

How to upload photos for sharing

If you or your guild are participating in Members' exhibitions (Outside the Box or the Members' Show & Sale), we will ask you to provide photos of all the works that will be included. If you will be sending more than 4-5 images, you may not be able to send them all in a single e-mail (depending on the size of images, and your email provider), which is why we ask that folks use an alternate method. We suggest two different, **free**, service options which will be explained in this document.

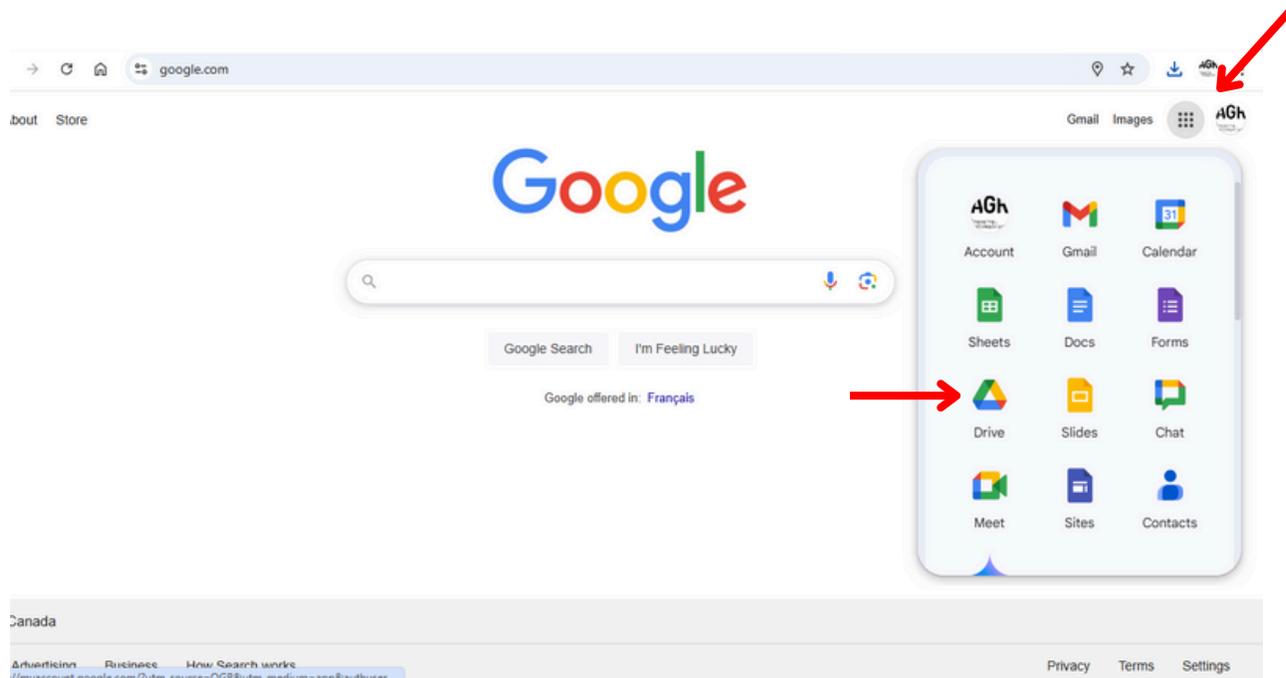
Google Drive

In order to use Google Drive, you need to have a gmail account, and to use the Google Drive App. If you don't have a gmail account, skip forward to the instructions for WeTransfer, pg 08.

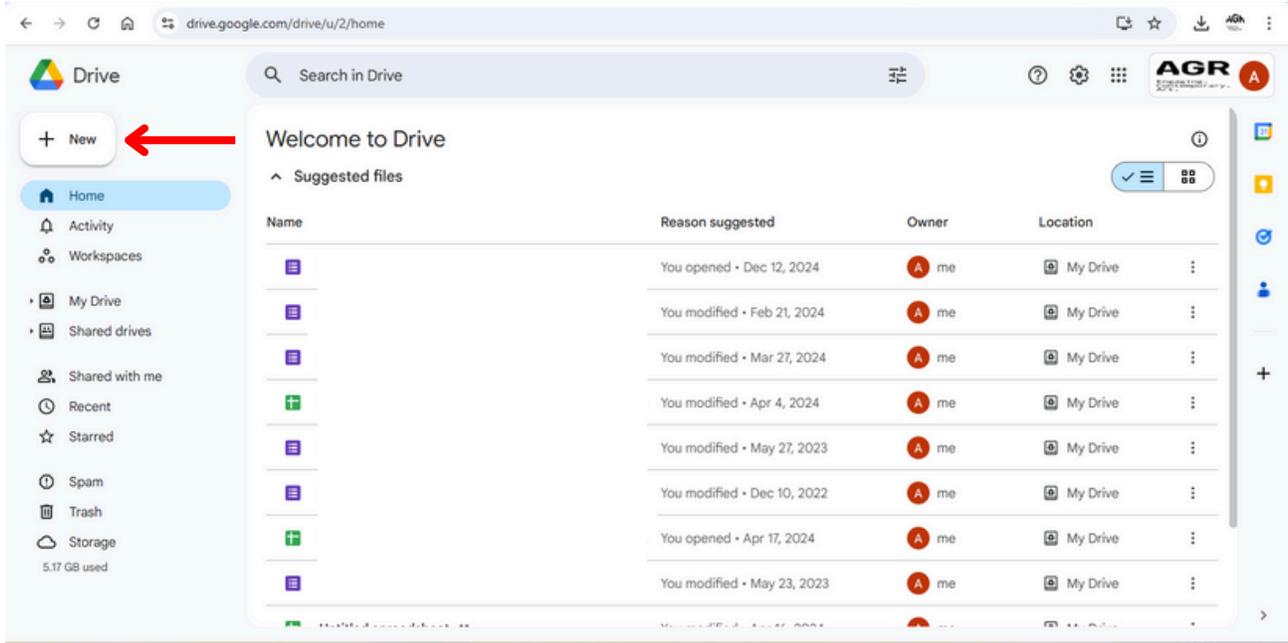


Computer: Before using Google Drive, your photos should be on your computer.

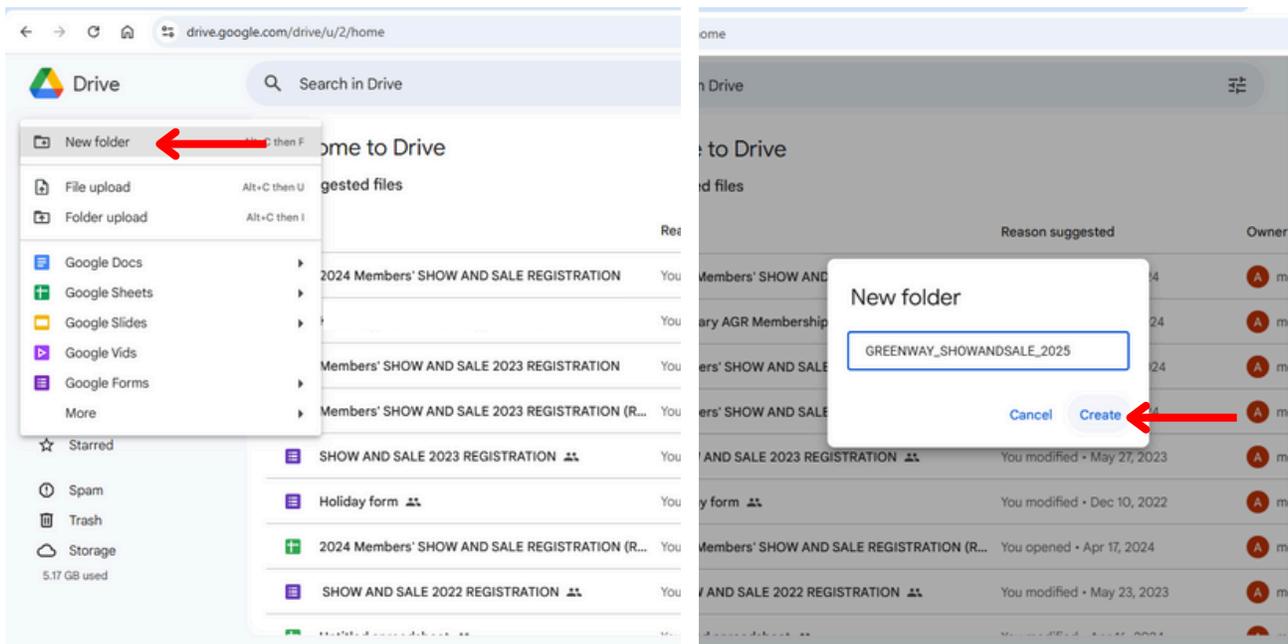
- Go to www.google.com to get the Google home screen. Click on the 9 dot grid icon in the top right. 
- This will open up the Google Applications menu. Click on the Google Drive logo to navigate to the application.



