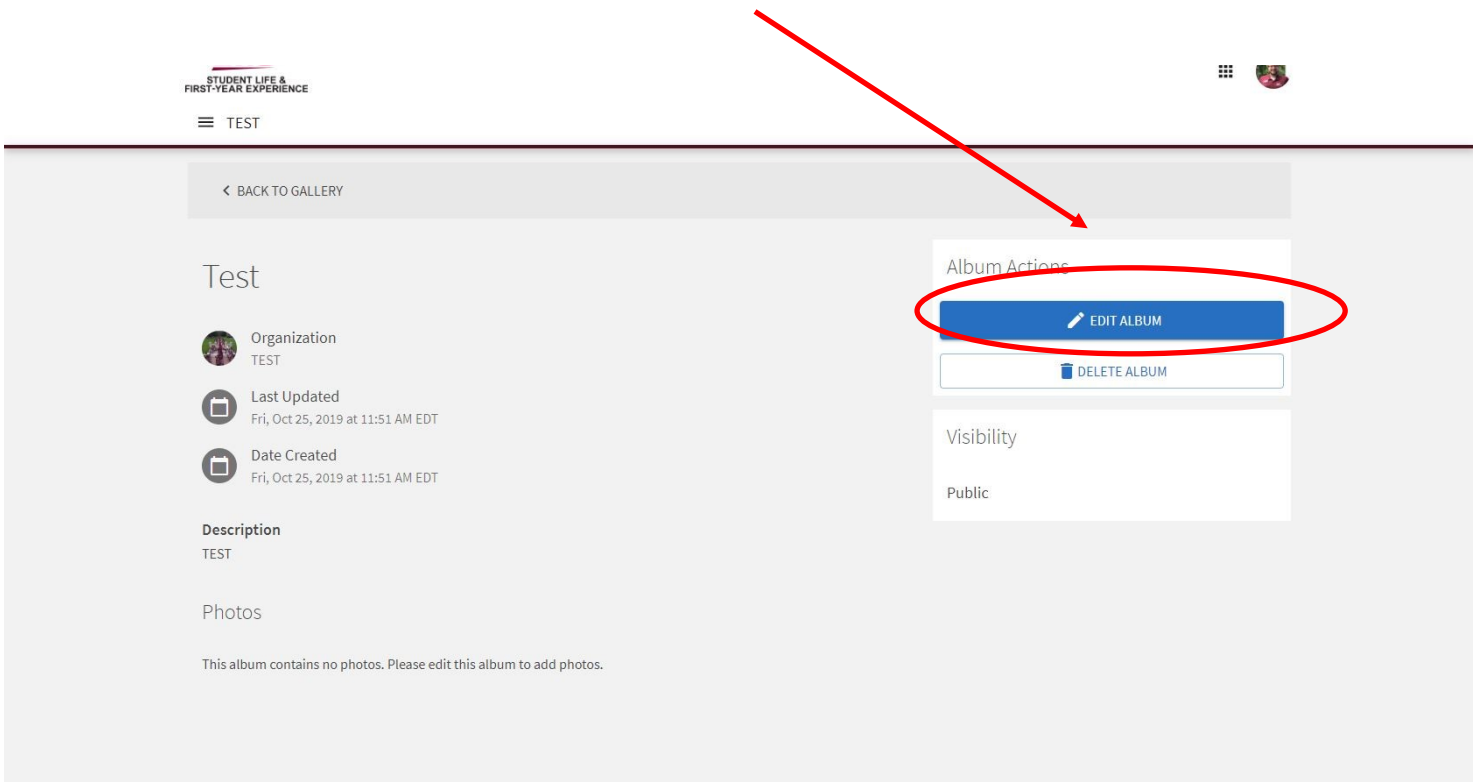
## STEP 7

Complete the gallery information as prompted.



## STEP 8

Select "Edit Album" to change details and upload photos.



## STEP 9

Add photos to your gallery. Photos are a great recruiting tool, so be sure to add some fun ones!

