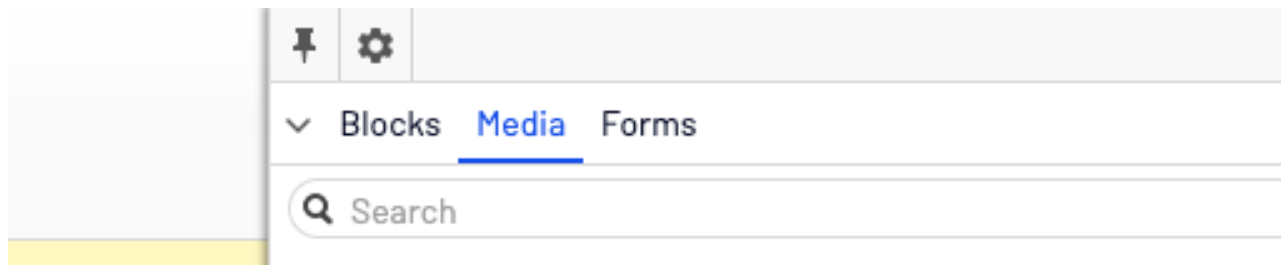# Uploading Images in Episerver

- File Type: JPG or PNG
- All Images (JPG format) (Excludes Headshots & Logos): 1920px X 1200px @72ppi
    - Naming Convention:
        - Club Name_Content Type_File Name_1920_1200.jpg
        - Example: Blackstone_BlackBear_Golf_Drone.Sunrise1_1920_1200.jpg
    - Team Member Headshots (JPG format): 550px X 600px @72ppi
        - Naming Convention:
            - Full Name or Full Name + Job Title
            - Example: John Doe or John Doe_Chef
    - Club Logos (PNG format): 72ppi
        - Naming Convention:
            - Club Name_File Name_Logo
            - Example: BermudaRun_Est.1971_RGB_REV_LOGO.png

When uploading images in Episerver ensure that you are always in the Media Tab in the top right of the screen, and that you choose the correct Club folder and subfolder before uploading.

Step by Step All Images (Excluding Headshots & Logos)

- File Type: JPG
- All Images (Excluding Headshots): 1920px X 1200px @72ppi
    - Naming Convention:
        - Club Name_Content Type_File Name_1920_1200.jpg
        - Example: Blackstone_BlackBear_Golf_Drone.Sunrise1_1920_1200.jpg

