

Uploading Images to Eagan

1. File Naming Convention

PhotographerFirstNamePhotographerLastName_Event Description_YearMonthDay_#

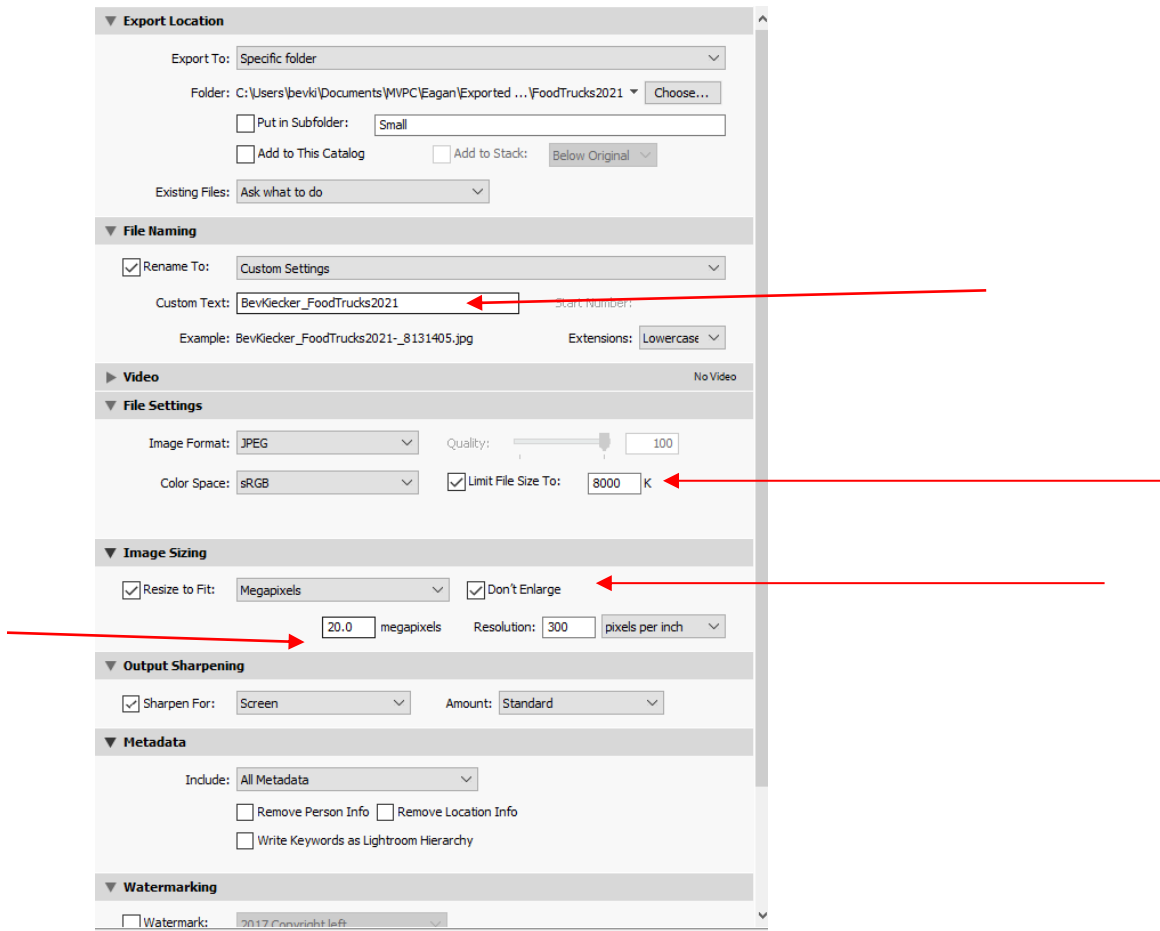
Example: RickGraves_MarketFest_07142021_1.jpg

Note: if you want to keep your original filename in the format, you can easily add custom text as you export from Lightroom.

Example: BevKiecker_HolzFarm-20210711-_7111027.jpg

2. File Size

Eagan has requested that our file size should be 8MB (8000K) or less and our image size to be no larger than 20MP. If you are using Lightroom, you can create an export preset with these values so each time your images are exported as jpeg files, you will be ready to upload using Media Valet.



If you are not using Lightroom, you may resize your longest edge to 5400 px which should get your image size close to 20MP. There are links on the Salon page with instructions on resizing images using other programs.

