mediavalet™

Training for Photo Club

Logging into MediaValet

Link: **cityofeagan.mediavalet.com**

Username: **first initial and last name and or your email address ie: jellickson**

Password: **PhotoClub19!** *Please reset*

Basics: File Naming Convention

PhotographerFirstPhotographerLast_Description_YearMonthDay_#

Example:
RickGraves_MarketFest_190724_1.jpg

You should be able to quickly automate file renaming in Lightroom.

Basics: File Size

MediaValet can handle any file size upload, however, please note that big batches of large files can have a long upload time (depending on your internet upload speed).
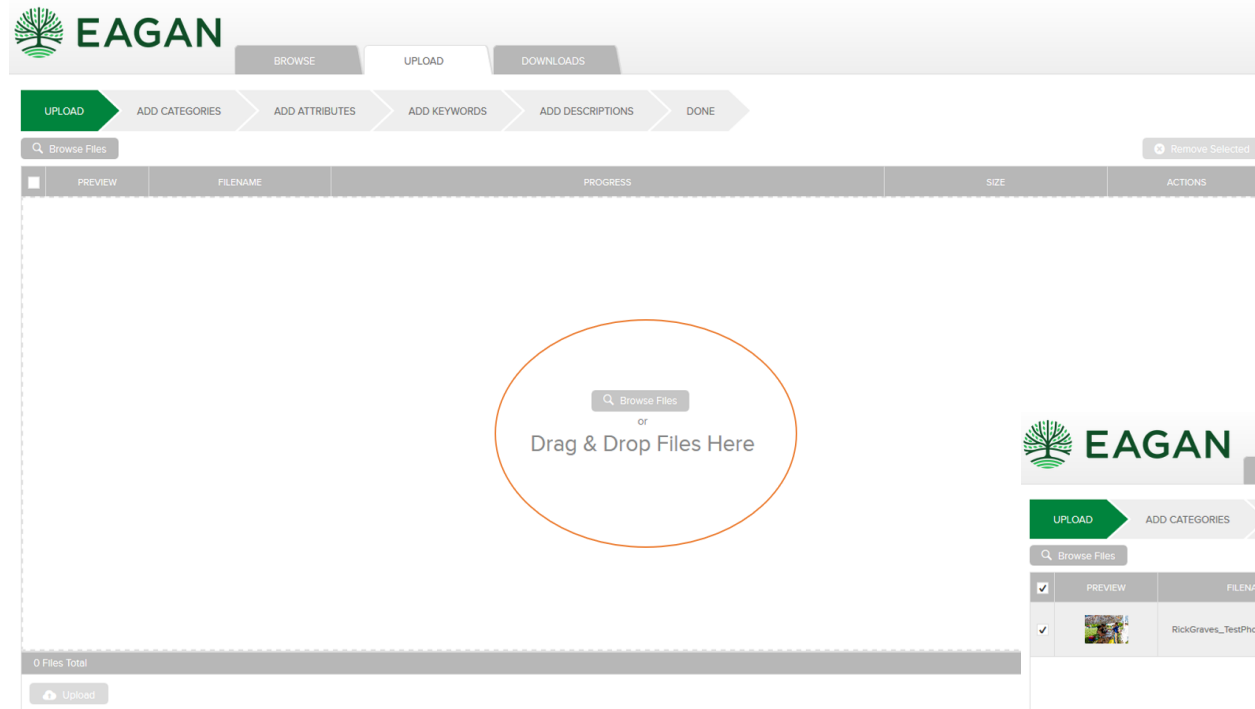
A preferred option is to reduce the size of the image files. We are comfortable with images being reduced to 8 MPs with 80% jpg quality or using the following table:

longest edge	shortest edge	JPEG quality	min file size	max file size
3600	2403	100	6.2MB	8.8MB
4000	2670	100	7.5MB	10.8MB
4200	2803	100	8.2MB	11.7MB
4500	3003	100	9.2MB	13.1MB
4500	3003	80	3.5MB	5.4MB
4500	3003	90	5.2MB	7.8MB
4500	3003	95	9.2MB	13.1MB
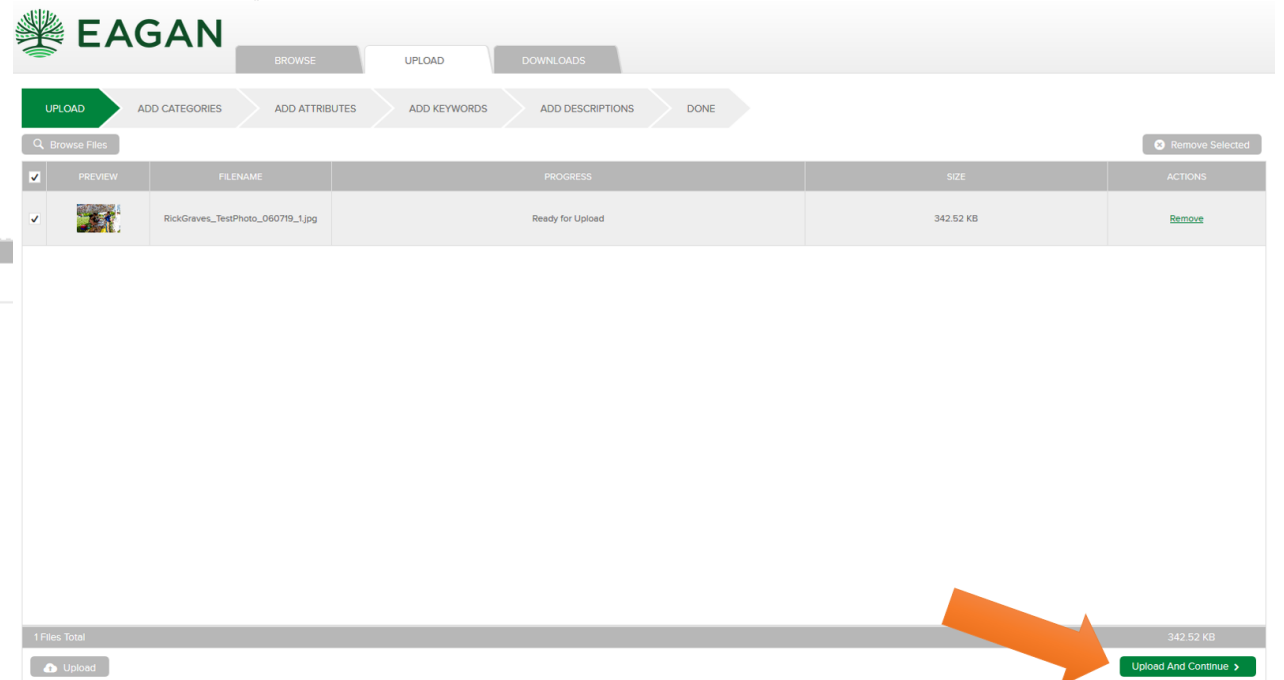
To get started, click the Upload tab

Add the files by drag/drop or browsing and then hit "Upload & Continue"