- This is the Google Drive home screen. Click the +New button

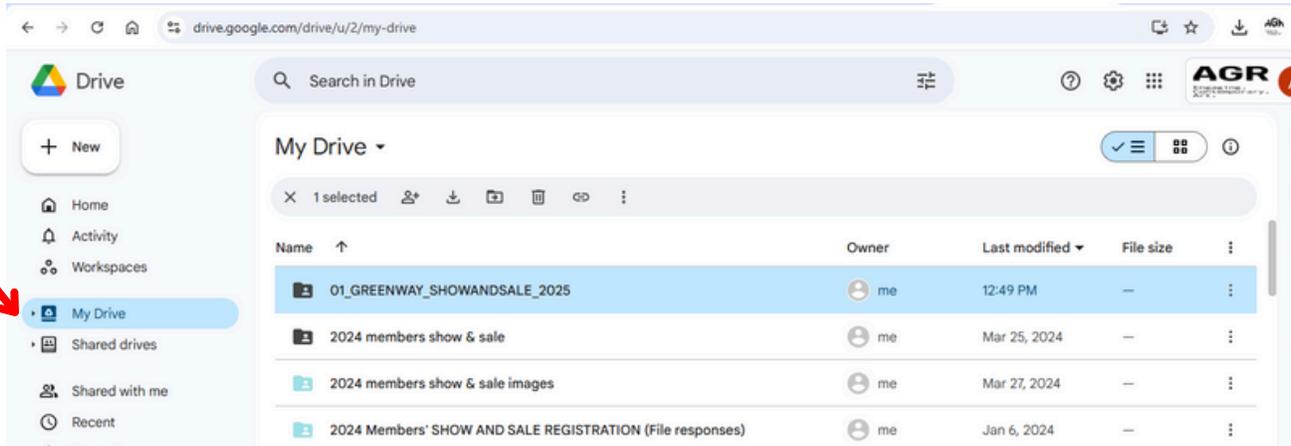


- Select "New Folder" and name your folder something you'll recognize.

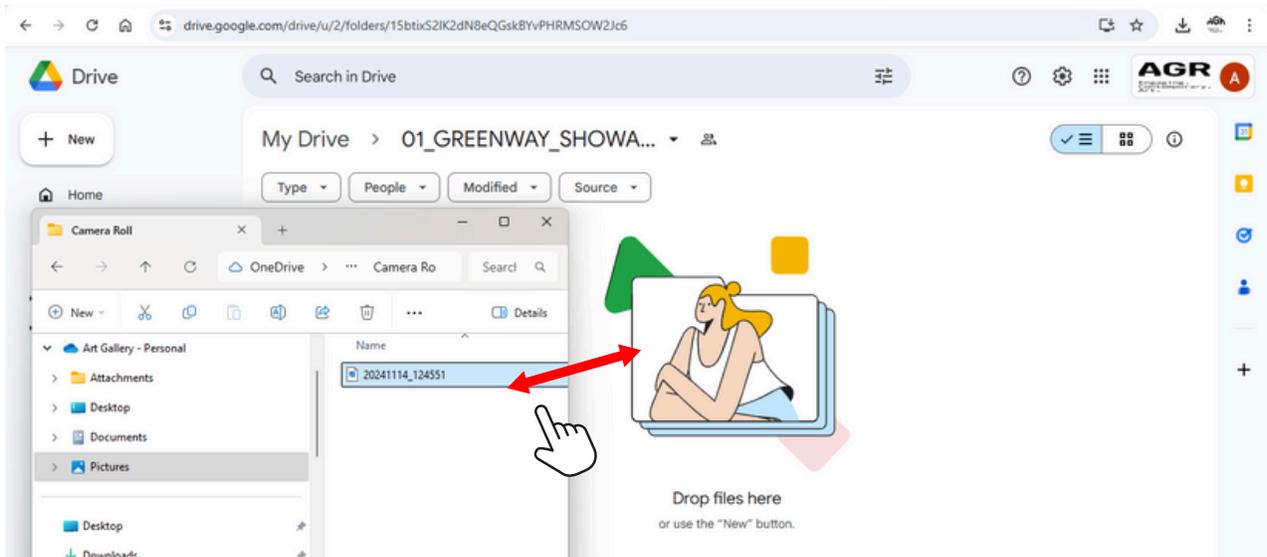


- A good title would be "YOURNAME_MSS_2025_Photos" or something similar

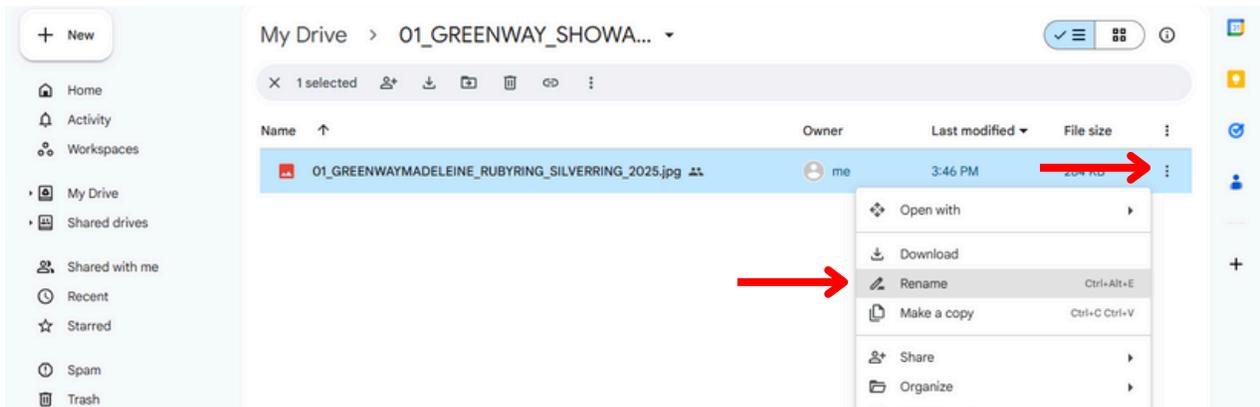
- You can now find your folder in My Drive. Double click to open it.



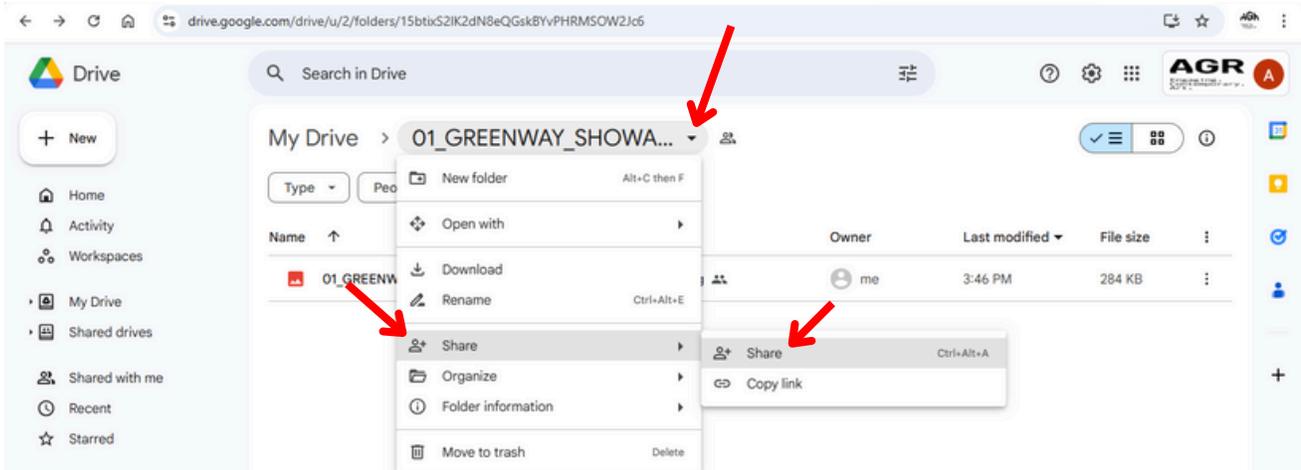
- Open File Explorer on your computer, and find your photo files. You can now drag and drop your photos directly into the Google Drive Folder.



