

## Using Photo Post to Submit Photos for Your School's Yearbook

### What is Photo Post?

Photo Post allows you to submit Candid photos and Portraits for your school's yearbook through a secure web page. To use Photo Post, your school will provide you with a link, via e-mail or a web page. Once you receive the link, follow the instructions below.

We recommend you use a computer (PC or Mac) to upload your photos via Photo Post, as a larger screen will make this process easier. It's also best to have your photos prepared in a folder on your computer before you start. Photos must be RGB JPEG files, which is the standard format for most any digital camera or camera phone.

### Accessing Photo Post via Your Yearbook Providers Website

- Your school may provide you a link to a website to access Photo Post. Click the link and you will be directed to a secure web page.
- Next, click the *Photo Post* button, and locate your school using the *State*, *City* and *School* menus. Once you've located and selected your school, click *OK*.



#### Photo Post

Click here to use Photo Post to submit photos for possible inclusion in your school's yearbook. You will be prompted to locate your school.

- You will be directed to the Photo Post page. Follow the instructions below to upload your photos.

### Accessing Photo Post via e-Mail

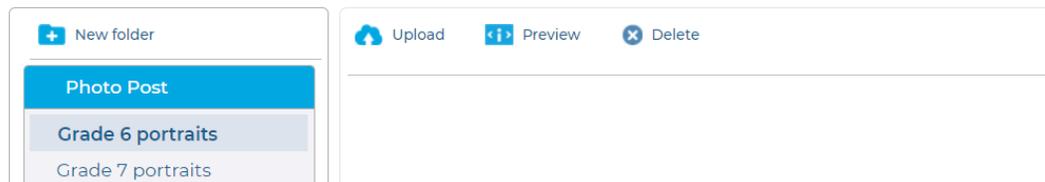
- You may receive an email from your school yearbook administrator. Click the *Upload Photos* button or the link in the email.
- You will be directed to the Photo Post page. Follow the instructions below to upload your photos.

### Submit your Photos

Thank you for submitting photos for your yearbook! You can upload both Portrait and Candid photos. If you're uploading a Portrait of your student, please obtain specific requirements from your yearbook representative.

When you're ready to upload your photos, select the appropriate folder, or click *New folder* and create a new folder for your photos. Then click the *Upload* button and follow the instructions to complete your upload.

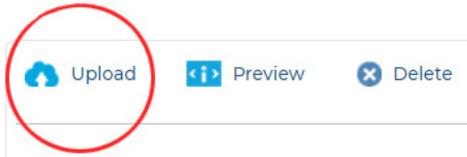
Note that while you can use a mobile device, a larger screen will make this process easier. We recommend that you use a larger screen - computer, laptop or tablet - to upload your photos.



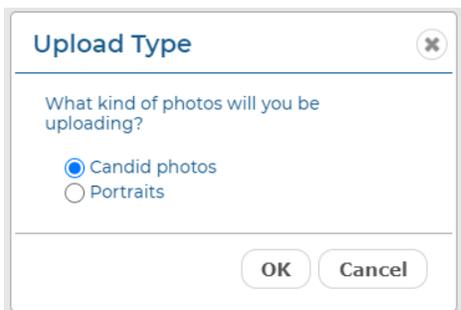
*The Photo Post Page*

## Uploading Your Photos via PhotoPost

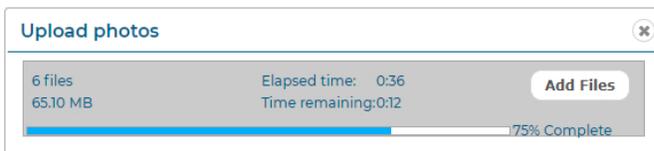
**STEP 1.** On the Photo Post page, click the *Upload* button to upload your photos.



**STEP 2.** You will be prompted to select the type of photos you are uploading. Choose *Candid photos* or *Portraits*, then click *OK*. Note that if you have both photo types to upload, you will be able to upload **them in** the same session.



**STEP 3.** The Upload Photos dialog will appear. Click *Add Files* to browse your computer for photos to upload. Click to select the photos you would like to upload, then click *OK*. The upload process will begin, and you will see a progress meter as your photos are uploaded to the site.



**STEP 4.** Once your photos have been uploaded, follow the instructions to add information about your photos.

- For Candid Photos, type in the name of each person appearing in the photo. Enter as Last Name, First Name.
- For Portrait Photos, you must enter the First Name, Last Name, and Grade of the student in the portrait. Enter the Home Room and/or Teacher Name if available.
- For Self-Portrait photos, please see instructions on the following page for *Taking Your Student's Portrait*, in order to ensure the best possible result.
- When finished, click *Log Out* or exit the page.

It's as easy as that! Yearbook staff will review your photos and determine which to use in the yearbook. No one else will be able to see your photos. Thank you for contributing your photos to the yearbook! Please contact your school yearbook administrator with any questions.

## Taking Your Student's Portrait

If you are uploading a Self-Portrait of your student(s) for the yearbook, please carefully review these instructions before you begin.

### STEP 1. Prepare for your student's portrait:

- Please make sure your student is wearing appropriate attire for the yearbook. All portraits will be reviewed by the yearbook staff.
- Place your student(s) against a plain background, such as a wall or a door, with their hands at their side.
- Frame the picture with your camera oriented vertically (portrait mode), with your students head just below the top of the frame, and shoulders just above the bottom of the frame.

### STEP 2. Take your student's portrait:

- Instruct your student to SMILE.
- Take as many pictures as you need, then select one to submit.
- Below is an example showing the correct framing and pose for your portrait.



### STEP 3. Transfer the photo to your computer, then follow the instructions for *Uploading Your Photos via PhotoPost*.

- We recommend using a computer - Mac or Windows, to upload your photos.
- Transfer your photo from your camera to your computer using your normal method.
- Refer to the instructions *Uploading Your Photos via PhotoPost* to upload your portrait.

Please contact your school yearbook administrator with any questions. Thank you!