

Memento Photo Sharing Workflow

1 Navigate to your Little Bellas Chapter Info Sheet.

2 Click the link located in the photo sharing box at the bottom of your Chapter Info Sheet. "https://albums.memento.com/asheville"

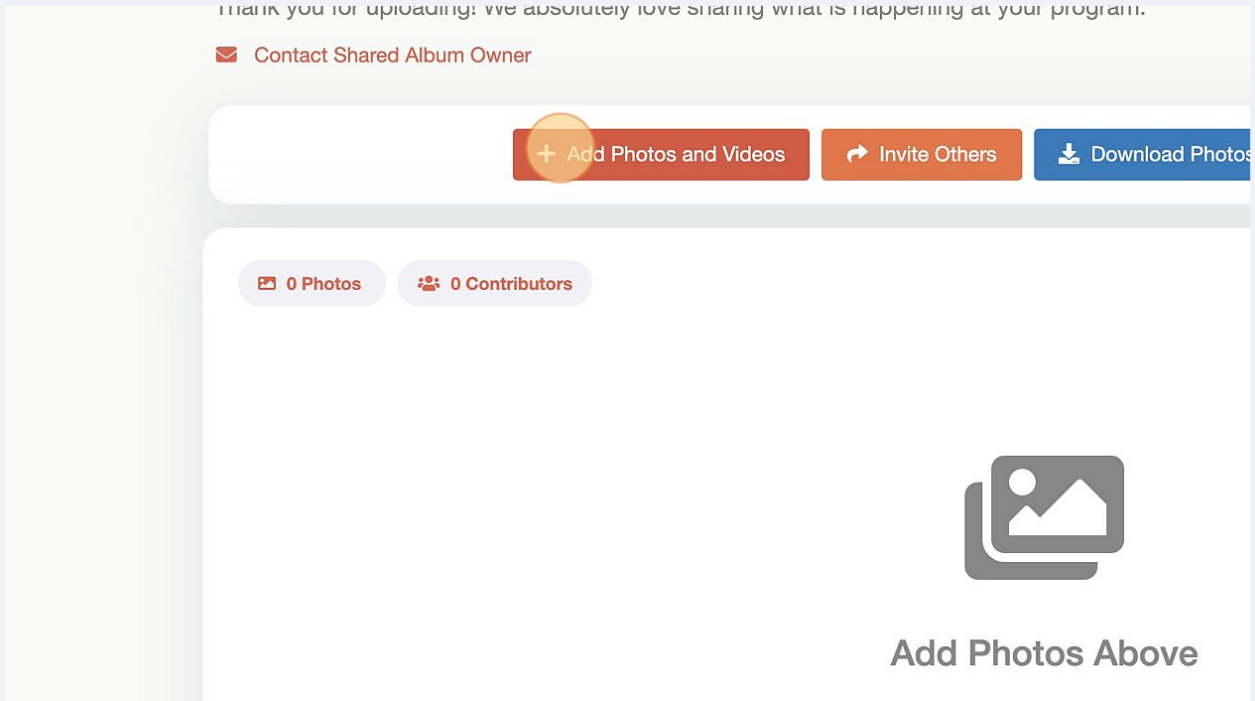
The screenshot displays a web interface with a table. The table has several sections: a header row with 'Bellas Survey' and 'Historical Links', a row with '2023 Bellas Survey' and a link to '2022 Chapter Info Sheet', and a 'Photo Sharing' section. The 'Photo Sharing' section contains a link to 'https://albums.memento.com/asheville'. A browser address bar at the bottom shows the same URL, and a tooltip also displays it. Navigation tabs for 'Contacts', 'Supplies', and 'Shipments' are visible at the bottom left.

