Mennonite Mission Network strives to use photos from the people experiencing our service programs firsthand. We believe that participants can bring perspectives to images and video that are fresh, unique, and a great way to encourage other future participants to join in what God is doing around the world!

Mission Network also recognizes that photographers hold a lot of power in shaping what is shown in the photos and videos they create. If you're just beginning your service experience, keep the guidelines below in mind as you take photos/video. If you're concluding your experience, use these guidelines to help determine which photos to choose to share with Mission Network.

> **Get names**—Make sure to ask names whenever possible—it offers respect to the people photographed. **Mission Network will not use photos that do not have names in the captions.** Many good photos are not able to be used because the subjects are not named!
>
> **Include captions**. Our photo upload system easily lets you add a written caption with each photo you upload (see included instructions). It takes some time, but including captions help make sure we represent your images correctly! A caption doesn't need to be long, it just needs to include: **Who** is in the picture, **where** are they, **what** are they doing, and **who** took the photo. Your camera will show when the photo was taken.
>
> **Consider handing your camera to a local partner.** What do they want to show photographically? How does that inform how you photograph people or a scene?
>
> **Think about the relationships that are seen in your photos.** Who appears to have the power, either because of body position, position in the photo (generally, individuals looking down on others or in the center of photos appear to have more importance/power), or because they are the agents in action in the photo? Aim to show at least egalitarian relationships if not offering more power to local partners.
>
> **Do your photos challenge or confirm existing stereotypes about your subjects?** Do the photos affirm or detract from your subjects' dignity?

These guidelines are adapted from Mission Network's Shared Voices publication. Click here for your free download, and click here for some quick photo and video tips!

Are you conducting an interview or prominently featuring someone in your content? Have them sign our photo and video release form.

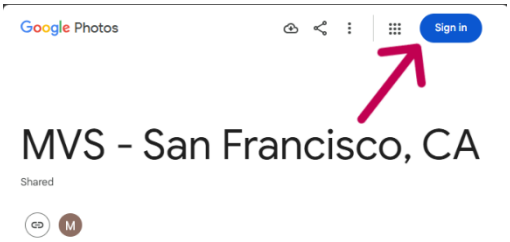
Thank you again for uploading photos! Check back in the album to see and download photos from the other participants in your service experience. This shared album is a great way for everyone in the group to have access to everyone else's pictures that they share.

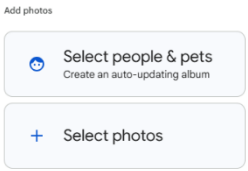
These photos will continue to be available for 12 months after your experience concludes, but please download all the pictures you would like to keep as soon as possible.

Photo upload instructions: from a computer.

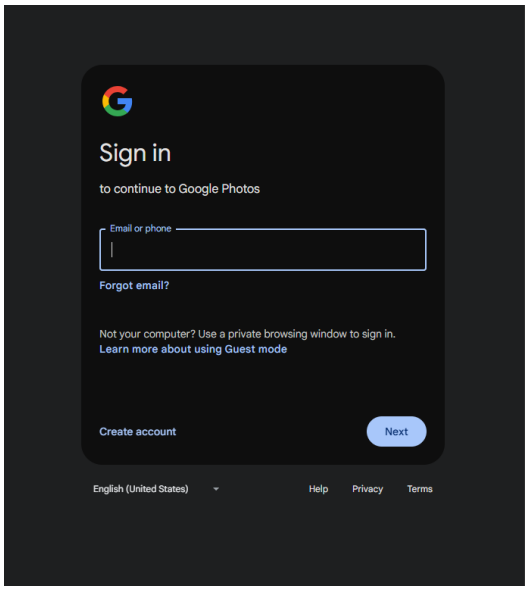
-Open the photo upload link included in your email.

-Click the ‘Sign In’ button.



