You’re invited to share photographs from your recent travels with the Queen’s Alumni Educational Travel Program!

Follow these 2 easy steps to share your memories!

Before you begin...

Be sure to save your photos to your computer or hard drive first. We’ve recently experienced issues when travellers have tried to load their photos straight from a camera memory card. Saving them to your computer first will ensure that you don’t lose any of them.

If you are having trouble loading your photos to Flickr, it might be because someone else is trying to do the same thing. Please logout, then login in and try again.

We’re here to help and will try our best to troubleshoot issues as they arise. Don’t hesitate to contact us!

Please note that the screen shots used in this guide may not be exactly what you see when you use the site.
Step 1: Open Flickr and sign in

Enter [www.flickr.com](http://www.flickr.com) in your web browser (eg. Internet Explorer, Safari, Chrome, Firefox, etc.)

Once the Flickr site opens, click on **Sign In** to open the Queen’s Alumni Educational Travel account.

The Flickr login screen will open.

In the first box, type the login name: **queens_travel@yahoo.com**

(be sure not to miss the underscore line between these two words)

In the second box, type the password: **tricolourtravellers**

(all lower case, one word)

Click **Sign In** to open the account.

The site will open on the main Queen’s Alumni photo page.

Click on **YOU** in the Flickr navigation row.

This will direct you to the Alumni Educational Travel photo pages.
The first page that opens will be a montage of various photos already loaded to our photo galleries.

Click on **ALBUMS** in the navigation row under the Queen’s Alumni Educational Travel title.

This will take you to a new screen with a photo representation of each tour.

Scroll down the page and select the photo gallery for your tour (ie. 2015 Panama Canal & Costa Rica).

**Step 2: Load photos from your computer to your tour gallery**

Select **Upload** to begin loading your photos.

The upload screen will appear.

You can ‘drag and drop’ your photos from your hard drive or you can browse your hard drive and select your photos.
If you choose to browse your hard drive, open your windows explorer on your computer.

Locate the file where you have saved your photos.

To load more than one photo at a time, select the first picture, press and hold the Ctrl key and click on all the other photos you want to load (photos will appear highlighted)

Click on “Open”.

The photos will appear in the Flickr Upload screen.

For each photo you choose to upload, you’ll be prompted to add a description. Once you are satisfied with your description, click **Upload Photo**.

You’ll be prompted to **Upload** or **Continue Editing**.

Once you select Upload, the system will let you know how your upload is progressing with a status message.

**That’s it! You did it!**

**Thank you for sharing your photo memories.**

**View other photo galleries on this site and see where you might go next!**