Make sure all photos are selected, click add/edit. In the pop-up window, assign to the "Volunteer Photographers" category, and hit "Apply".
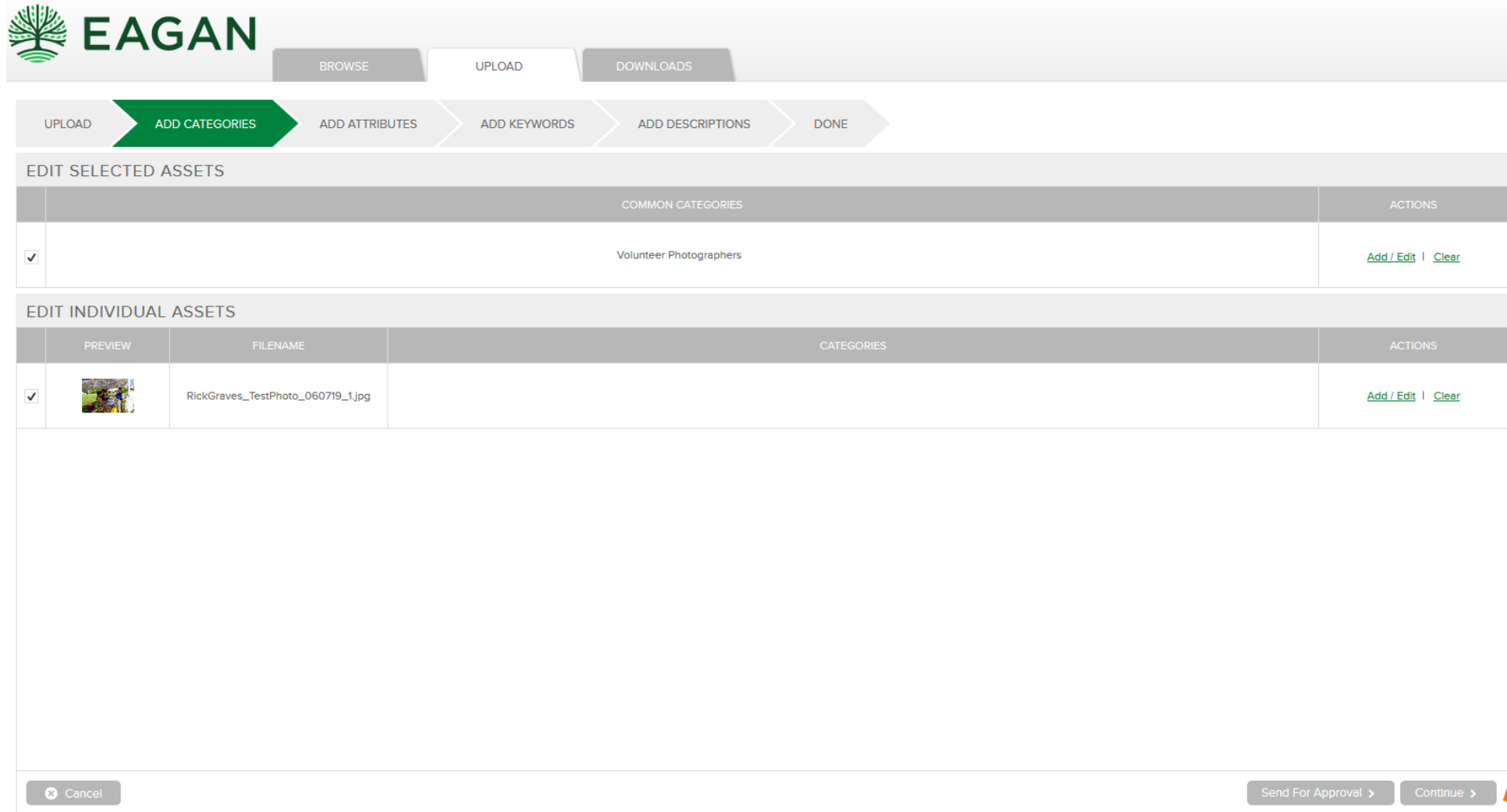
Hit "Continue". Then add attributes – if applicable hit "Continue" again on the Attributes tab.

Attributes

You will be prompted to add the following attributes to photos:

• Year (2019)

• Photographer Name

• Photographer credit needed

- We may include more depending on feedback from all of you.

Add keywords (if you would like, not required) and then hit "Continue".

Keywords can include:

- Year (2019)
- Photographer Name (caplocks)
- Photographer credit needed (caplocks)
- Department - Parks and Recreation, Public Works, Community Development, Police, Fire,
- Description key word used in file name (location, activity)
- Location or Landmark (location, Sperry Tower, Eagan Art House, Cascade Bay,)
- Season - Winter, Spring Summer, Fall
- Demographics - Kids, seniors, family, people of color
- Activity Name - Bocceball, pickleball, baseball, walking,
- Amenity - water, nature, trees, forest, trails, flowers, art
- And more!

Add description (not required) and then hit "Send For Approval". In the pop-up window, select "Submit assets now" and choose "Jeanette Nelson" as the approver. Then hit "Done".

How to share images - easily

Create a gallery to share with an individual you have taken photos for.

Abilities

- You can share it via email or a link

- Can be password protected and have an expiration date

- No need for a DVD or separate drive

Limitations

- The photos must be approved prior to the person seeing them

- You can still create and share the gallery – but the receiver won't see them till they are approved

Search for the photos you want to share with the recipient with the basic search tools.

