# Mediafiler guide for volunteers

A digital asset management system used to store, manage, and distribute digital media assets within the BHS. It provides a centralised platform to organise, search, and share images with team members.

Step 1. Login
https://bhs.mediafiler.net/bhs/start/index

Your username will be your region e.g. north. Check with your Regional Manager.

Password: **c2470z**
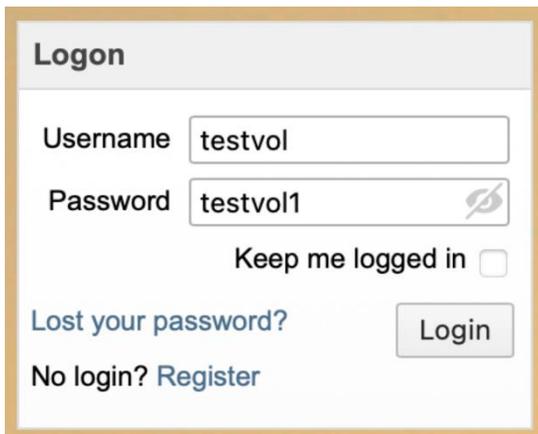
Step 2. Click on Upload Volunteers
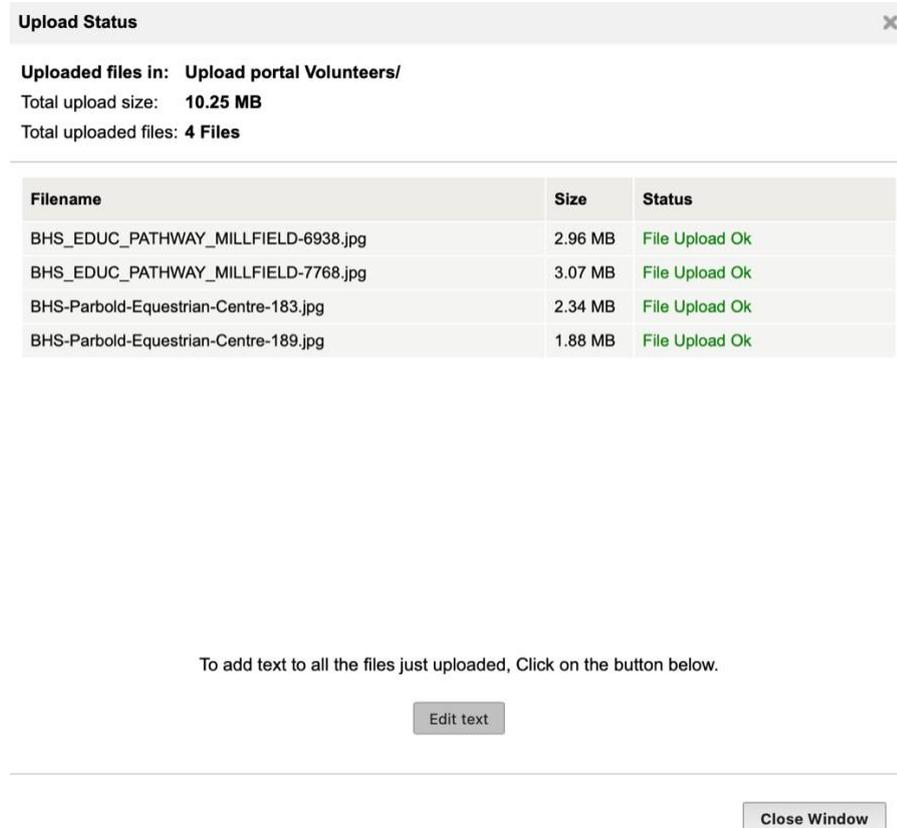
Step 3. Click Upload and Add Files
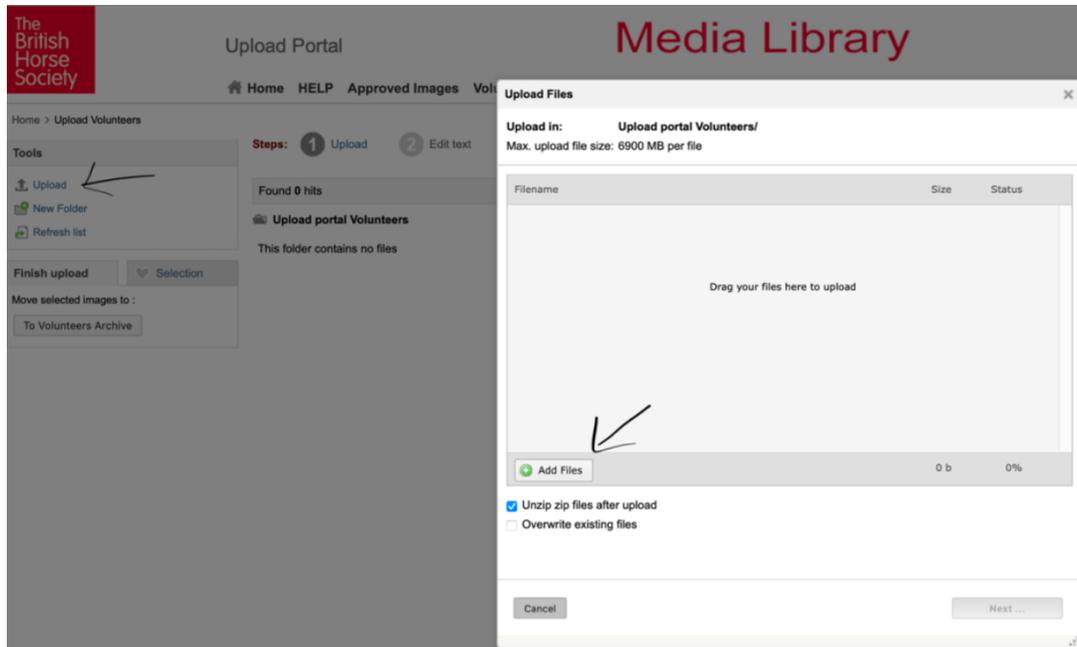
Step 4. Choose images for upload, click Upload, then click Next
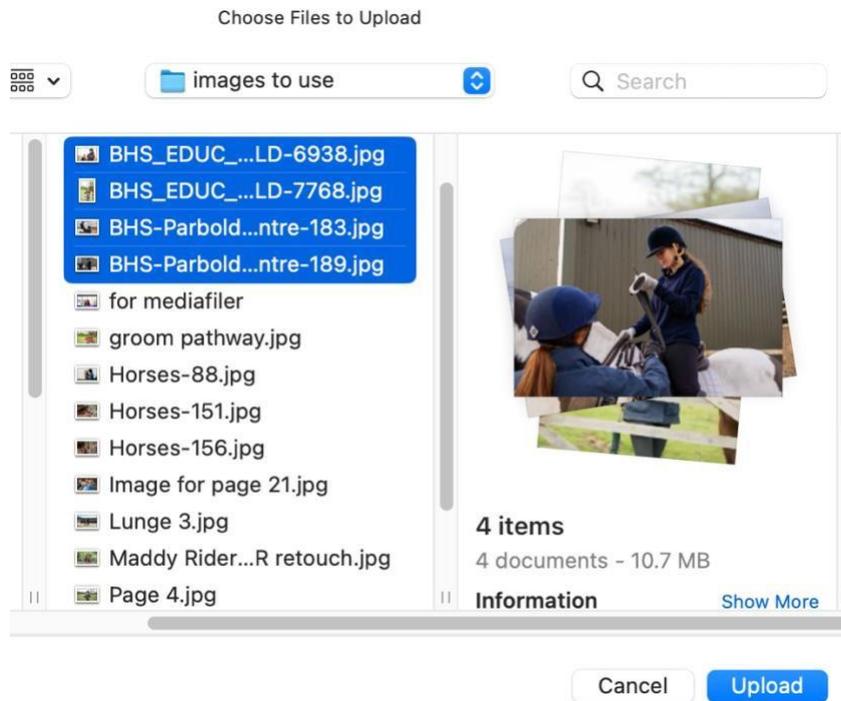
Step 5. Click Edit text on the bottom

Step 6. Write series title (name of event), select your region at Category, then add as many tags as possible at Keywords and click Save Text

Important: The words you choose are to describe the photos and this will help you search for an image in the future.

Step 7. Finish the process by selecting all uploaded images, then clicking on Move selected images to: **Volunteers Archive** (selection) (bottom left side)

Searching and downloading images

Step 1. To start with, click on **Volunteers** and, on the search bar on the top left, write the Keyword related to the image(s) you're looking for.

Step 2. For example, we've searched for "showjumping", and this is the result. To download the image, simply click on the arrow highlighted with the red circle.