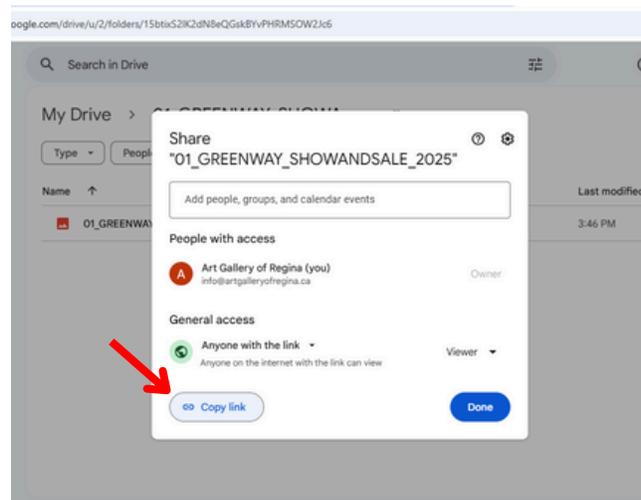
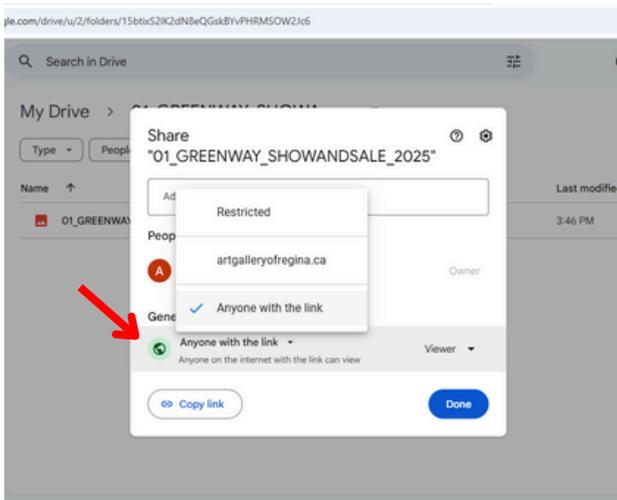
- If you haven't yet, you can now rename your files by clicking the "..." and selecting "Rename". Use format: 01_ARTISTNAME_TITLE_MEDIUM_PRICE



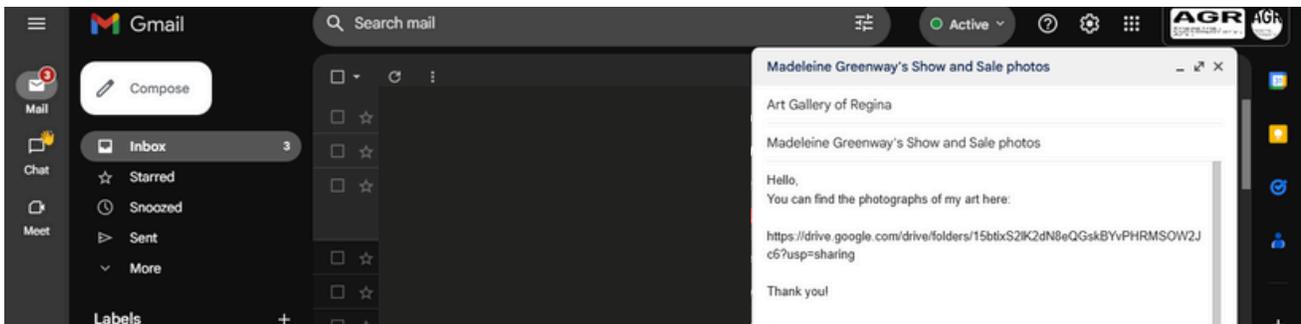
- Click on the arrow in the Folder drop-down menu and select "Share". Open the "Share" tab.



- Go to the "General Access" section and select "Anyone with the link". Then, click the "Copy Link" button to copy your folder's URL.



- Paste the link into an email to **info@artgalleryofregina.ca** (or **partnership@artgalleryofregina.ca** for Outside the Box), and send!



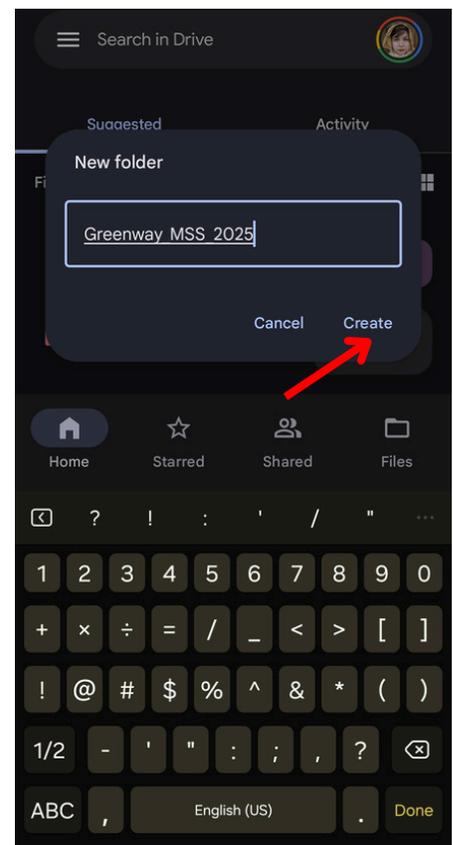
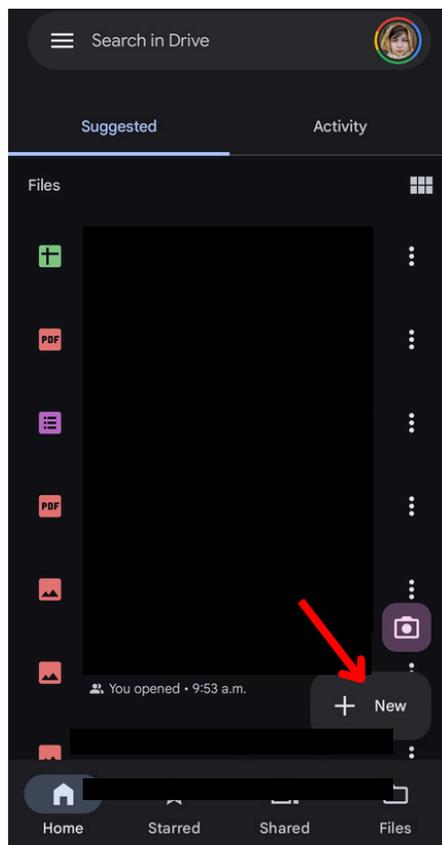
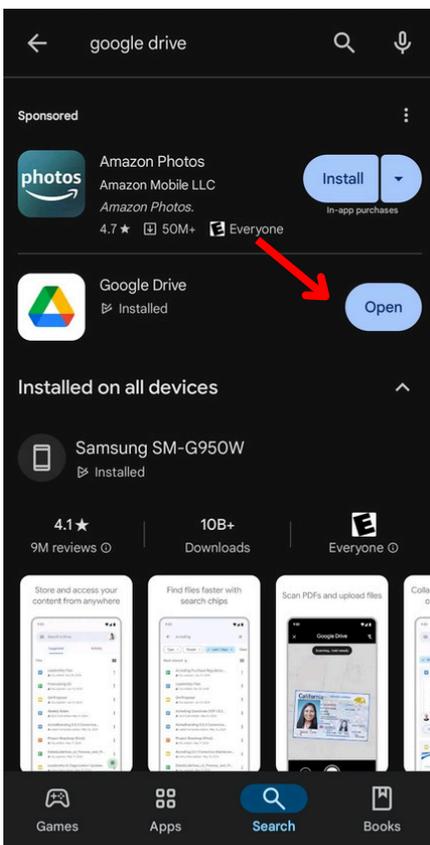
Google Drive

In order to use Google Drive, you need to have a gmail account, and to use the Google Drive App. If you don't have a gmail account, skip forward to the instructions for WeTransfer, pg 08.



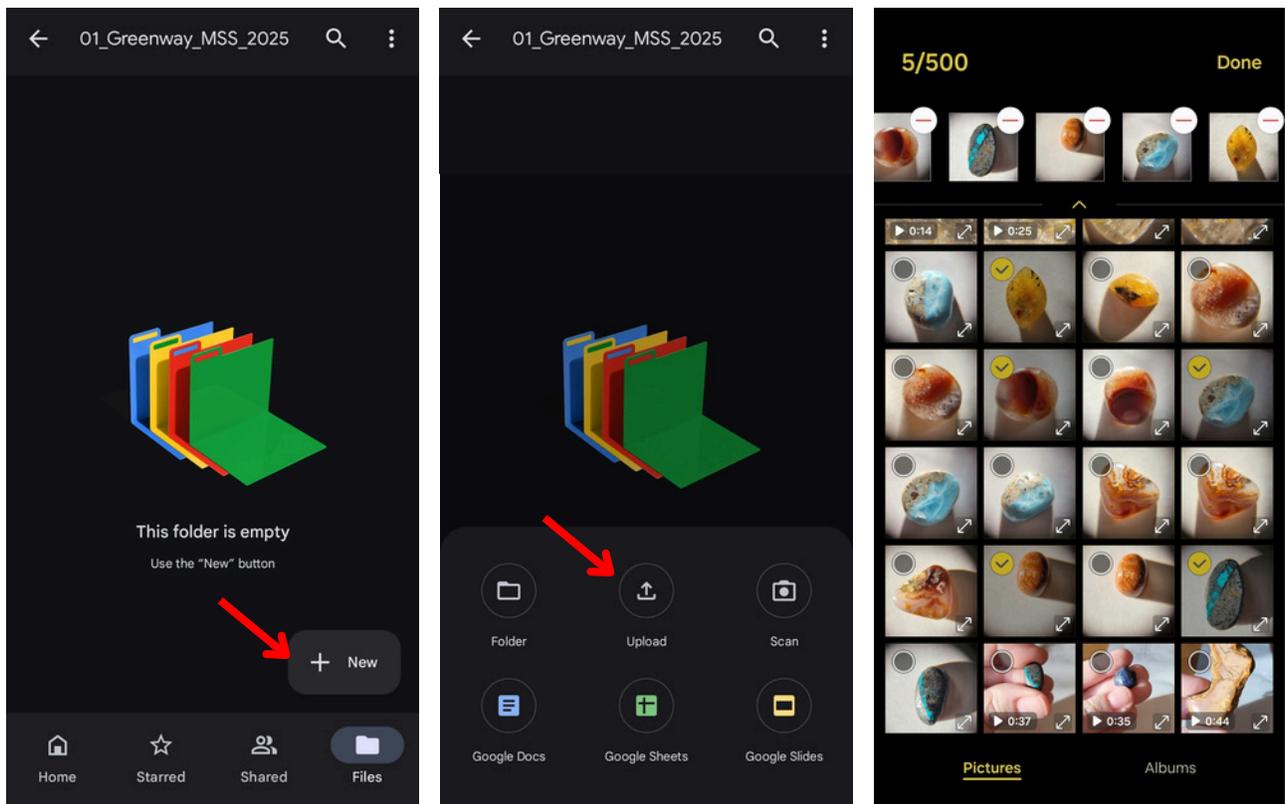
Phone: Before using Google Drive, your photos should be on your phone.