Bellas Survey		Historical Links	
2023 Bellas Survey		2022 Chapter Info Sheet	
Program From used for:		Photo Sharing:	
-Bike Shipments		https://albums.memento.com/asheville	
- Contact Info updates			
-Expense Reimbursements			
-Incident Reports			
-Mentor/Participant Reg Change			
-Program Supply Requests			
-Promotional Material Requests			

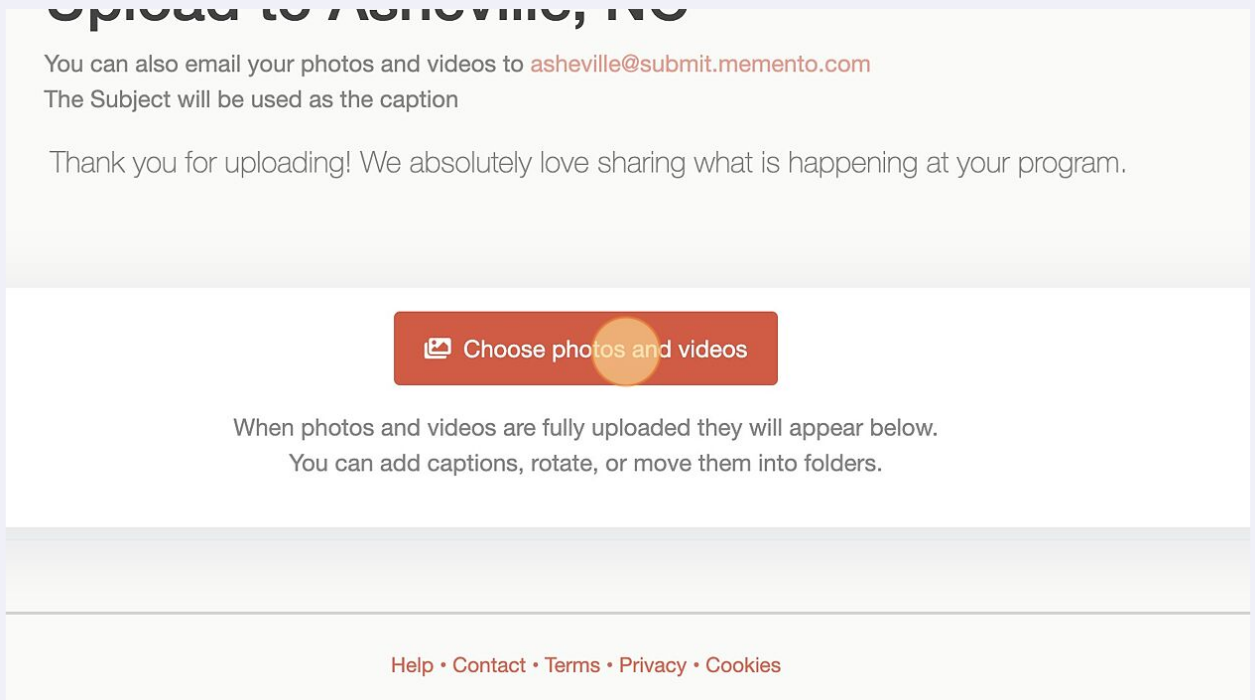
Browser address bar: <https://albums.memento.com/asheville>