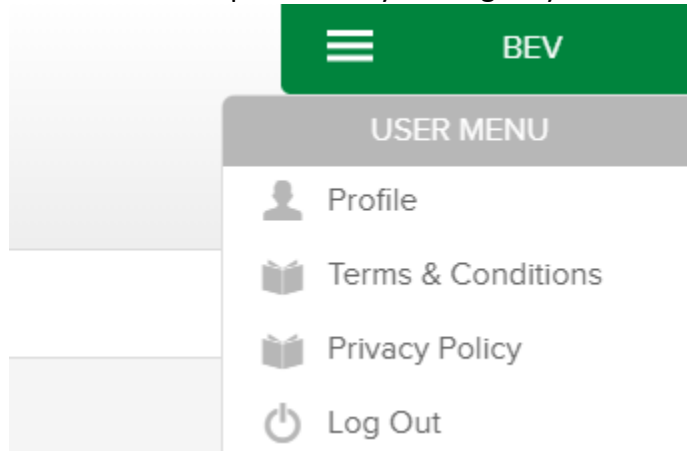
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3. Log in

<https://cityofeagan.mediavalet.com/>

Username: first initial and last name

Password: reset password by clicking on your name in the upper right corner

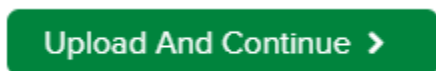


Click on profile to edit your password.

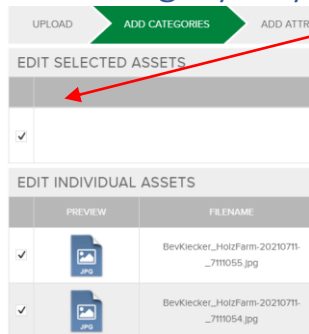
Your password: _____

4. Click the UPLOAD Tab

Add your files by drag/drop or browsing and then click UPLOAD AND CONTINUE, found on the lower right.



5. Add Category to your images by clicking here to select all images



Then click on this box in lower right



Check on Volunteer Photographers and then APPLY in lower right

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ADD/REMOVE CATEGORIES

ADD / REMOVE CATEGORIES

- City of Eagan
 - Volunteer Photographers

Selection Legend

- Not associated with selected asset(s)
- Associated with one or more selected assets
- Associated with (all) selected asset(s)

You can add assets to as many categories as you like. Each category will act as a keyword (that can be searched) as well as a digital folder (that can be browsed).

Once you have added/removed categories for the selected asset(s), click the Apply button to apply the changes.

6. Add Attributes

Click CONTINUE so you can add attributes to your images - Click on ADD

UPLOAD > ADD CATEGORIES > **ADD ATTRIBUTES** > ADD KEYWORDS > ADD DESCRIPTIONS > DONE

EDIT SELECTED ASSETS



	ATTRIBUTES	ACTIONS
<input checked="" type="checkbox"/>		Add / Edit Selected Clear

ADD/EDIT ATTRIBUTES

To change attributes for the selected assets, fill out the fields that you want to change. To clear an attribute, uncheck the checkbox and the field will empty.

Note that any previous value on any of the selected assets will be replaced.

Note that adding or changing a lot of attributes at once can take some time. To let you continue with your work, we will do the actual changes in the background and update assets as they are processed.

<input type="checkbox"/>	Expiry Date	<input type="text"/>	
<input checked="" type="checkbox"/>	Photo Credit Needed	<input type="text" value="Yes"/>	
<input checked="" type="checkbox"/>	Photographer Name	<input type="text" value="Bev Klecker"/>	
<input checked="" type="checkbox"/>	Year	<input type="text" value="2021"/>	

You do not need to add keywords or descriptions.

7. Send for approval

Submit assets now and choose Jeanette Nelson as the approver. Click DONE. Log out using the dropdown by your name in top right.

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SUBMIT FOR APPROVAL

The assets you are about to submit will need to be approved by an Administrator before being made available to others. Please select below how you want to submit the currently selected assets.

ADD TO LIGHTBOX

- Add assets to a new lightbox
Assets to be Approved [July 12, 2021 05:09 PM]
- Add assets to an existing lightbox

SUBMIT NOW OR LATER

- Save assets to lightbox and submit later
- Submit assets now
Select the approver you wish to notify that assets are ready for approval
Jeanette Nelson