- To download the Google Drive App, open Google Play (Android phones) or the App Store (iPhones)
- Click "Install", and "Open" once it is finished downloading to open the application. If it is already on your phone the button will say "Installed" or "Open". Find the app in your phone's apps.

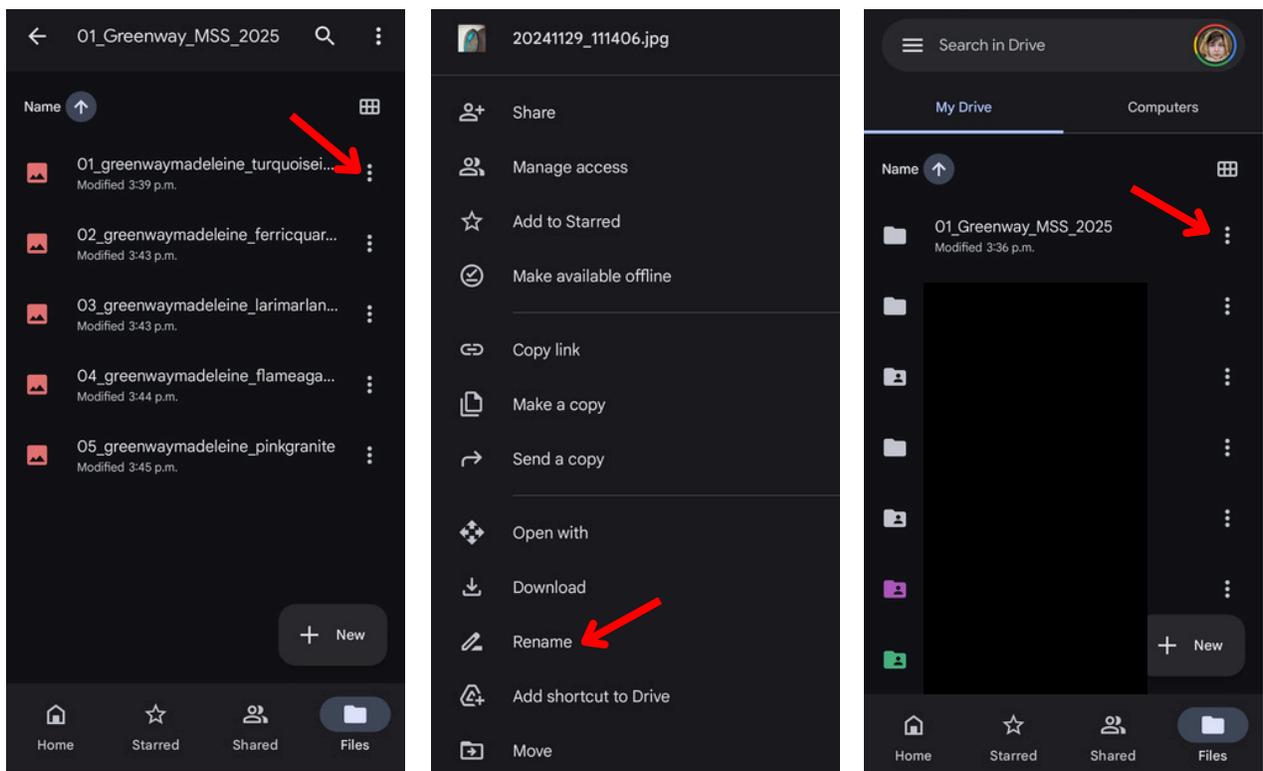


- Once Google Drive is open, click the "+New" button. Create a new Folder and name it something recognizable, like "YOURNAME_MSS_Photos" hit "Create".

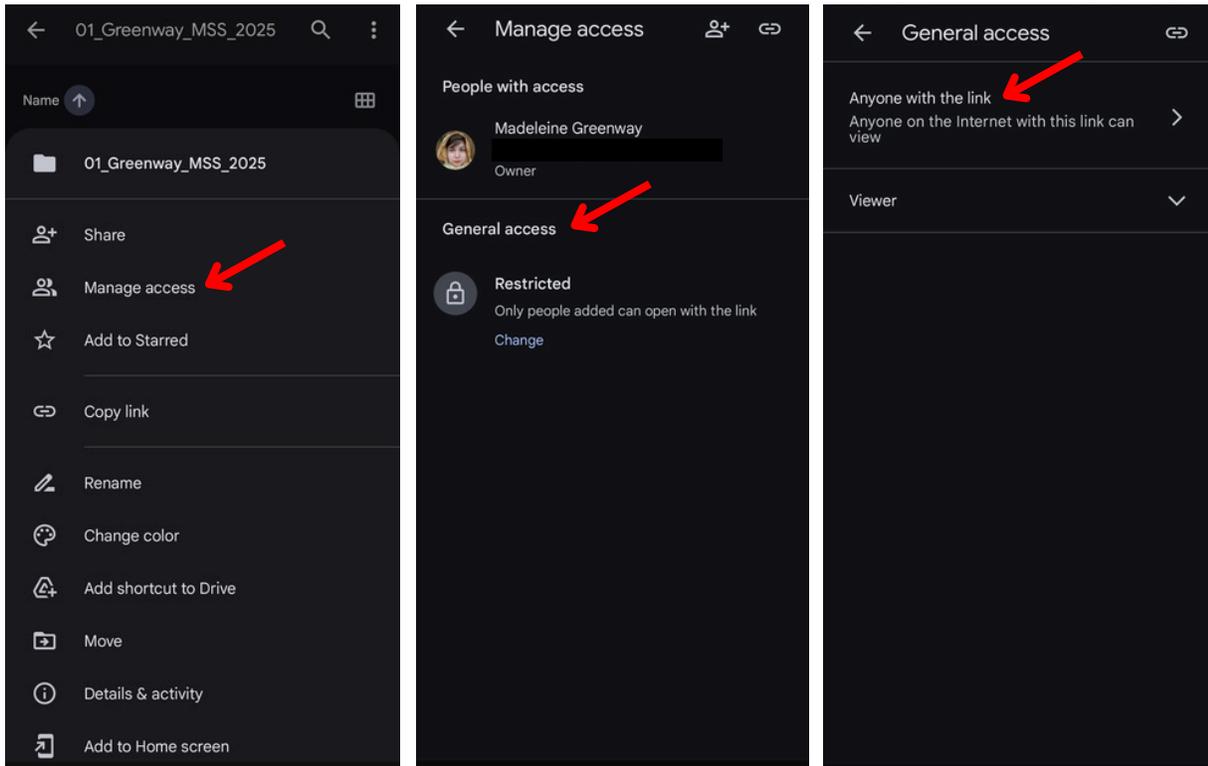
- Open the Folder, and hit the “+New” button. Select “Upload”. Now find and select your images to upload them to the folder.