1. Completing an Image Audit. Download All Photos from Photoshelter. Audit Example below:

PAGE NEEDING UPDATE: Tennis
PAGE URL: https://www.invitedclubs.com/clubs/brookfield-country-club/amenities/tennis
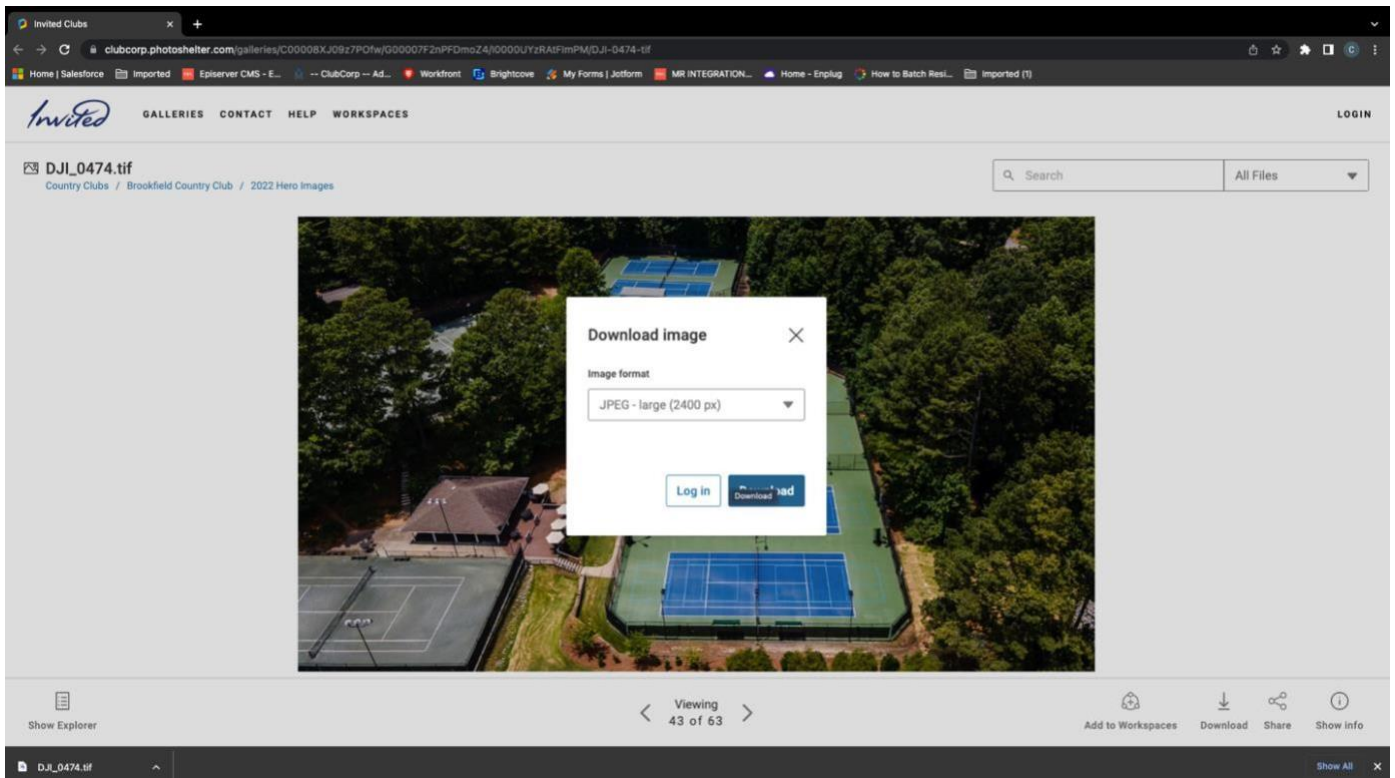
Header
Change image to:
https://clubcorp.photoshelter.com/galleries/C00008XJ09z7POfw/G00007F2nPFDmoZ4/I0000U
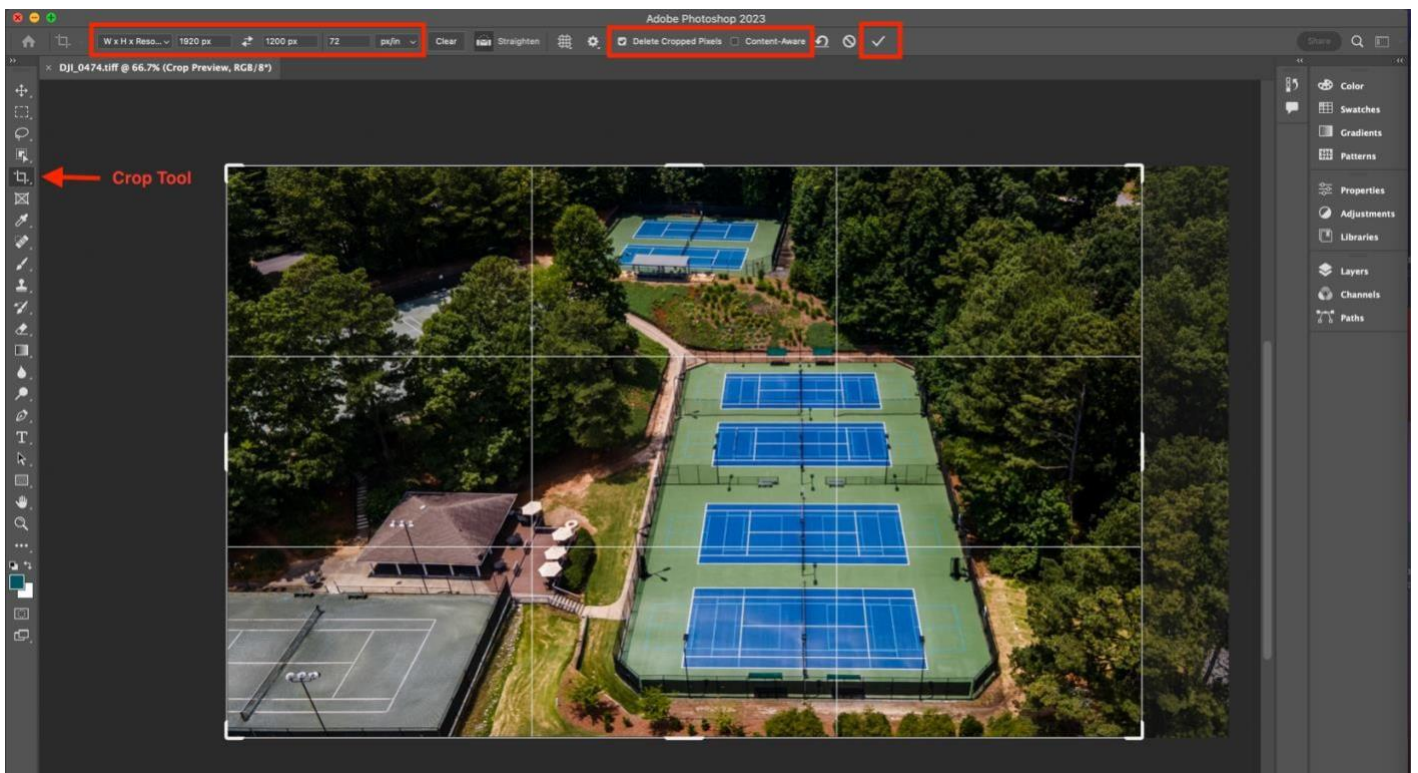YzRAtFlmPM/DJI-0474-tif

