

**You will need to be a TRF member and logged in**

- Select Member Files from the Left Hand Menu
- Use the Submit button
- Select Upload a file from your computer
- Browse for the relevant photograph from your computer and then click 'Upload'
- Wait until the entry box appears with the document tab at the top
- Complete the boxes as follows:
  - 
  - TITLE Enter a title for the Photograph
  - CATEGORY Select the Members Photos Category
  - DATE [Leave as default]
  - THUMBNAIL [Leave as default]
  - FILE [Leave as your filename by default]
  - HOMEPAGE [Leave Blank]
  - DESCRIPTION Complete a description E.G. Photo from our local run 28th April 2009, Simon Bingham, South Northants Group [HINT: Please use a description that will allow admin to categorise the photo]
- Now Click the Tickbox at the bottom and your Photo will be submitted for approval by the Admin Team.
- The photo will be filed in an appropriate category.
- Please note that if the Description is incomplete or Missing the Photo will be filed as general in the Members Photos category
- Any problems Email [web@trf.org.uk](mailto:web@trf.org.uk) or [it@trf.org.uk](mailto:it@trf.org.uk)