

How to upload to photos.cap.gov

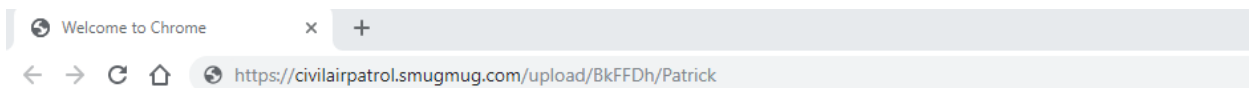
Before uploading photos, you must review all images, ensure correct uniforms, proper behavior, etc. These are published publicly, so we must present ourselves at the professional organization we are. Attempt to limit the number of photos of the exact same cadet doing the same thing. For example, if Cadet Smith is shown taking a written test, we do not need six photos of him taking the test – pick the best one to upload.

Once you upload your photos you won't be able to remove them yourself. You'll need to contact rbowden@cap.gov for further assistance. A member of the photo working group will reach out within 24 hours.

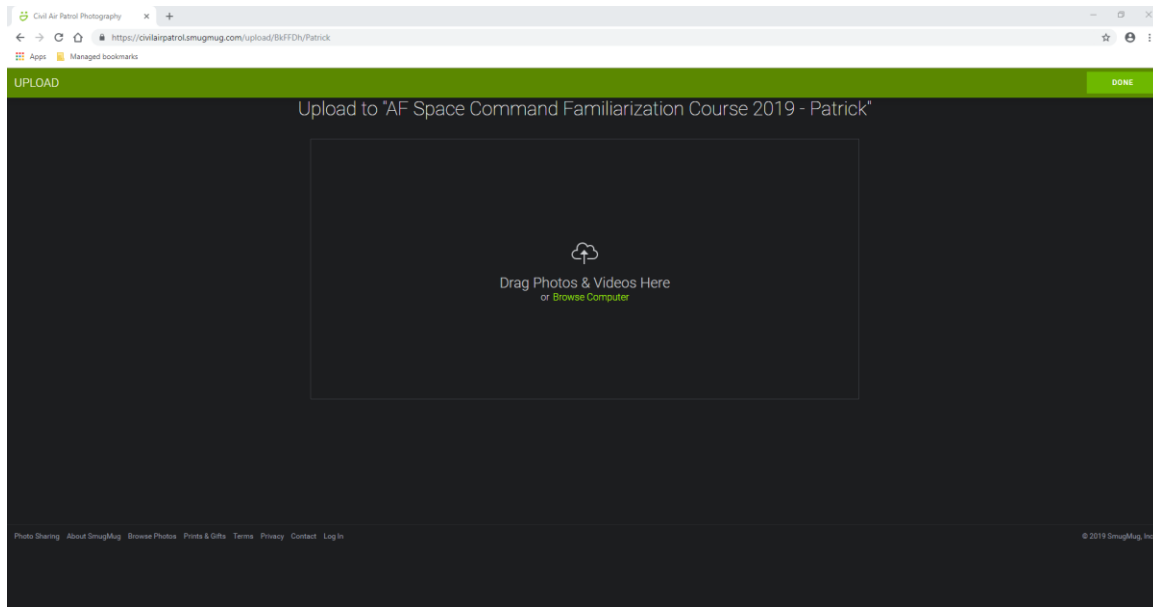
Step 1 – Locate your unique upload link. This is a private upload link, and anyone with this link can publish photos directly to the gallery. **DO NOT** share this link with anyone other than your public affairs officer.

| eServices & Site Admin Short Name <small>be sure new activity in eServices is added to short name listing by IT Green means Vanguard order is in Change means AD says not ordering</small> | SMUGMUG UPLOAD URL | Activity Full Name | Location <small>Brown means AD input is added</small> |
|---|---|--|--|
| 1 | | | |
| 2 AF Civil Engineering Academy | https://civilairpatrol.smugmug.com/upload/SljDnb/CivilEng2019 | Air Force Civil Engineering Academy | Tyndall AFB, FL |
| 3 AF PIOC | https://civilairpatrol.smugmug.com/upload/D6gmgh/PJOCABasic2019 | Air Force Pararescue and Survival Orientation Course | Kirtland AFB, NM |
| 4 AF PIOC-Adv | https://civilairpatrol.smugmug.com/upload/MsCDIS/PJOCA2019 | Air Force Pararescue and Survival Orientation Course (Advanced Odd Years Only) | Davis-Monthan AFB, AZ |
| 5 AF SPACE FAM | https://civilairpatrol.smugmug.com/upload/48m4t4/SpaceFAM | Air Force Spacecom Familiarization Course | Peterson AFB, CO |
| 6 AF SPACE FAM | https://civilairpatrol.smugmug.com/upload/BkFFDh/Patrick | Air Force Spacecom Familiarization Course | Patrick AFB, FL |
| 7 AF SUPT-FAM | https://civilairpatrol.smugmug.com/upload/3ickKv/AFSUPT2019 | Air Force Specialized Undergraduate Training Familiarization Course | Laughlin, TX |
| 8 AF SUPT-FAM | https://civilairpatrol.smugmug.com/upload/VRDhX4/Columbus | Air Force Specialized Undergraduate Training Familiarization Course | Columbus AFB, MS |
| 9 Aircraft Ma & Manufacturing | https://civilairpatrol.smugmug.com/upload/D3wdfv/AMM19 | Aircraft Maintenance and Manufacturing Academy | Independence, KS |
| 10 Cadet Officer School | https://civilairpatrol.smugmug.com/upload/P4kFjk/COS2019 | Cadet Officer School | Maxwell AFB, AL |
| 11 Cyberspace Advanced | https://civilairpatrol.smugmug.com/upload/4DFn5c/TXAdvanced | Cyberspace Advanced Course | San Antonio, TX |

