

Create a sub-gallery in Content Hubs

Last Modified on 04/18/2026 4:09 pm IDT

 This article is designated for administrators.

About

Administrators and gallery managers can create sub-galleries under existing parent galleries. Parent galleries must be created in the Rich Media CMS. Once parent galleries exist, you can create and manage sub-galleries directly in the Content Hub.

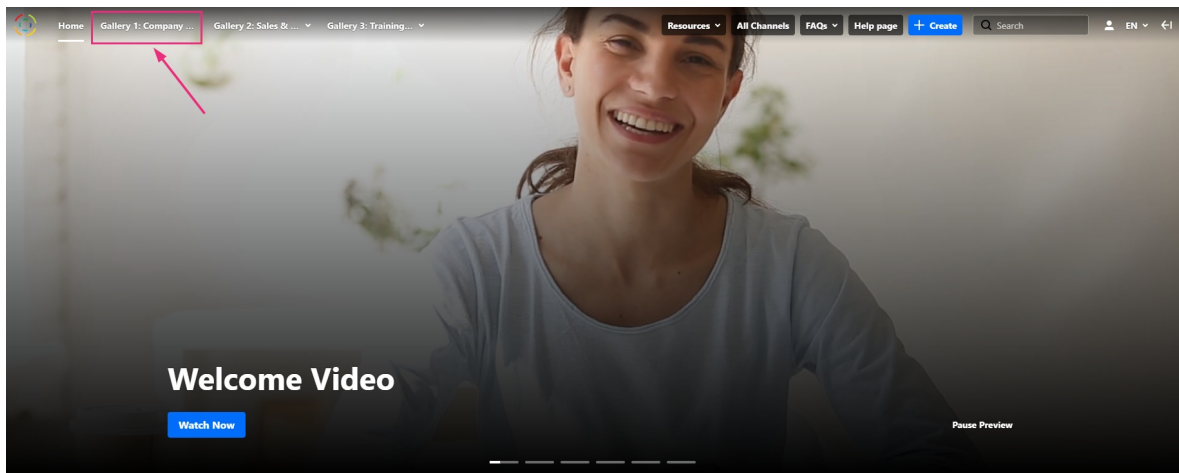
Sub-galleries help you further organize content, assign permissions, and manage users within a gallery



To learn more about galleries, see [Introduction to galleries](#).

Create a sub-gallery

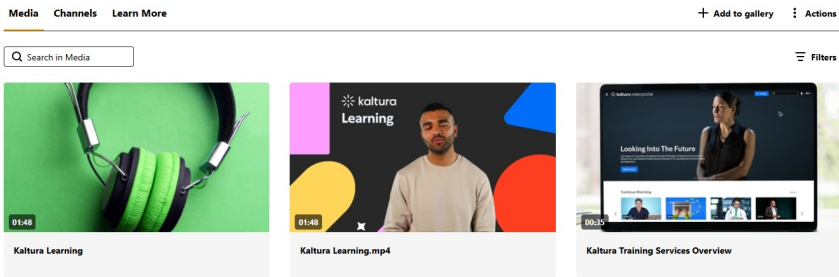
1. From the navigation bar, select the main (parent) gallery you want to add a sub-gallery to.



The gallery page displays.

Gallery 1: Company resources

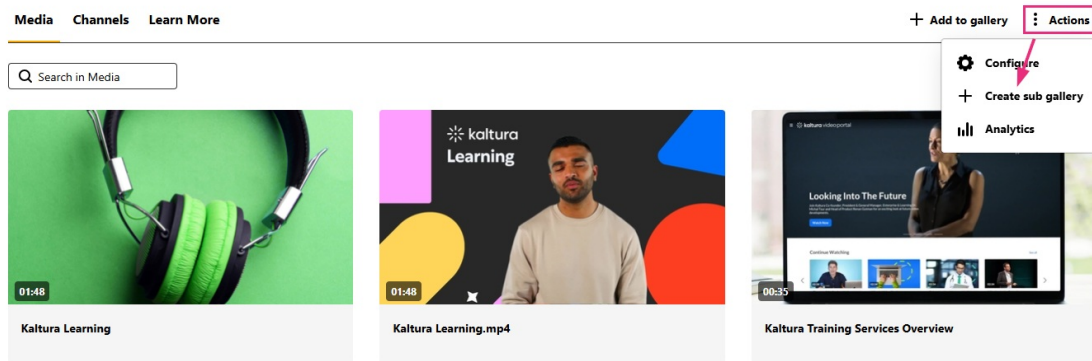
A central hub for company-wide materials