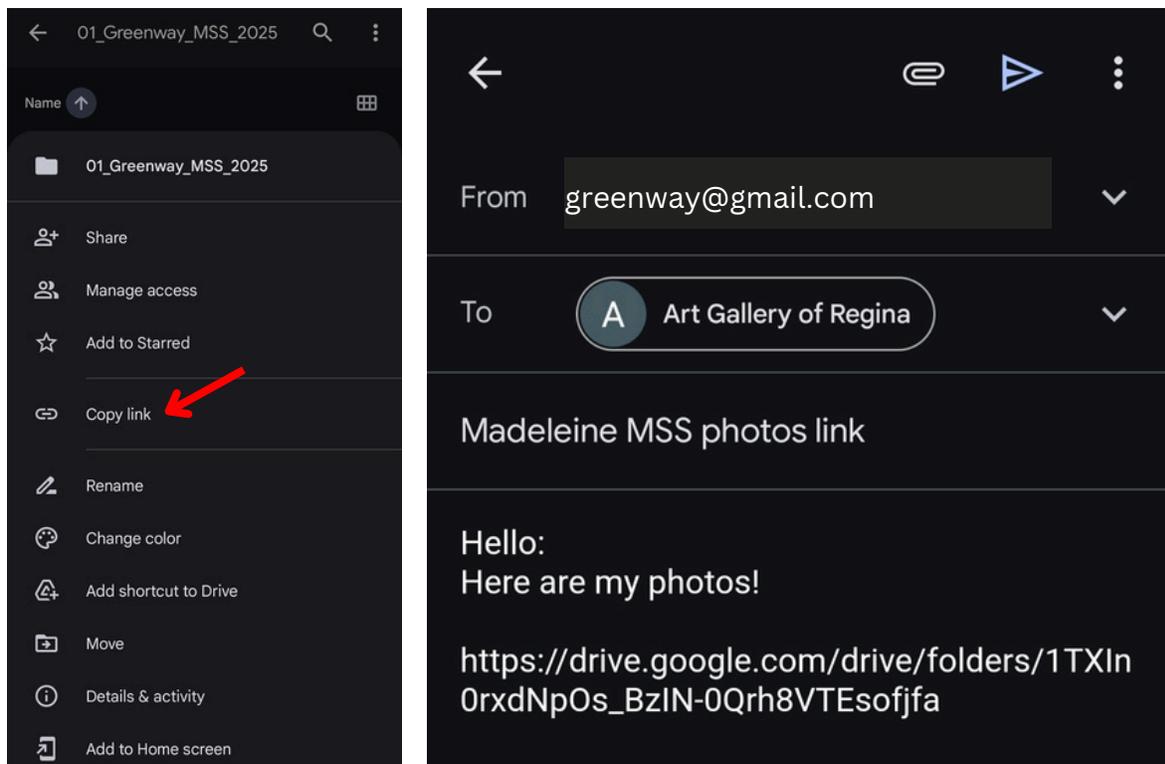
- If you haven't renamed your photos, do it now by selecting the “...” and clicking “rename”. Name your photos in this format: 01_YOURNAME_TITLE_MEDIUM_PRICE
- Go to “Files” and click the “...” next to your folder.



- In the options, select “Manage Access”. Under “General Access” select “Change”.
- From this screen, select “Anyone with the link” and return to the menu.



- Click “Copy link”. Compose an email to **info@artgalleryofregina.ca** (or partnership@artgalleryofregina.ca for Outside the Box) and paste the link. Send the email to share your folder with us.



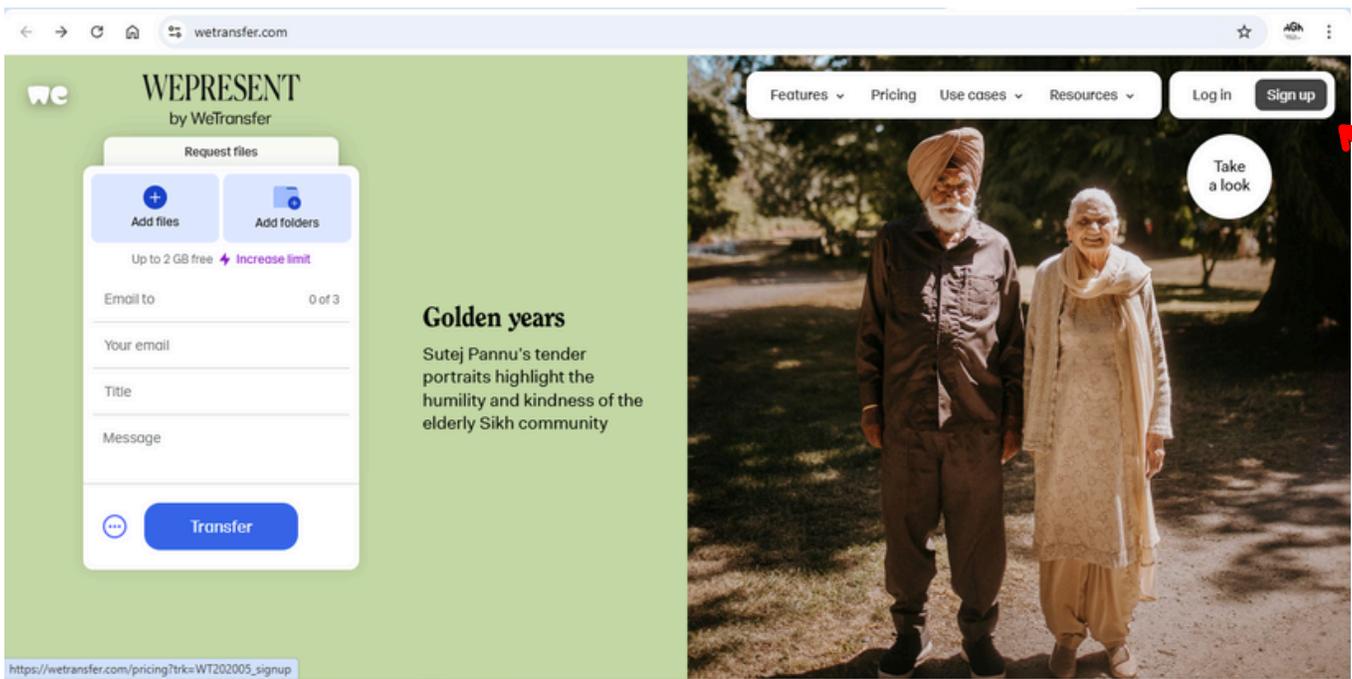
WeTransfer

In order to use WeTransfer, you need to have an email account and in internet browser.

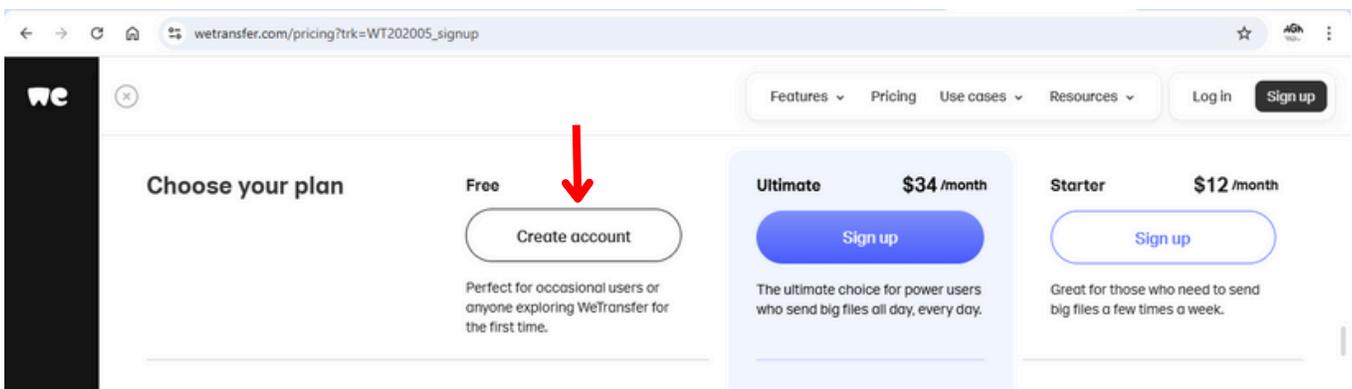


Computer: Before using WeTransfer, your photos should be on your computer.

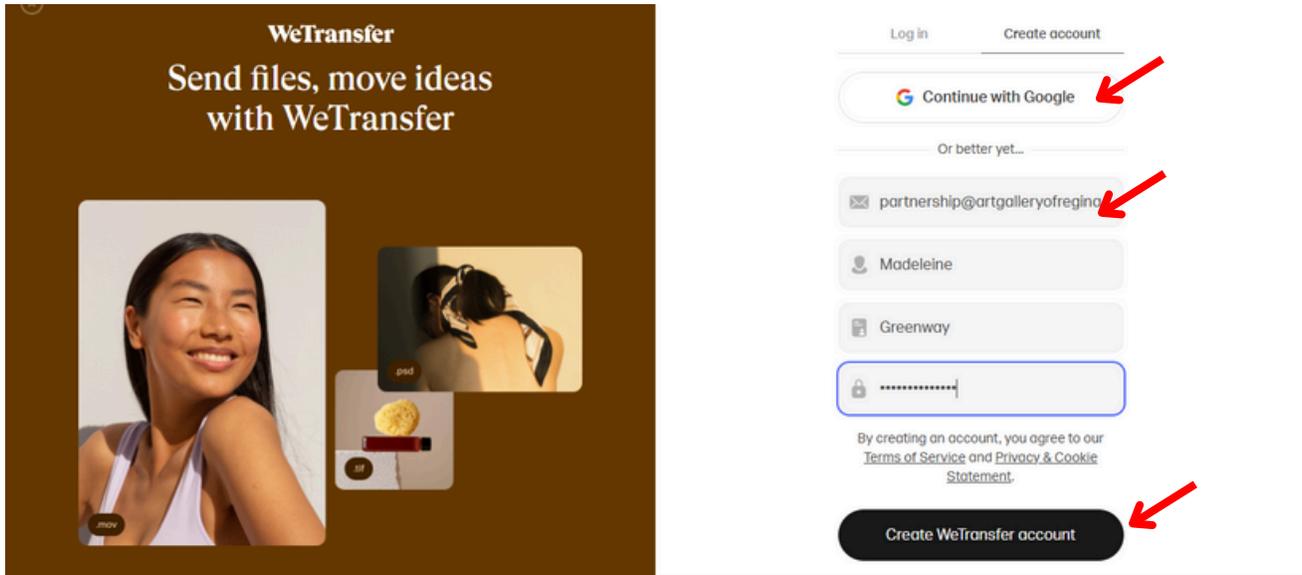
- Go to **www.wetransfer.com** to get the home screen.
- You will need to sign up. Click the far right “sign up” button to start.