Instruction
Change image to:
https://clubcorp.photoshelter.com/galleries/C00008XJ09z7POfw/G00007F2nPFDmoZ4/I0000rN
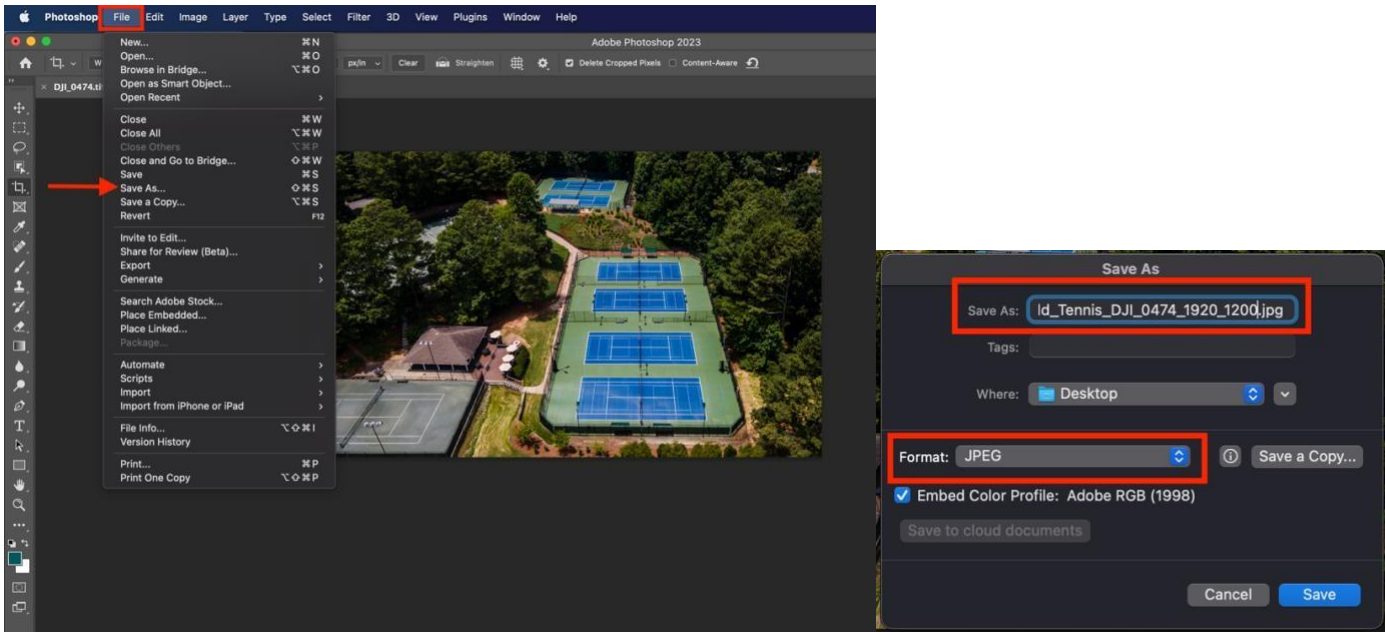WQprT4NzE/DSC-3184-tif