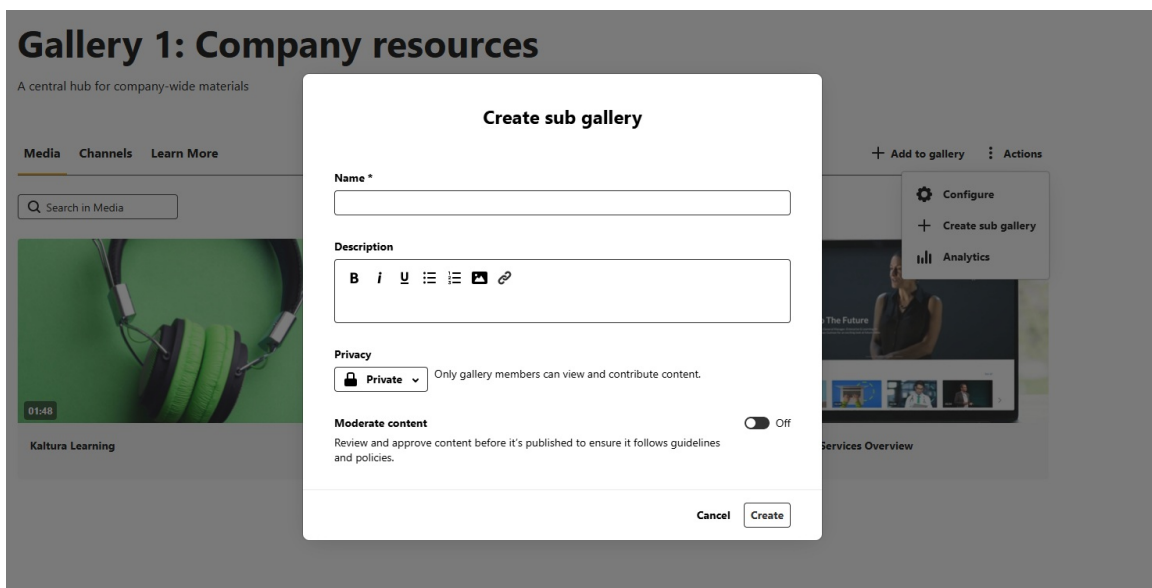
2. Click the **Actions** menu at the far right and select **+Create sub gallery**.

Gallery 1: Company resources

A central hub for company-wide materials



The 'Create sub gallery' window opens.



3. Complete the following fields:

Name – Enter the sub-gallery name which will display under the main (parent) gallery.

Description – Enter a summary of the sub-gallery content.

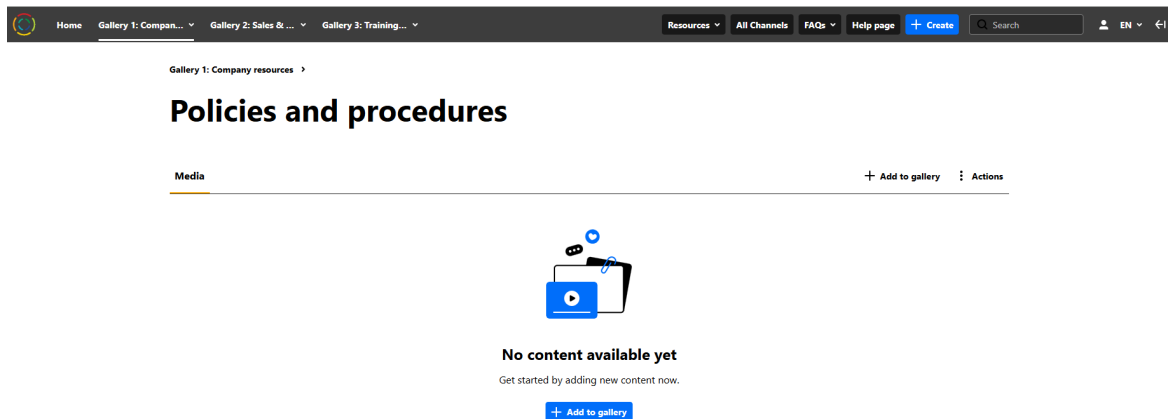
Privacy - Choose one of the following options:

- **Open** - All logged-in users can view and contribute content (contribution is not allowed for viewer-role users).
- **Restricted** - All logged-in users can view content but only gallery members can contribute content.
- **Private** - Only gallery members can view and contribute content.

Moderate content - Toggle on if you want new media to require approval before it's published.

4. Click **Create**.

Your new sub-gallery appears under the main gallery in the navigation bar, marked by an arrow .



Add content to a sub-gallery

Click **+Add to gallery** either at the far right or in the middle of the page.

Policies and procedures

Media

+ Add to gallery ⋮ Actions


No content available yet

Get started by adding new content now.

+ Add to gallery

The 'Select media' page displays.

Select media






My Media Shared Repository

 Search

Filters

Upload

Express Capture

<input type="checkbox"/>	Name	ID	Type	Created at
<input type="checkbox"/>	 Test room	1_3p1xn2p1	Meeting	July 16, 2025
<input type="checkbox"/>	 Interactive video	1_m1d9kgid	Rapt Media	June 12, 2025
<input type="checkbox"/>	 Data-Driven, Decision-Ready	1_jybt1zf	Meeting	June 08, 2025
<input type="checkbox"/>	 The Human Layer: Leading Teams Through Digital Change	1_8xyguny9	Meeting	June 08, 2025
<input type="checkbox"/>	 Future-Proofing Your Tech Stack	1_pwq4i8lo	Meeting	June 08, 2025

Cancel

Select

Check the boxes next to the items you want to add, then click **Select**.

The media is added.

For more information, see [Add media to a gallery in Content Hubs](#).

Edit a sub-gallery

1. In the sub-gallery, click the **Actions** menu and select **Configure**.

Onboarding essentials

Media

+ Add to gallery ⋮ Actions



- Manage content
- Create sub gallery
- Analytics
- Configure

No content available yet

Get started by adding new content now.

[+ Add to gallery](#)

The edit page opens.

< Onboarding essentials

- Manage content
- Content moderation
- Roles & permissions
- Details**
- Settings & layout

Details

Save

Edit basic details for your gallery.

Title *


Onboarding essentials

Description

B *i* U    

Tags

Privacy

 Open

All logged-in users can view and contribute content (contribution is not allowed for viewer-role users).

[Delete gallery](#)

2. Use the tabs to update sub-gallery settings:

For more information, see [Edit a gallery in Content Hubs](#).