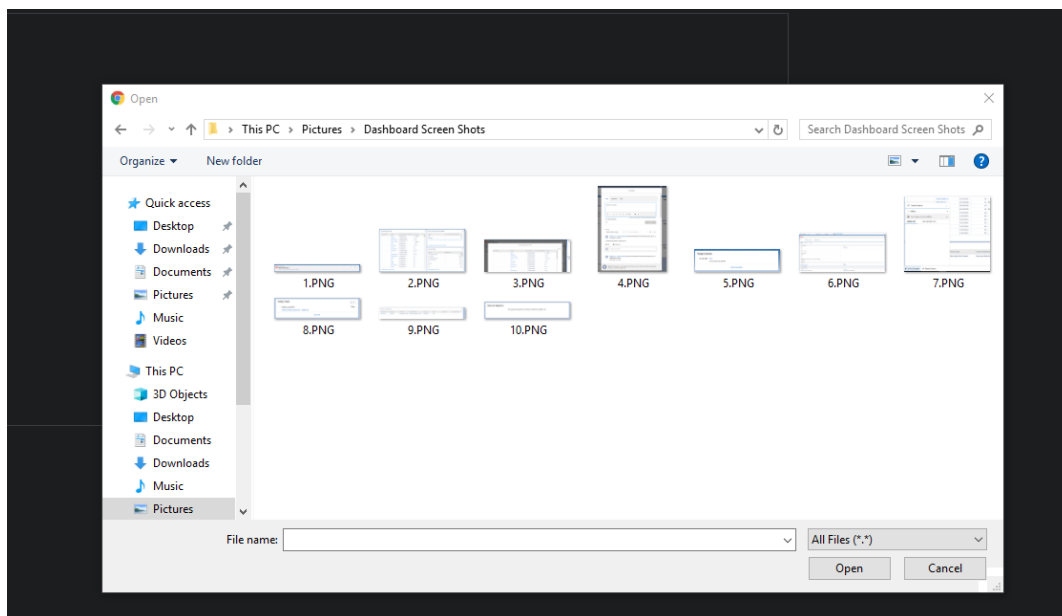
Step 2 – Enter the link into your web browser



Step 3 – Drag and drop or browse your computer to locate the photos you wish to publish.

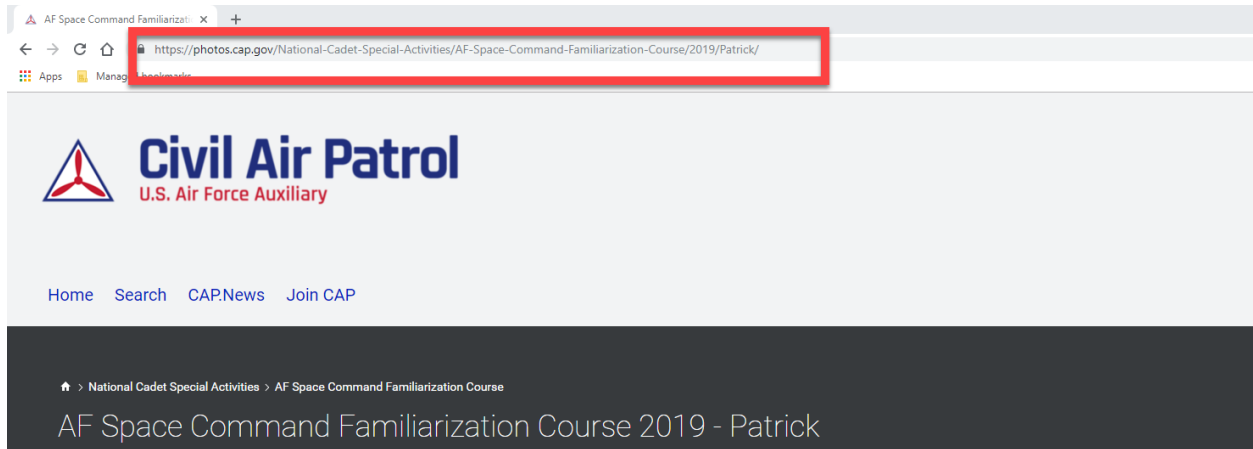


Example of browsing to the photo folder



Step 4 – Once all photos are uploaded, click “done”. You’ll be redirected to the public-facing gallery.

Note the URL is different than your upload link. This is the public address you can share with your cadets and parents.



Step 5- Enjoy the rest of your day and **thank you** for all you do for Civil Air Patrol.

Questions? Please contact Lt. Col. Robert Bowden at 248-756-7218 or rbowden@cap.gov