

# Organizer Guide

Everything you need to create a group album, invite your people, and collect everyone's photos in one place.

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## What is a group album?

A group album is a private, shared photo collection for a specific group or event — a family reunion, a wedding, a church event, a team season, a vacation, everyday family life. You create the album, invite the people who belong, and everyone uploads their photos to one shared place.

Group albums are **private by default**. Only invited members can see the photos. No one outside the group has access. Every person tagged in a photo controls their own image and can remove themselves at any time.

## How to create a group album

### 1 Create your account

Sign up at [photosgraph.com](https://photosgraph.com) with your name and a photo of yourself. This is how people will recognize and tag you. It takes about 30 seconds.

### 2 Create the album

Click "Create an Album" and give it a clear name that people will recognize — "Smith Family Reunion 2026" or "St. Mark's Easter Picnic." Add a short description if you like.

### 3 Share the album

Use the Share button on your album page to get your invite link and QR code. Send the link via text, email, or social media. Print the QR code and display it at your event.

### 4 Upload your photos

Click Upload on the album page to add photos directly from your phone or computer. Tag the people in each photo so they're connected to the right faces.

### 5 Encourage everyone to upload

The whole point is getting everyone's photos in one place. Remind your group to upload theirs. The more people contribute, the richer the album becomes.

## Ways to share your album

Every group album has a unique invite link and QR code. You'll find both under the Share button on your album page.

**QR Code:** Print it and display it at your event. People scan with their phone camera to join.

**Invite Link:** Copy and paste into a text, email, group chat, or social media post.

**Print:** Print a card with the QR code, album name, and instructions. Great for tables at events.

**Native Share:** On mobile, use the Share button to send via text, WhatsApp, or any app.

**Tip: Share early and often.** Send the link before the event so people can sign up in advance. Display the QR code at the event for anyone who missed it. Follow up afterward with a reminder for stragglers.

## Your responsibility as organizer

As the album organizer, you are the gatekeeper. This is the most important part of how photograph works. You're the person who decides who belongs in the album.

### The organizer commitment:

When you create a group album, you're certifying that:

- The album describes a real group or event
- You will only share the invite link with people who genuinely belong
- You will not share the link publicly where anyone could join
- If someone joins who doesn't belong, you will remove them

This matters because group albums are built on trust. Members share personal photos because they trust that only the right people are seeing them. As organizer, you're the person maintaining that trust.

### Who should you invite?

People who were at the event, are part of the group, or have a genuine connection to it. Family members for a family album. Guests who attended the wedding. Members of the church group. If the person would naturally have photos from this event or would want to see them, they belong.

### Who should you NOT invite?

Anyone who has no connection to the event or group. Do not share the link on public forums, public social media pages, or anywhere that strangers could access it. A private group chat, a direct message, or a printed QR code at the event itself are all appropriate. A public Facebook post or a tweet is not.

# Privacy and control

## Group albums are private

Only members can see the photos. There is no public directory of albums. People can only find your album through the link or QR code you share with them.

## Members can remove themselves

Any member tagged in a photo can remove that photo from the album. Any member can leave the album at any time. The person in the photo always has the final say.

## No photos go public without permission

Group album photos are never made public automatically. If someone wants to contribute a photo to a public album (a separate feature), every tagged person must approve. Your group album photos stay in the group unless everyone in a photo actively chooses otherwise.

## You can remove members

As organizer, you can remove anyone from the album if they don't belong or are behaving inappropriately.

# Tips for a great album

**Give it a clear, specific name.** "Johnson Family Reunion — July 2026" is better than "Family Photos." People should know exactly what the album is when they see the name.

**Add a description.** Include the date, location, and occasion. This helps people confirm they're joining the right album.

**Upload first.** Don't create an empty album and wait. Upload a few of your own photos right away. When people join and see photos already there, they're much more likely to upload their own.

**Tag everyone you recognize.** When you upload a photo, tag the people in it by name. This connects people to their photos and helps photos suggest matches if they're already on the platform.

**Follow up.** A week after the event, send a reminder: "We have 200 photos in the album and more are welcome! Here's the link." People who forgot or were busy will often upload once reminded.

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