Subject: Instructions for submitting photos for the yearbook!

Thank you for submitting photos for your student’s yearbook! You can upload both Portrait and Candid photos, and you can upload more than one student at the same time.

If you are uploading a Portrait of your student(s) for the yearbook, please carefully review the instructions below for *Taking Your Students Portrait*, before you begin.

When you are ready to upload your photos click the button below, then follow the instructions to complete your upload.

[Upload Photos]

**TAKING YOUR STUDENTS PORTRAIT**

*STEP 1. PREPARE FOR YOUR 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. <P>

*STEP 2. TAKE YOUR STUDENTS PORTRAIT:*

* Instruct your student to SMILE.
* Take as many pictures as you need, then select one to submit.

*EXAMPLE:*

When you are ready to upload your photos click the button below, then follow the instructions to complete your upload.

[Upload Photos]

Please contact your Yearbook representative with any questions. Thank you!