Click on the photo(s) you want to share with the recipient.

Click the share button.

Fill in the share assets box including how you want to share it, if you want it to be password protected, an expiration date, and whether you want to send an email or create a link.

SHARE ASSETS

As a
- ● Web Gallery ❓
- ○ Zipped File ❓
- ○ Lightbox ❓

DOWNLOAD SETTINGS

Allow Assets to be Downloaded
- ● Yes ○ No

Photos / Illustrations / Graphics

Share
- ● High Definition asset(s)
- ○ Low Definition asset(s)
- ○ Custom asset(s)

PASSWORD SETTINGS

Set a simple gated password to view the shared assets within your Web Gallery.

Set a password
- ○ Yes ● No

EXPIRY SETTINGS

Set an expiry date to control the availability your assets shared link in your Web Gallery. After its expiration date, your share link will be
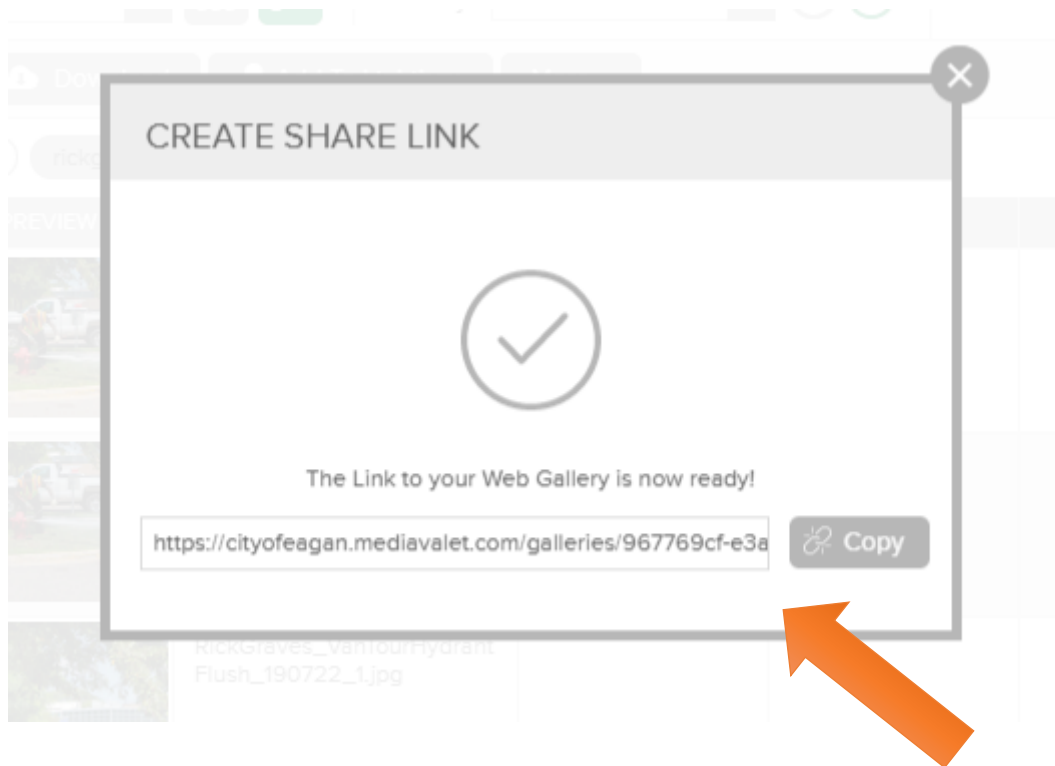
❌ Cancel   ◁ Share

Copy the link or enter the email address and hit send.

CREATE SHARE LINK

The Link to your Web Gallery is now ready!

https://cityofeagan.mediavalet.com/galleries/967769cf-e3a

Copy

SHARE ASSETS

Set a password   ○ Yes ● No

EXPIRY SETTINGS

Set an expiry date to control the availability your assets shared link in your Web Gallery. After its expiration date, your share link will be disabled.

Set an expiry date   ○ Yes ● No

SHARE

○ A link   ● Via Email

Email Address(es)

someone@example.com

For multiple recipients, separate email addresses with a comma.

Message

Your message...

Cancel   Share