



October 2018

Dear Seniors, Parents, and Guardians:

With the school year now in full swing, we are reaching out to Thornton Academy seniors and their families concerning the Thornton Academy yearbook, the 2018-19 edition of the *Tripod*. We want the yearbook experience to be fun and rewarding for everyone, so here are the important items, including deadlines, you need to know.

PLEASE NOTE: Google forms listed below can only be opened using the student's TA email address.

Senior Photos: Digital photos are required. Printed photos cannot be accepted.

- Size and resolution of all senior photos: **300 dpi (resolution)** and **4.5”H x 3.75”W (size; portrait-style)**
- **By Friday, November 16:**
 - Upload your photo to this Google form: <https://goo.gl/forms/MJg9rDZMVwHT6xE52>
 - The November 16 deadline must be met in order to guarantee the submitted photo is used in the yearbook.
 - In the event a student has not submitted a senior photo, his/her school ID photo will be used instead.
- Problems with the Google form? Email a JPG file of your senior photo to: tripod@thorntonacademy.org.
- **Please include the student's full name**—no nicknames—when submitting photos.

Senior Messages: Senior messages are a great way to send a last message to friends, family, teachers or coaches!

- **By Friday, November 16:** Students should submit their message/quote online by logging into Google and use the following link to enter their message/quote: <https://goo.gl/forms/iT4RARjtUEoUQkjf2>
- Please note: All messages/quotes will be reviewed by *Tripod* advisors, and Thornton Academy reserves the right to make all final publishing decisions.

Baby Ads: Baby ads give parents, siblings, grandparents and others a space to talk about the pride they have for their student.

- **By Friday, November 16:** Submit your baby ad; submission by 11/16 guarantees a space in the yearbook.
- Ads come in two sizes:
 - 1/4 of a page \$50 Can contain up to 6 images and a personal message
 - 1/8 of a page \$40 Can contain up to 3 images and a personal message
- **New this year:** To ensure baby ads come out right, ad purchasers will now design their own ads using our yearbook ordering website: www.yearbookforever.com — When you log onto the website, click on “Create a Baby Ad,” and follow the on-screen directions to create your ad.
 - **IMPORTANT:** The ad blockers on your web browser must be turned OFF to access the Baby Ad builder.
- **OR ... Come to Baby Ad Night!** Too confusing? Need help? Come to Baby Ad Night!
 - *Tripod* staff members will help families/friends to design their baby ad(s) online. More details to follow in a separate email to seniors and their parents/guardians.
 - **When/where:** Tuesday, October 23rd from 6:30-8:30 PM, New Media Center/FA142

Ordering: Yearbooks are available for order throughout the year. Order forms and information are available in three locations: in the New Media Center/FA142, at the Attendance Office, or online at www.yearbookforever.com

- You are also able to purchase add-ons to your book:
 - Nameplate personalization \$ 7 Must be purchased by January 29, 2019
 - Spring edition USB \$10 Will include spring sports, prom, concerts, and other TA events
- **Please note! The price of the yearbook rises as the year progresses— order yours early!**
 - Order between now and December 31, 2018 \$70
 - Order between January 1 and March 31, 2019 \$75
 - Order between April 1 and June 15, 2019 \$80
- **PAYMENT OPTIONS:** We regret that *Tripod* is not able to accept cash or checks. Yearbooks must be ordered **with credit card payment** through the yearbook vendor website. Order online at www.yearbookforever.com

If you have any questions, please contact *Tripod* faculty advisor Mr. Pulsifer (josh.pulsifer@thorntonacademy.org). Thank you!