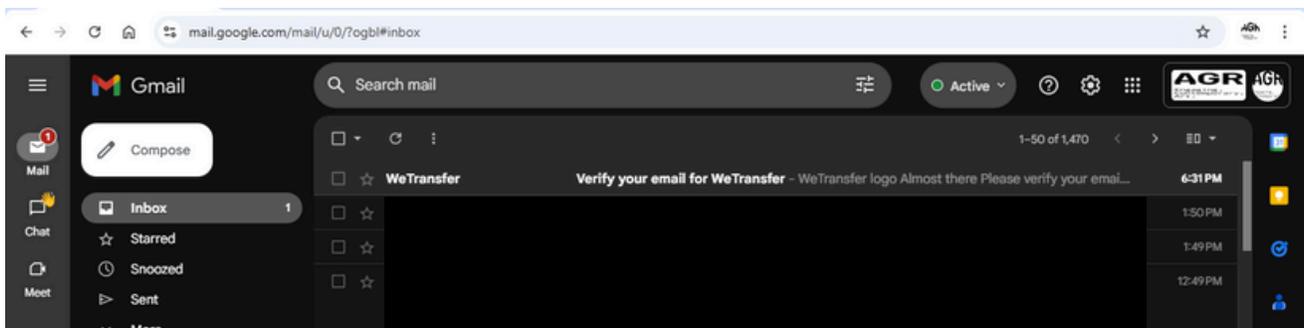
- Click the “Create Account” button under “Free” to create a free account.



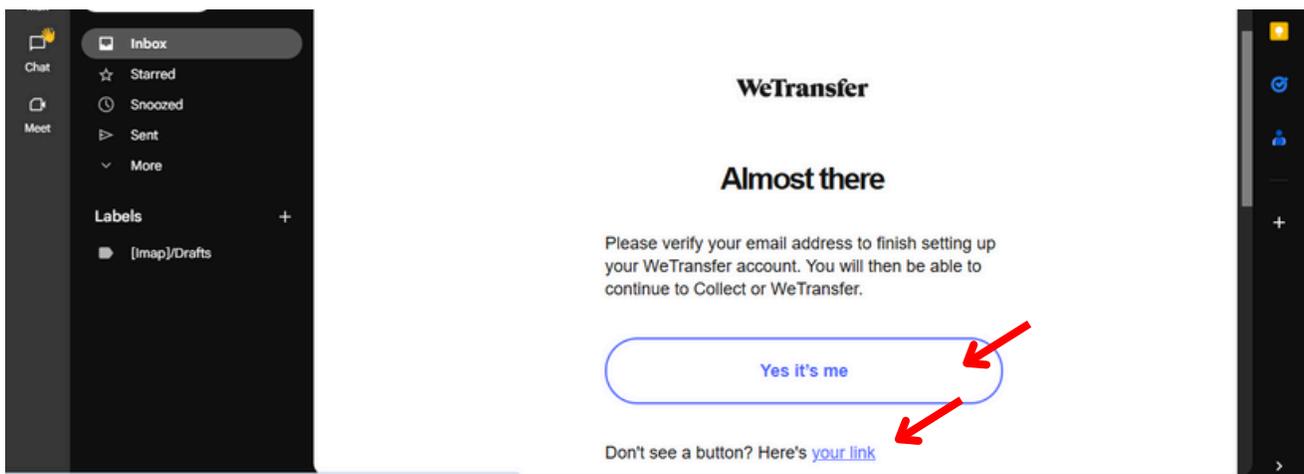
- If you have a gmail account, you can click “Continue with Google” or if you have a different email provider, you can enter your email in the field. Create a password for your account. Hit the “Create WeTransfer Account” button.



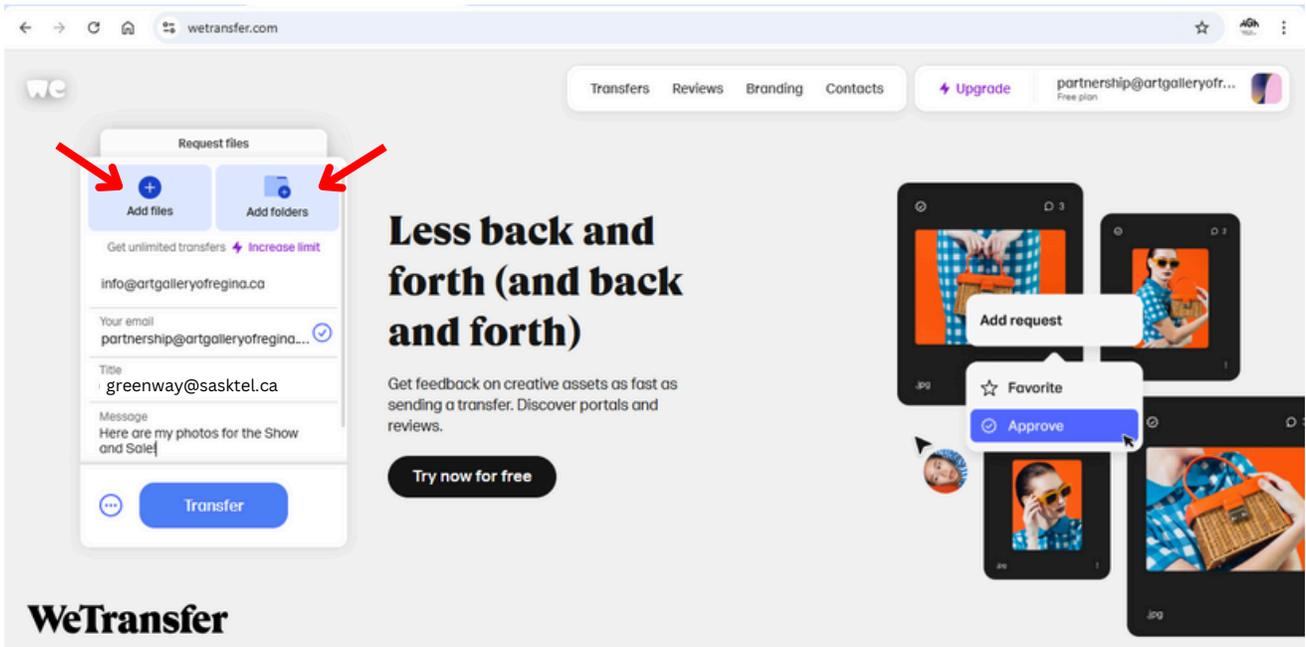
- You will have to confirm your email address. Check for an email in your inbox. If you don't see it, try refreshing the page or check in your Junk/Spam folder. It can take a few minutes to receive the email.