2. Download the Large version (2400px size) of the photo. Since we are going to crop/resize the photo to 1920px x 1200px, downloading the 2400px size will allow for this, but will also ensure you are not downloading a 250MB tiff file for every photo. (Avoid downloading tiff files, if possible, download jpg files).
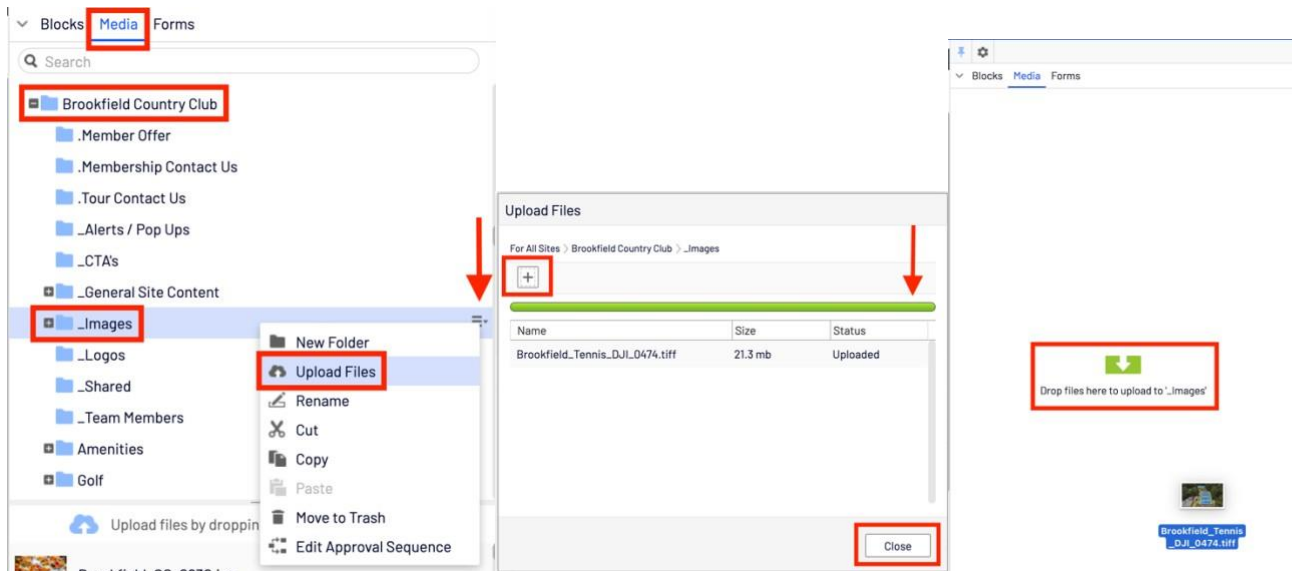

3. Once downloaded from Photoshelter, place all photos for the audit into a folder, select all of them, right click, and choose "Open in Photoshop". From there, you can select the Crop Tool in the left nav, in the tool bar type in 1920px X 1200px @ 72ppi. Once the image is centered/resized as desired then Double-Click on the image or click the Check Mark to crop the image. (Make sure the Content-Aware box is **unchecked**.)

To download the cropped image, Choose File, Choose Save As, then in the pop up Choose JPG Format, and Rename File according to Naming Convention. Image will be saved to the folder you created for the image audit, or you may choose your desired location.

