

Mediafiler guide for volunteers

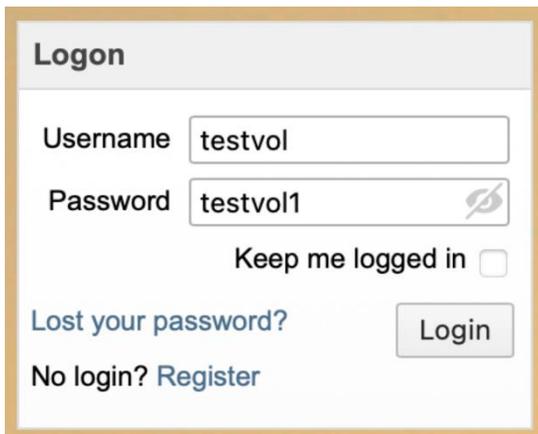
A digital asset management system used to store, manage, and distribute digital media assets within the BHS. It provides a centralised platform to organise, search, and share images with team members.

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**



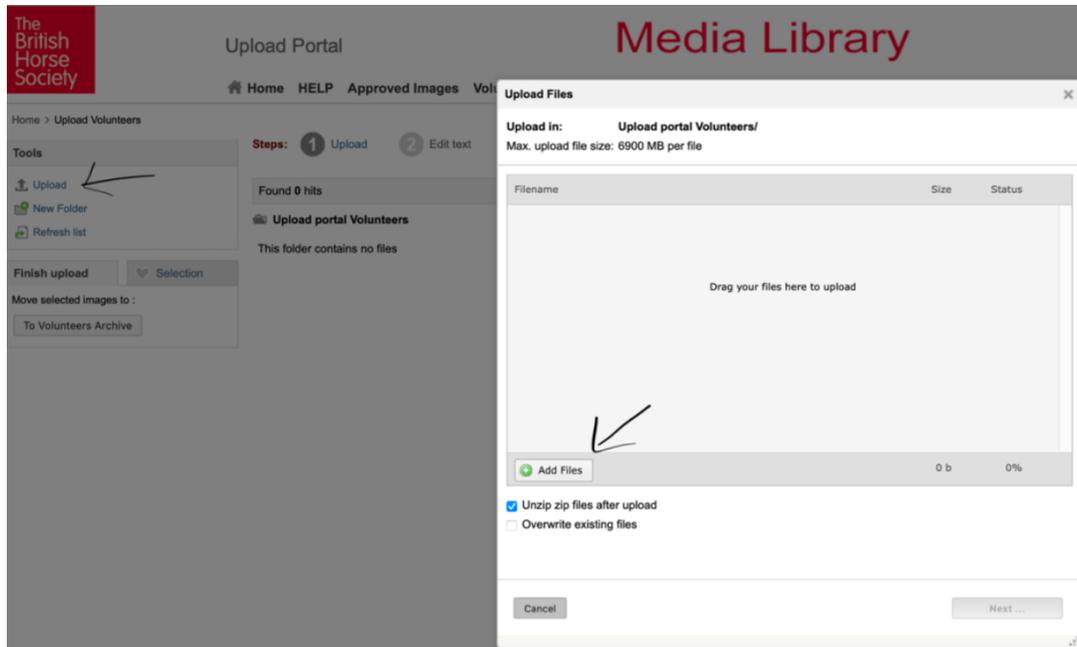
The screenshot shows a login form titled "Logon". It contains the following elements:

- A "Username" input field with the text "testvol".
- A "Password" input field with the text "testvol1" and a toggle icon for visibility.
- A "Keep me logged in" checkbox, which is currently unchecked.
- A "Lost your password?" link.
- A "No login? Register" link.
- A "Login" button.