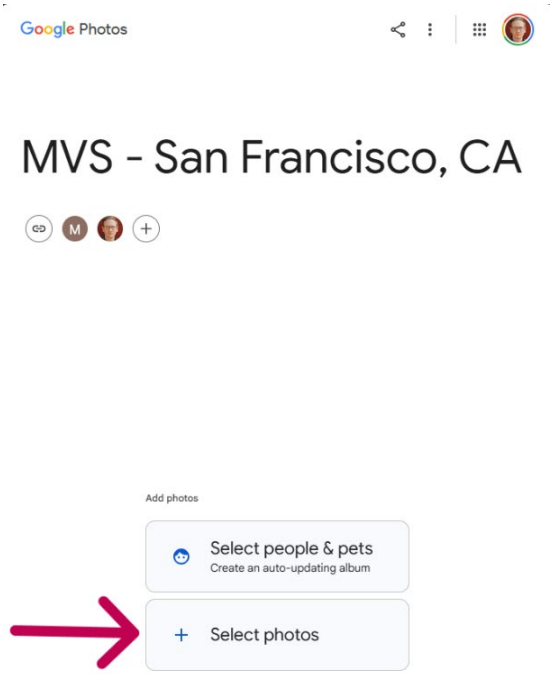


-Sign in with your personal Google account.

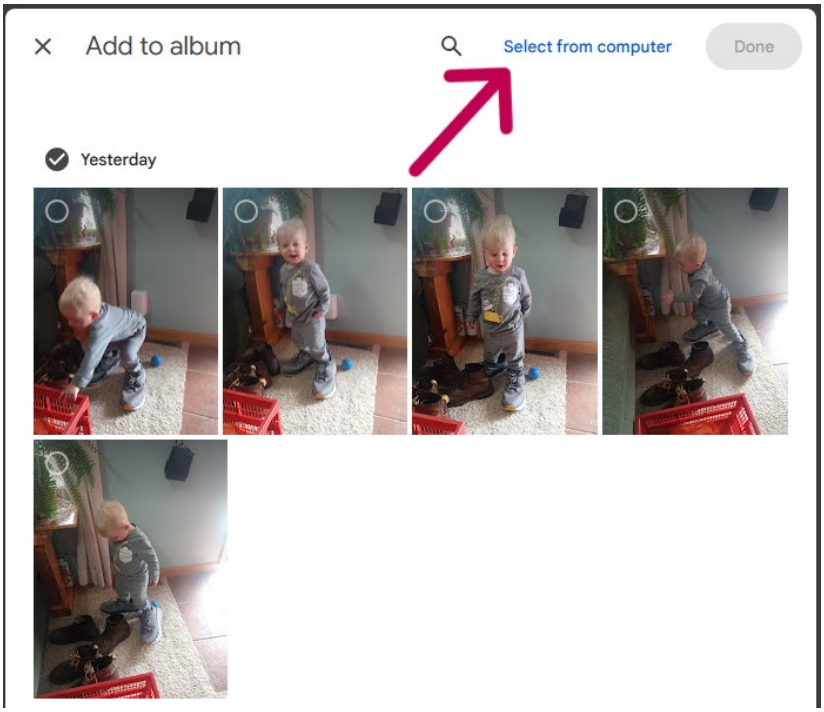


-Once signed in, you should see your Google account images in both the top right-hand corner, and just below the album name.

