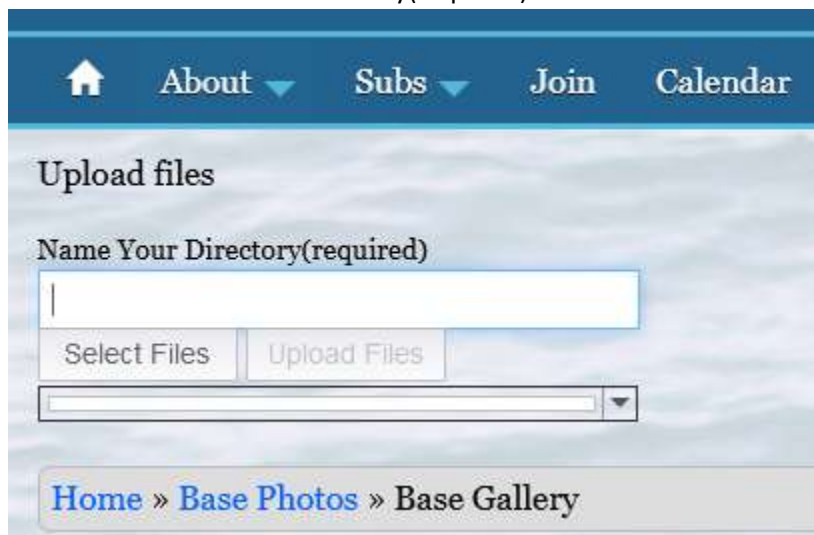


- 1) Open desired browser
- 2) Go to <https://www.requinbase.org/basephotos/>
- 3) Click in the "Name Your Directory(required)" field



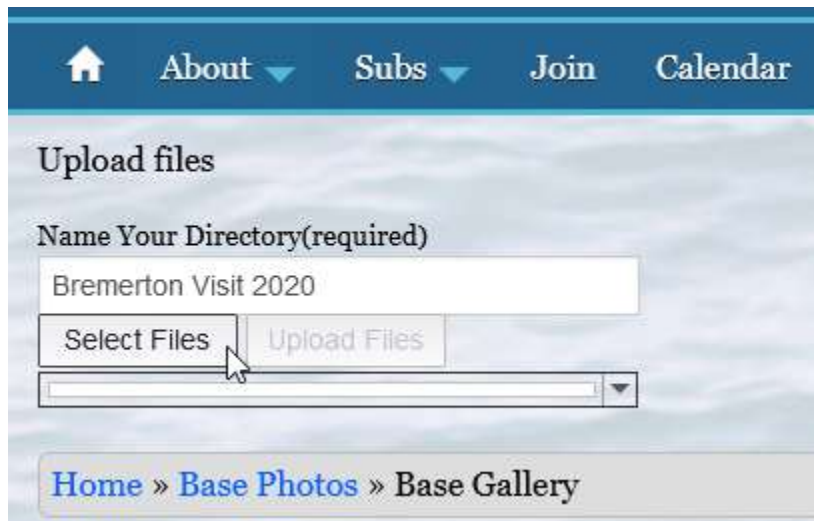
The screenshot shows the top navigation bar with a home icon, 'About', 'Subs', 'Join', and 'Calendar'. Below is the 'Upload files' section. The 'Name Your Directory(required)' text box is empty. To its right are 'Select Files' and 'Upload Files' buttons. Below the text box is a dropdown menu. At the bottom is a breadcrumb trail: 'Home » Base Photos » Base Gallery'.