Navigation tabs: Contacts ▾ Supplies ▾ Shipments ▾

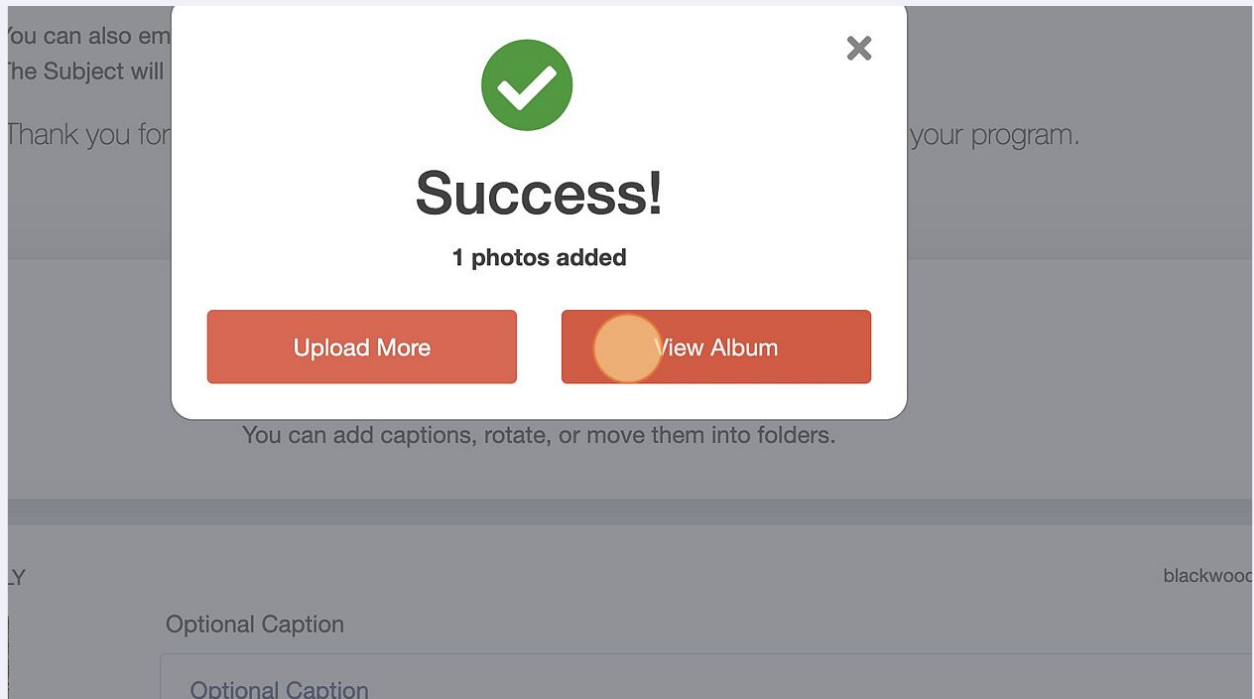
3 Click "Add Photos and Videos"



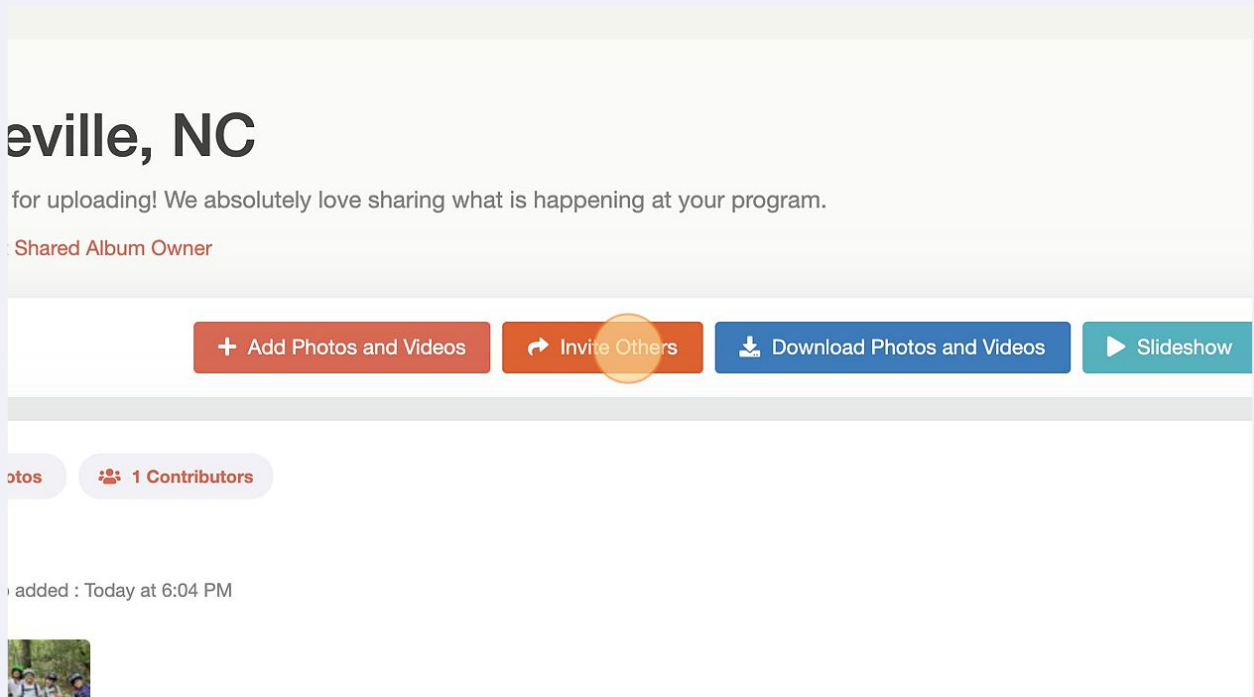
4 To add photos to your album simply click the button shown below and select images to be uploaded.