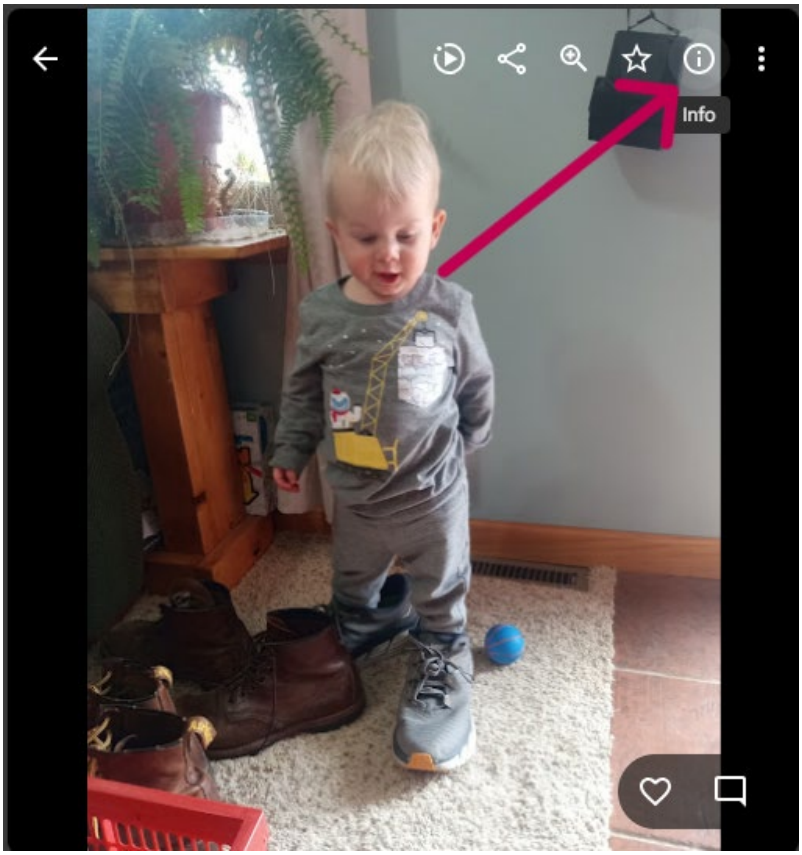
-Click on '+ Select photos' OR click and drag photos from your computer onto the browser window.



-If you chose '+ Select photos,' in the following popup window, select photos from your Google Photo account (if you use one), otherwise, click 'Select from computer,' and navigate to where your photos are stored on your computer. You'll need to confirm that these are the photos you'd like to upload to this album.



-Once you've added your images to the album, select your first image. You should see a few options on the image, including an 'info' button. Click that button to bring up your photo's info sidebar.



-On the info sidebar, click on the gray 'Add a description' text to add your caption info. **Who** is in the picture, **where** are they, **what** are they doing, and **who** took the photo. Please add this information to each photo you upload!

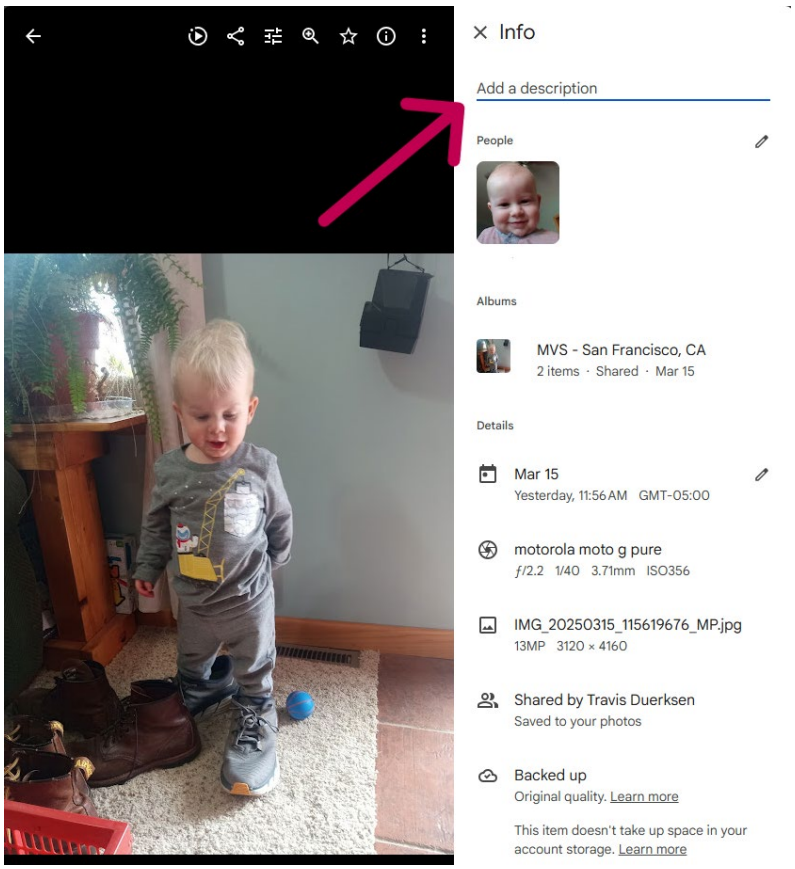
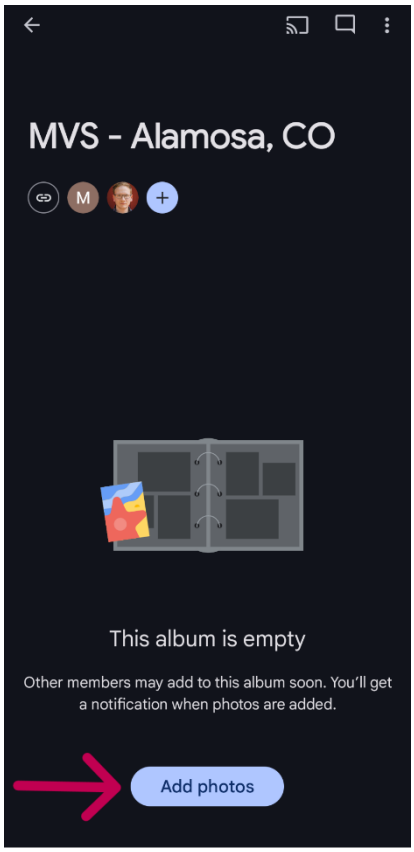