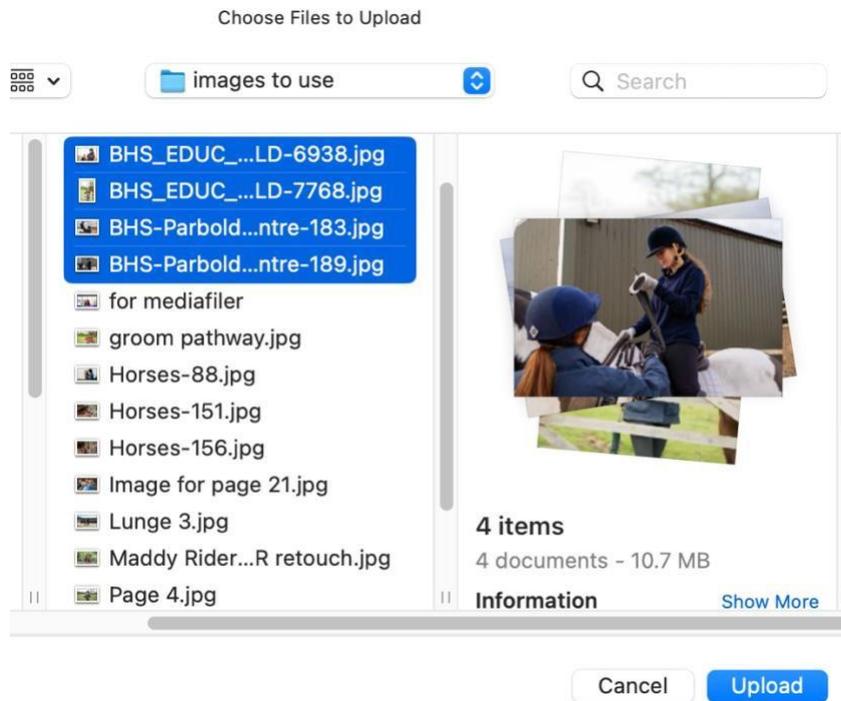
Step 2. Click on Upload Volunteers

 My Site  Upload Volunteers  Logout

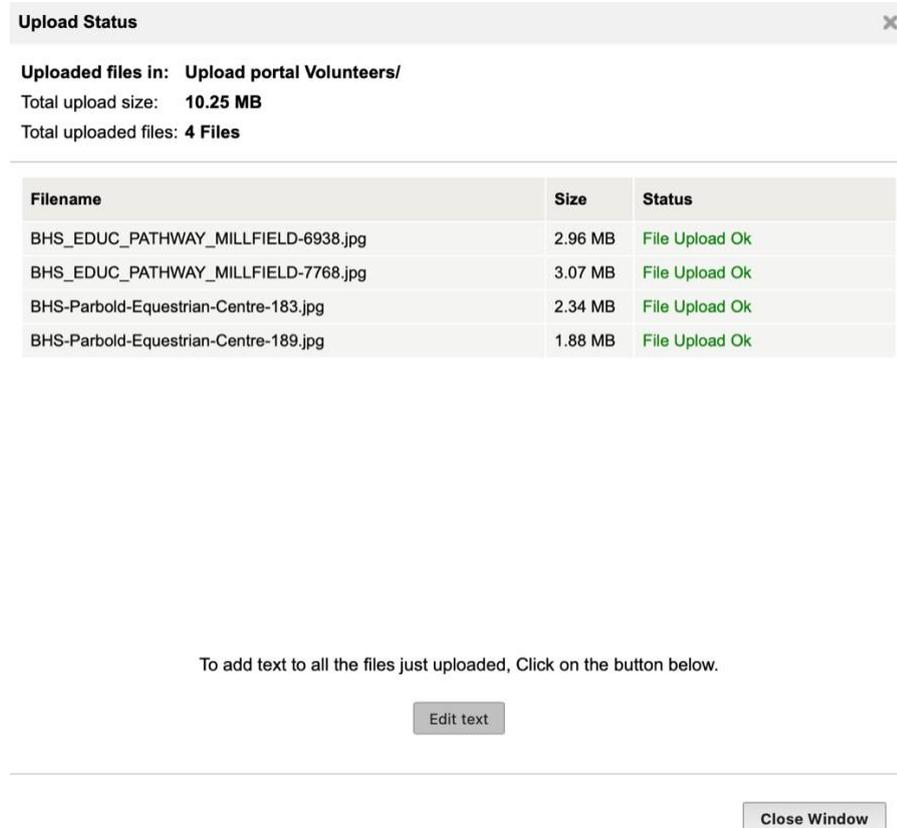
Step 3. Click Upload and Add Files



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.

Default Rights

Description

Series Title ? EVENT TITLE

Category ✓ Education

Sub-categories North

Keywords East Midlands

City London & South East

County South West

Country South

Protected Scotland

Caption Wales

Keywords: dressage × showjumping × volunteering × coaching × BHS ×

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

Tools

Cancel selection

Edit text in selected files

Move selection

Delete selected files

Rotate clockwise

Rotate counterclockwise

Process Selection: 4 files

Finish upload Selection

Move selected images to: To Volunteers Archive (selection)

Steps: 1 Upload more 2 Edit more text 3 Finish

Found 4 hits

Upload portal Volunteers

BHS-Parbold-Equestrian-C entre-189.jpg

BHS-Parbold-Equestrian-C entre-183.jpg

BHS_EDUC_PATHWAY_MILLFIE LD-7768.jpg

BHS_EDUC_PATHWAY_MILLFIE LD-6938.jpg

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.

Search **Media Library**

More search options

Home HELP **Volunteers** Keywords

Showing hits 1 to 18 from 44 1 2 3

jpeg	jpeg	jpeg	jpg
			
  pexels-photomix-company-212372	  Health Clinic Image 1 - Sophie Green	  Leading a horse	

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.

showjumping Search In current results **Media**

More search options

Home HELP **Volunteers** Keywords

Found 1 hits

Searched for: showjumping Reset Search

tiff 

	
  Horse Jumping	