5 Click "View Album"

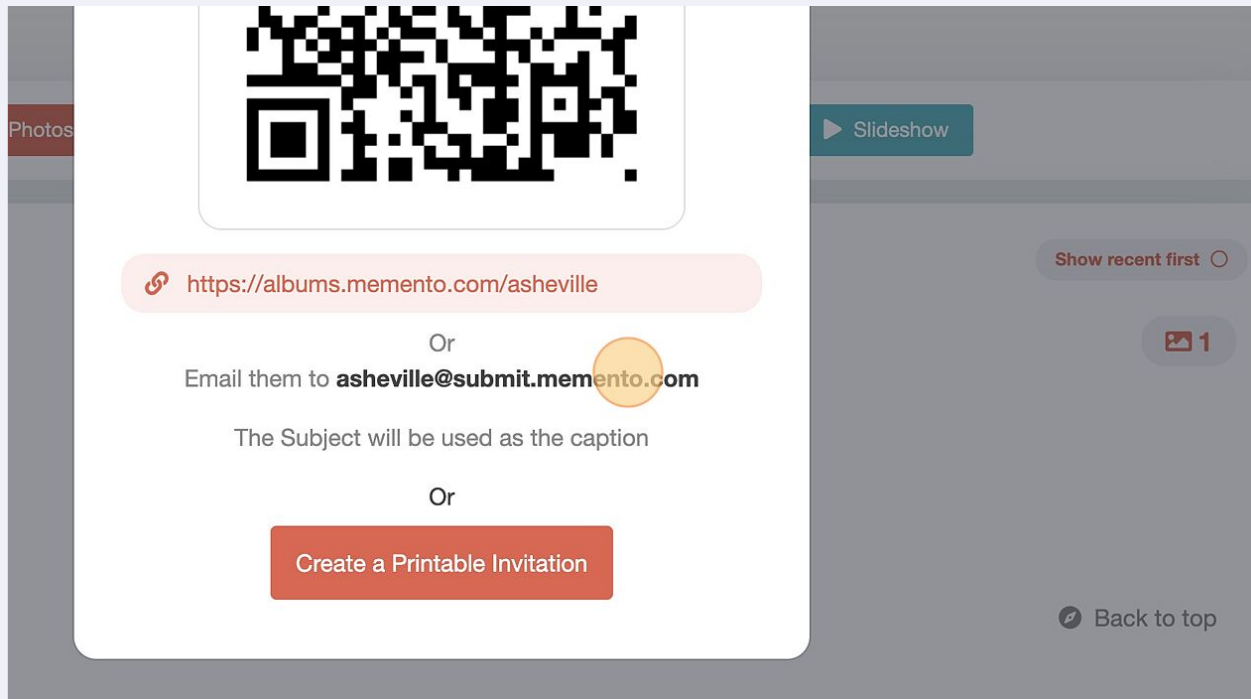


6 Find your album link, album email, and album QR code by clicking on the "Invite Others" button.



7

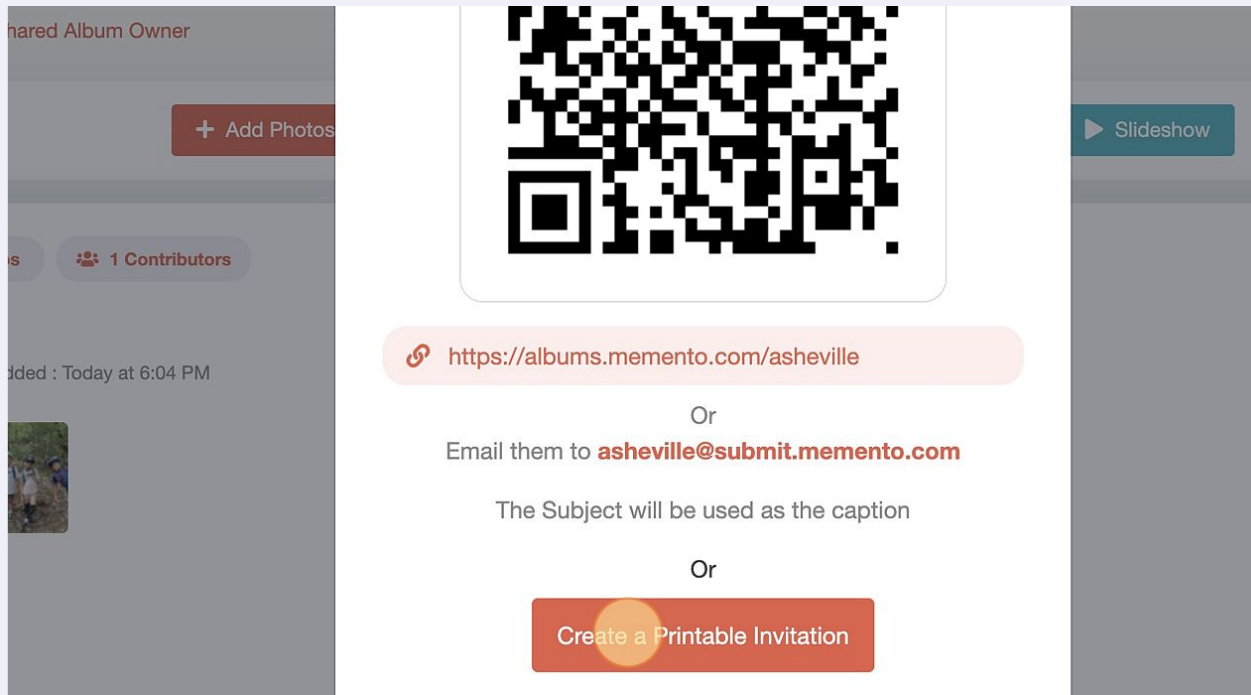
To email photos to album click "programname@submit.memento.com"



A screenshot of a Memento album page. The central focus is a white box containing a QR code at the top. Below the QR code is a pink link: <https://albums.memento.com/asheville>. Underneath the link, it says "Or" followed by "Email them to **asheville@submit.memento.com**". Below that, it says "The Subject will be used as the caption" and "Or". At the bottom of the white box is a red button that says "Create a Printable Invitation". The background is a blurred view of the album interface, showing a "Photos" tab, a "Slideshow" button, a "Show recent first" dropdown, a photo count of "1", and a "Back to top" link.

8

To print album information (QR code, link, email) click "Create a Printable Invitation"



A screenshot of a Memento album page, similar to the one above. The central white box contains the same QR code, link (<https://albums.memento.com/asheville>), email address (**asheville@submit.memento.com**), and the "Create a Printable Invitation" button. The background shows more of the album interface, including "Shared Album Owner", "+ Add Photos", "1 Contributors", and a timestamp "Added : Today at 6:04 PM". A small photo thumbnail is visible on the left. The "Slideshow" button is on the right.



Tip! Print album information and tape to your program box for your mentors to easily access.



Tip! Remind Mentors to scan QR code and add any pictures/videos they gathered during the program as part of your debrief.