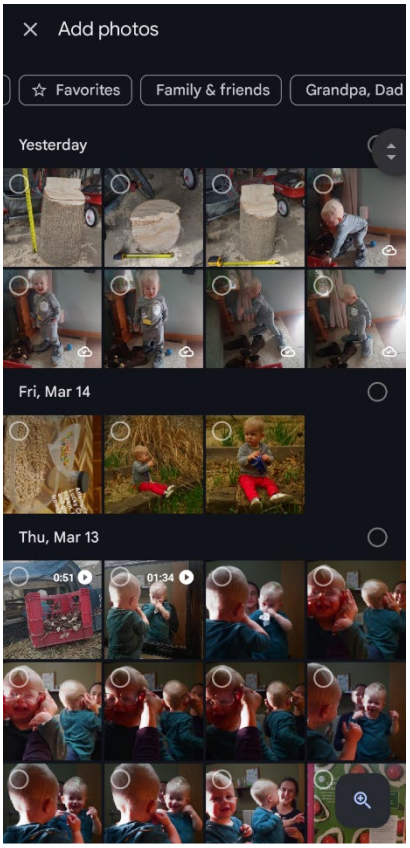
Photo upload instructions: from a phone.

-Open the photo upload link included in your email. If you have the Google Photos app installed on your phone, the link will open in the app. If your phone does not have the Google Photos app, this link will open in your web browser.

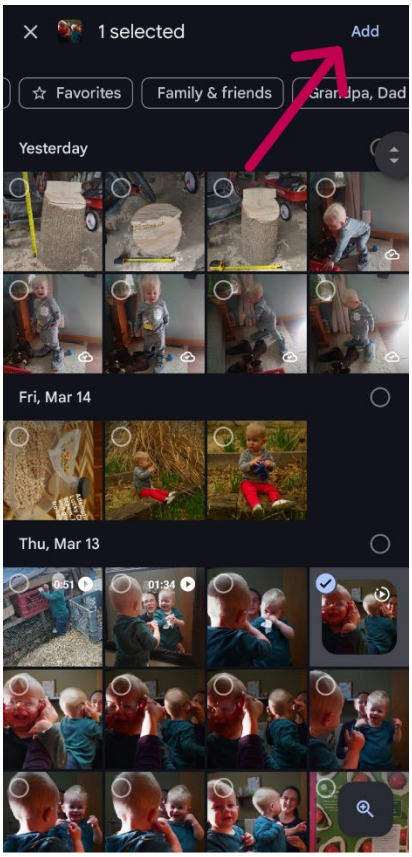
-Double-check you're signed into your Google account (look for your account picture below the album title) and touch the 'Add photos' button.