- 4) Enter a meaningful name for the photos being uploaded



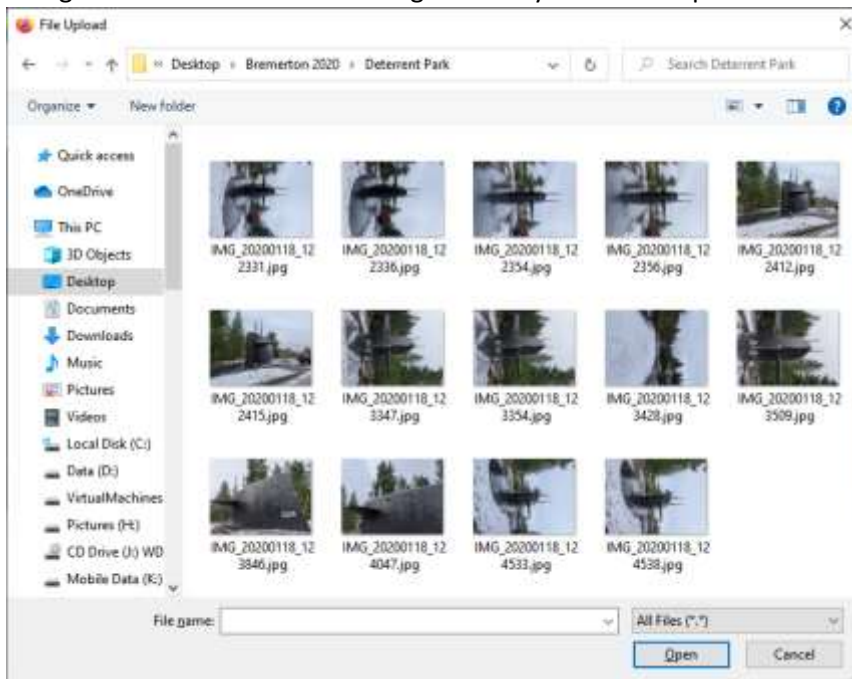
The screenshot shows the same 'Upload files' form. The 'Name Your Directory(required)' text box now contains the text 'Bremerton Visit 2020'. The 'Select Files' and 'Upload Files' buttons and the breadcrumb trail remain the same.

- 5) Click the "Select Files" button

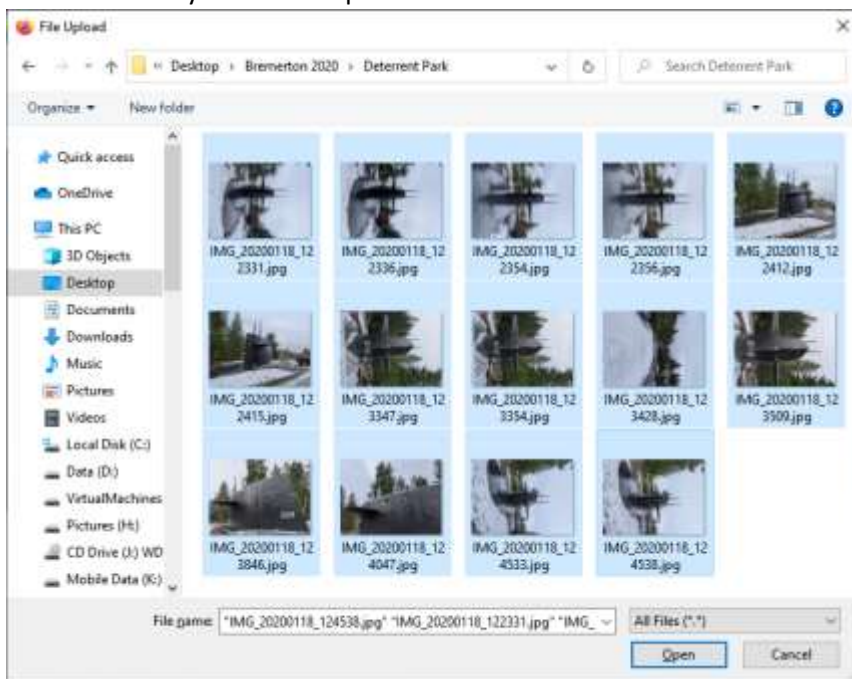


The screenshot shows the 'Upload files' form with 'Bremerton Visit 2020' in the directory name field. A mouse cursor is positioned over the 'Select Files' button, indicating it is about to be clicked. The breadcrumb trail is 'Home » Base Photos » Base Gallery'.

6) Navigate to the location containing the files you wish to upload



7) Select the files you wish to upload



8) Click the "Open" button

9) Click the "Upload files" button



10) Once the upload begins you will see the following





11) Once complete you will see the following