4. Uploading Images into Episerver. Go To Media Folder Tab, locate the Club folder, locate the _Images folder, click the hamburger menu on the Image folder, then click Upload Files (ensure your file has been renamed before doing this), click the Plus Sign, locate your image/images for upload select the images and click upload, then wait on the green processing bar to complete (you can also highlight the Image/Images then drag & drop them into the Image folder). See Screenshots below depicting both options. Depending on the size of the upload, the folder may take some time to reload, click refresh, and your images will upload shortly after.
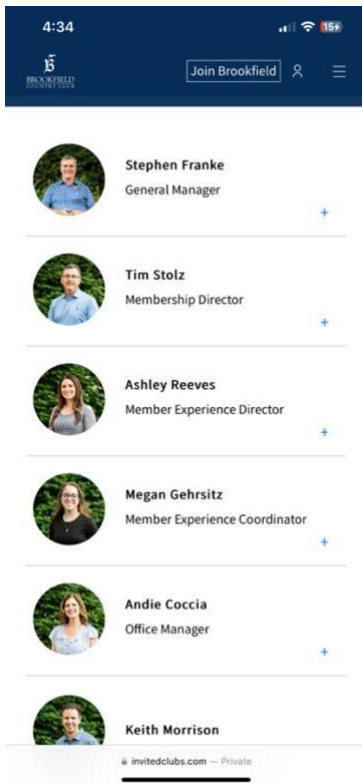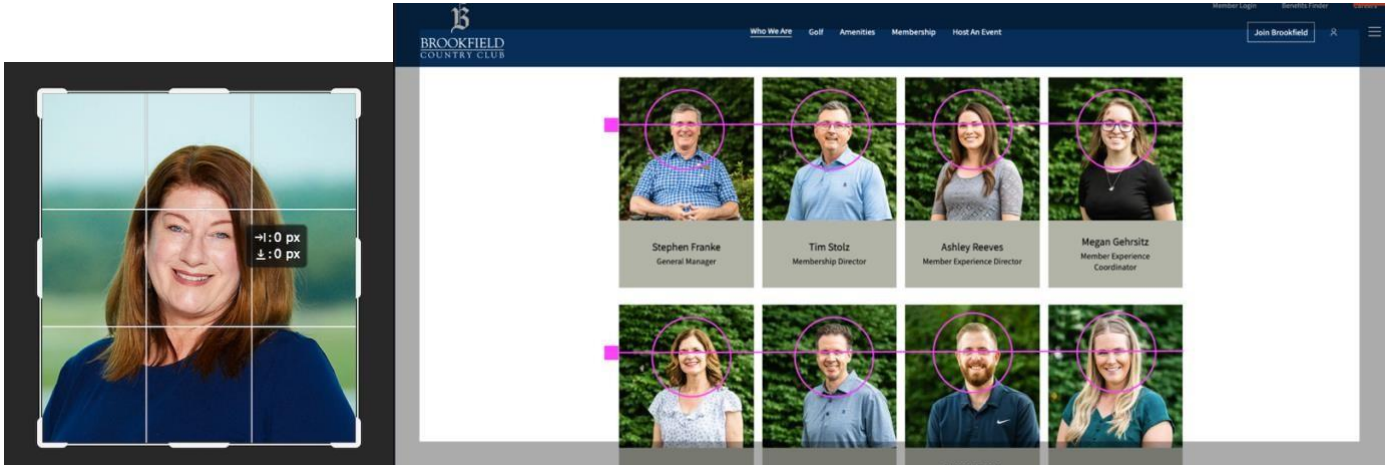

For any Images in Episerver deemed Do Not Use by the Club, please create a new subfolder under the Club Images folder, then move the old images to this folder and edit the Image Name, adding Do Not Use at the beginning of the image file name. Additionally, notify Kyle Jernigan (Creative Team) to mark the same images in Photoshelter as Do Not Use so there will be no confusion in the future.
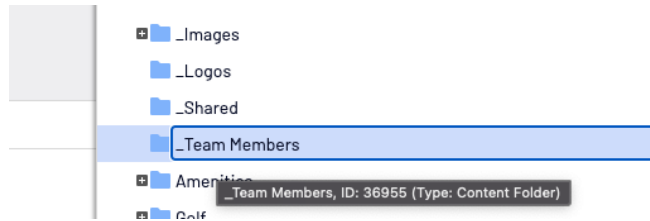
Step by Step Team Member Headshots

- Team Member Headshots (jpg format): 550px X 600px @72ppi
  - Naming Convention:
    - Full Name or Full Name + Job Title
    - Example: John Doe or John Doe_Chef

Follow similar instructions to upload Headshots, however, ensure that the eyebrows are in line with the top grid line of the Photoshop grid with plenty of headroom above. This ensures organization and optimization for mobile. See images below. If the image needs more headroom and has a background that can be copied, you can check the box Content-Aware in the Photoshop tool bar, click on the image, and adjust it down to allow head room space, then click on the Check Mark and matching headroom will be created.

When Uploading to Episerver, go to the Media tab, locate the Club folder, locate the _Team Members folder, upload all resized Team Member images (550px x 600px @72ppi).

If you are uploading new Team Member images to replace older images, please delete the old images once the new images have been added to the Team Member's Bio.

Step by Step Club Logos

- Club Logos (PNG format): 750px @72ppi
  - Naming Convention:
    - Club Name_File Name_Logo
    - Example: BermudaRun_Est.1971_RGB_REV_LOGO.png

Download Club Logos from Photoshelter in the PNG format. Resize the image and confirm the Naming Convention is correct, then go to the Media tab, locate the Club folder, locate the _Logos folder and upload the logo by clicking the hamburger menu on the _Logos folder, then click Upload Files (ensure your file has been renamed before doing this), click the Plus Sign, locate your image/images for upload select the images and click upload, then wait on the green processing bar to complete (you can also highlight the Image/Images then drag & drop them into the Image folder). If you are uploading newly rebranded/redesigned logos, please delete the old logos after placing the new logos on the website.