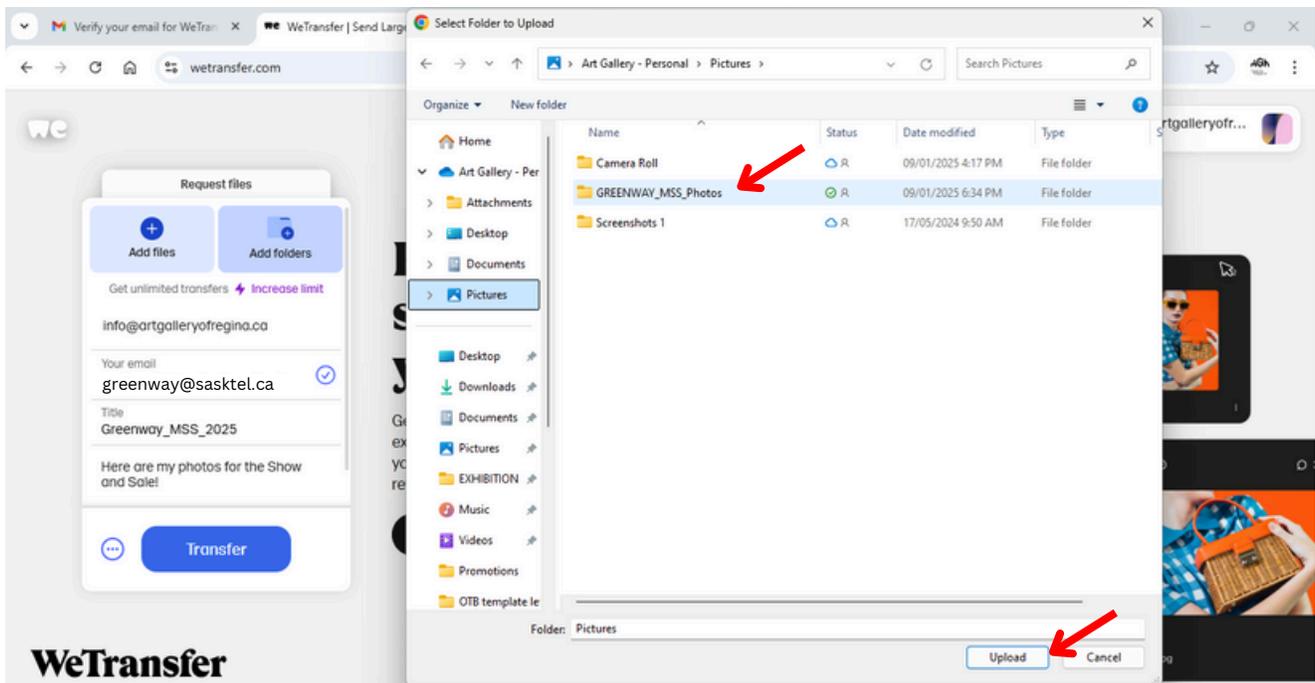
- Open the email and follow the link by clicking the button or the link text



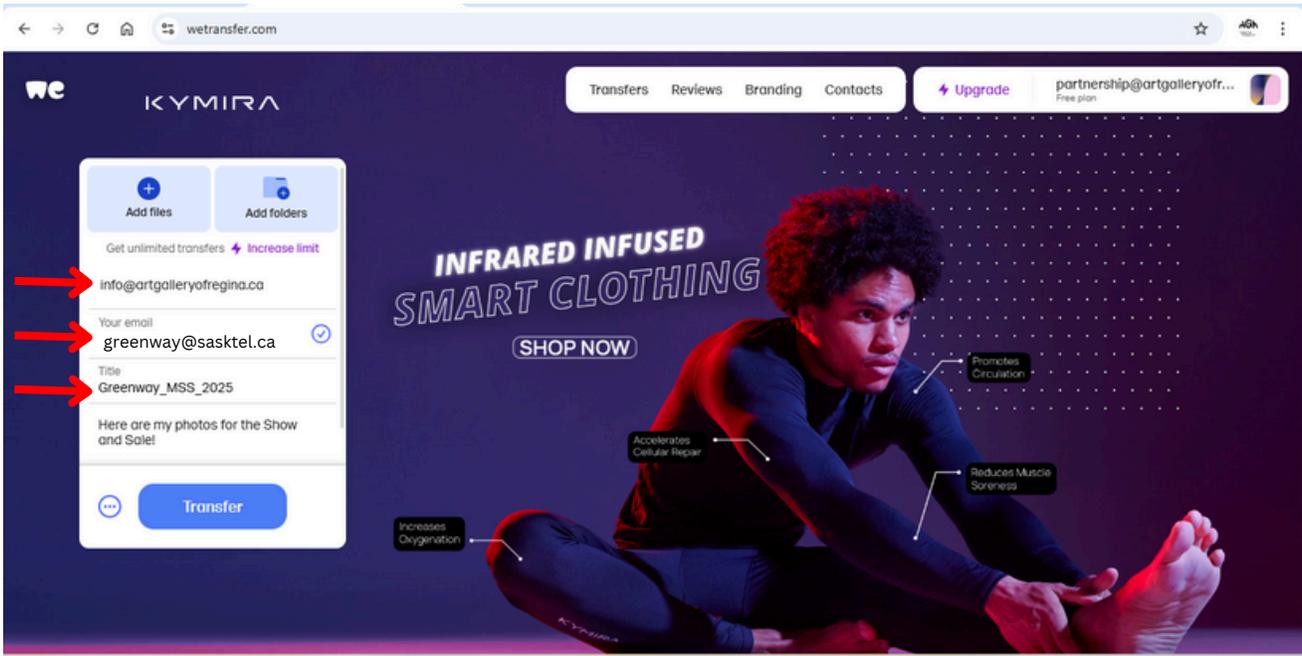
- This is the WeTransfer home screen. Click “Add Folders” if all your photos are in one folder, or “Add files” for individual photos.



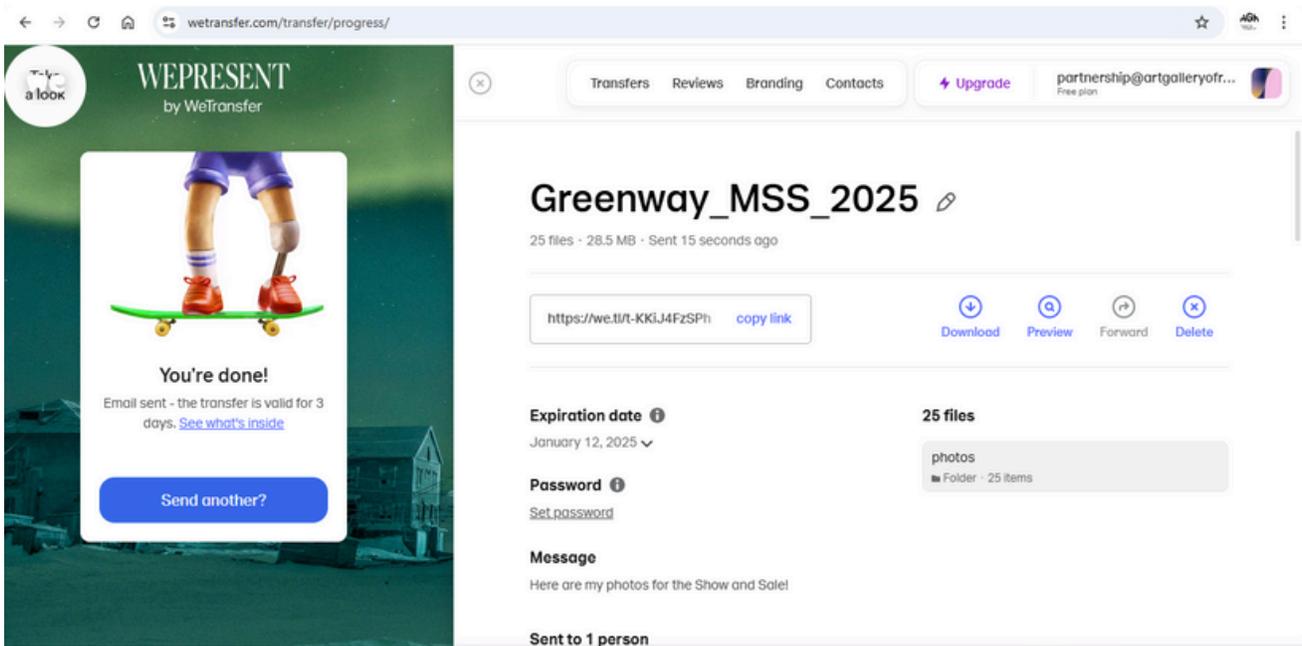
- This will open a File Explorer window. Find your photo files or folder. Select your Files or Folder, and hit the “upload” button at the bottom of the window.



- Fill in the other information: the email you're sending to (info@artgalleryofregina.ca for Members' Show & Sale or partnership@artgalleryofregina.ca for Outside the Box), the email you used to create your WeTransfer account, a title for the files, and a message (optional).



- You'll get this screen, which shows you what you've sent and to who.



- All done!