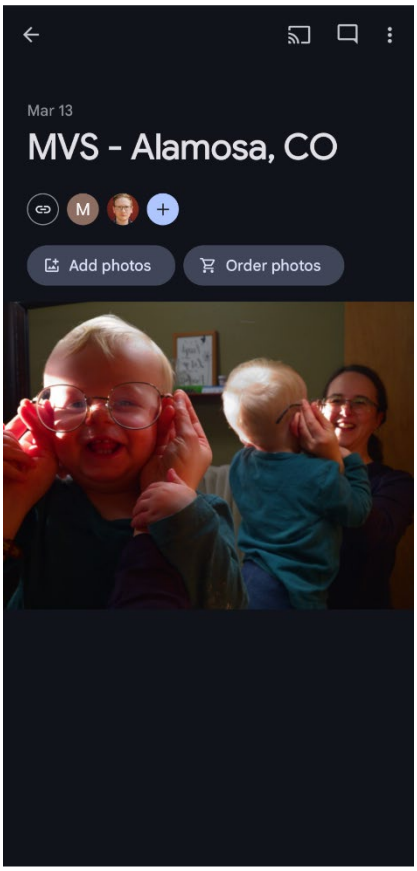
-In the following window, select all the photos you want to upload to the album. Your phone may ask if the Google Photos app (or your browser if applicable) can access your camera roll or gallery to do so. Grant it permission and continue to select your photos to upload to the album.



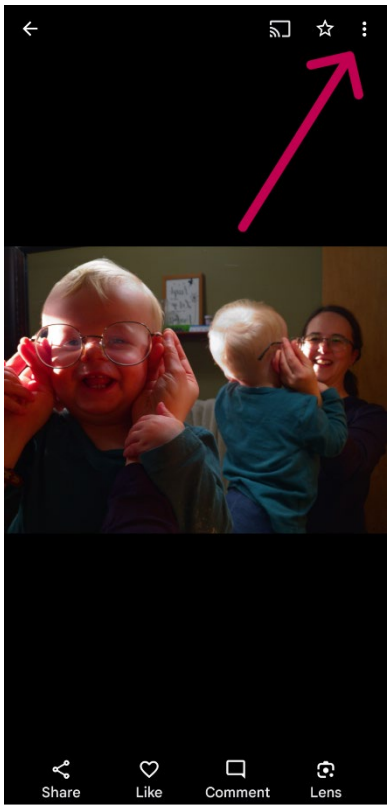
-Once you've selected all the photos you'd like to add, confirm your selection to upload your photos. This may take some time (and data). We recommend doing this on Wi-Fi if possible!