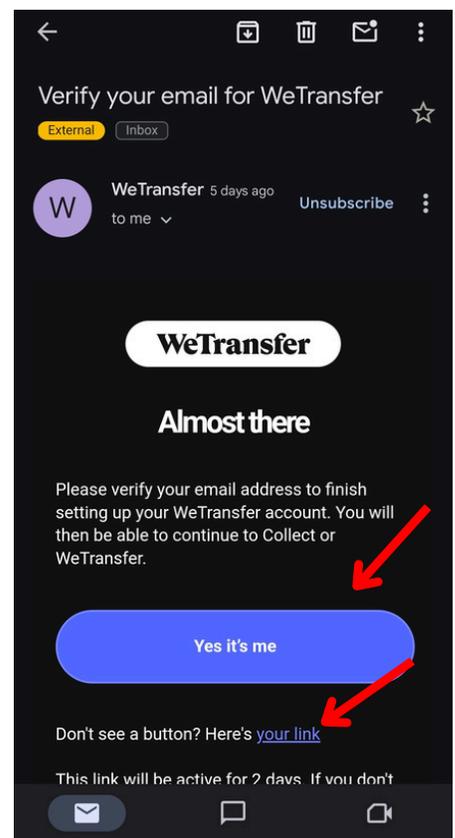
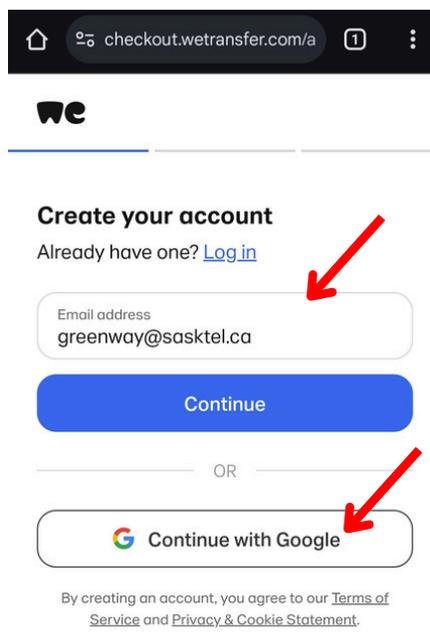
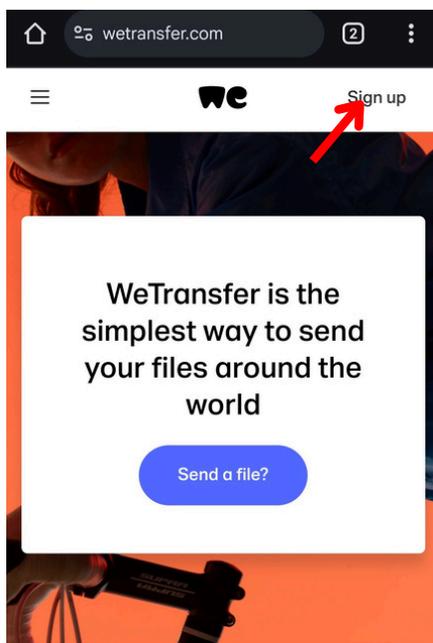
WeTransfer

In order to use WeTransfer, you need to have an email account and an internet browser.



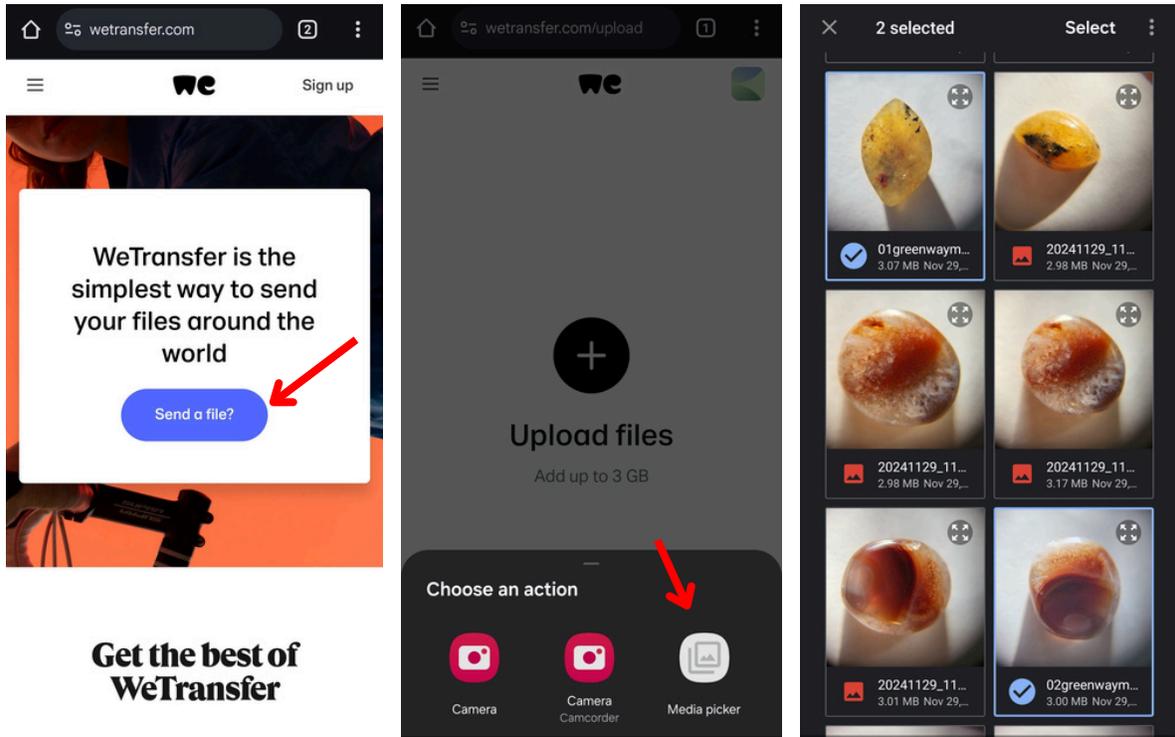
Phone: Before using WeTransfer, your photos should be on your phone and renamed as per the Member's Show & Sale Guidelines. **Don't know how?** See the *Renaming Photos on Your Phone* guide.

- Open your internet browser on your phone and go to **www.wetransfer.com**
- You will need to create an account. Click "Sign Up" in the top right corner. Enter your information. If you have gmail, you can click "Continue with Google".
- Check your email for the confirmation email. It may take a couple minutes. If you don't see it, try refreshing your inbox, or look in your spam folder.
- Open the email and click the "Yes it's me" button, or the "your link" text.

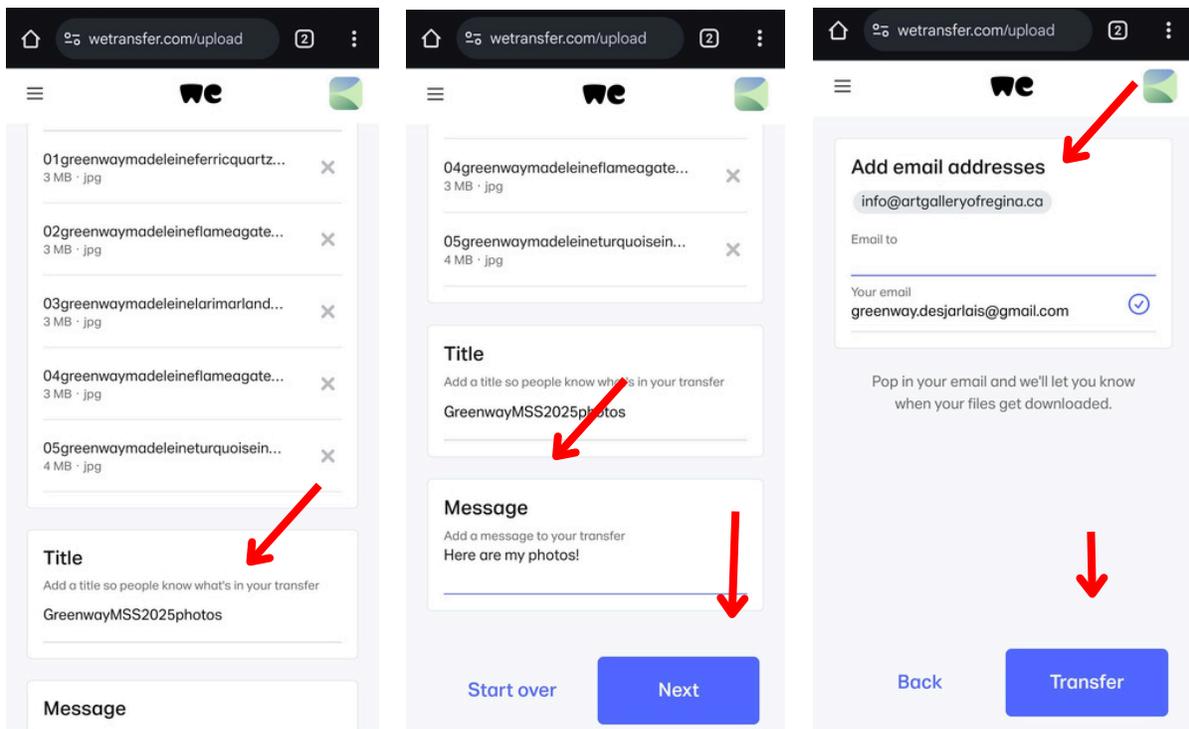


Get the best of
WeTransfer

- This will take you back to the WeTransfer Home screen. Click “Send a File”.
- Hit the “+” to begin uploading, and choose where your photos are.
- Select the photos you are sharing.



- Add a title for your files like, “YOURNAME_MSS_2025”
- Add a message (only if you need to explain or ask something) and hit “Next”.
- Send to **info@artgalleryofregina.ca** (or partnership@artgalleryofregina.ca for Outside the Box)



- You'll see this confirmation screen when your files are sent. If you want to check on your file transfer, hit the ☰ button.
- Select "Transfers" from the menu.
- Here you can see what you have sent, and whether or not we have downloaded your files.
- **Please note:** AGR staff are not in the office Sundays or Mondays, and will not be downloading files on these days. Don't panic if it takes a day or two!