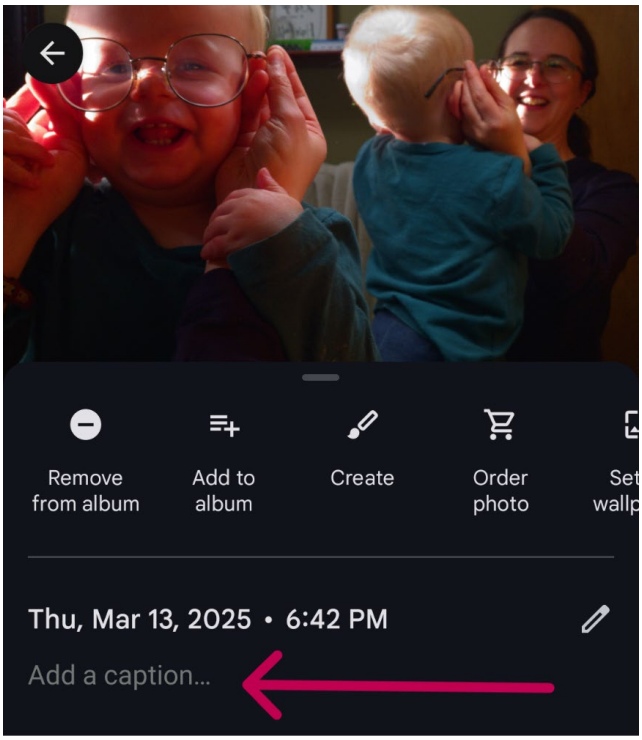
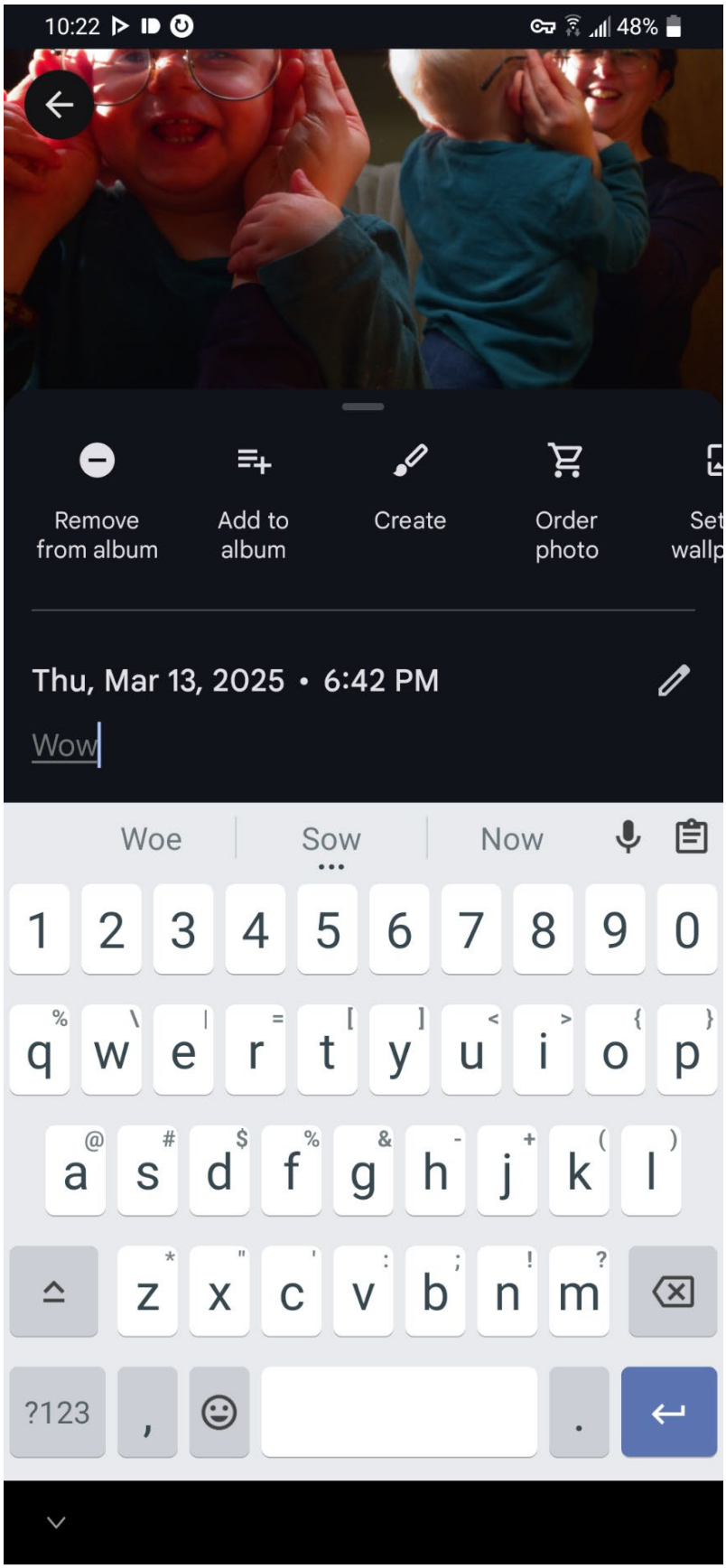
-Once your upload(s) are finished, you should see your images in the photo album.



-Select your first image, and touch the three vertical dots in the top right.



-This will bring up options and info for your photo. Towards the bottom of the screen, click on the gray text ‘Add a caption…’ to bring up your keyboard and add your caption info.



-When writing your caption, remember to include: **Who** is in the picture, **where** are they, **what** are they doing, and **who** took the photo. Please add this information to each photo you upload!