2020-2021 WHS Senior Yearbook Photo Upload Instructions

DUE DATE: October 22, 2020

PROFESSIONAL PHOTOS ARE **NOT** NECESSARY: Wingspan wants to make sure that our WHS Seniors know that you do not have to have these professionally done. We want a photo that follows the main guidelines but anyone can take the photo. ☺ However; you must upload the original file, they can become distorted and pixelated if you don't use the original.

Senior Photo Reminders:

   a. Image should be in JPG format
   b. PLEASE upload only ONE Senior photo
   c. Image uploaded should be a vertical headshot or head and shoulder shot. We will crop the photo to fit our guidelines.

Here are some examples from Class of 2020:

   d. PLEASE: No hats, nothing that covers your face, no props (no sports equipment, flowers, ballet shoes, etc.) and sorry no animals, just you. **We reserve the right to ask you to submit another picture.**
   e. Maximum file size is 20 MB, 300 DPI, or 3" by 4" per image (average single shot is around 3.5 MB). If you don't understand all the technical mumbo jumbo just load the pic in, if it doesn't work Mrs. Alder can completely assure you that we (Wingspan) will contact you. The Senior Section is the most important section in the book, it will be taken care of.

There is no need to resize your photo. All photos uploaded will be adjusted to fit the yearbook specifications

To upload **_your senior_** photo, <u>follow these **7** steps</u>:

Please follow the directions carefully, this will help us get the photos in correctly. ☺

1. Go to: www.images.balfour.com
2. Enter our project number 125263 and password Falcons (This is case sensitive)

3. <mark>PLEASE</mark> This is <mark>**VERY IMPORTANT**</mark> to HELP us: Enter **the WHS Senior's** contact information email and phone number (if we need to contact you about your photo).

   a. **Parents please note <u>the name and contact info needs to be the student's name and contact info</u>.** ☺ <mark>**This is important, as it helps prevent lost photos!**</mark>

      i. For Example: Your First Name: Joe/Jane

         Your Last Name: Falcon

   Email, should be student's email address.

4. Browse and select <mark>one</mark> senior photo from your computer to upload. <mark>Also VERY IMPORTANT: ONLY Upload ONE photo.</mark> We will only take the first photo and then we will delete all others.

5. Add a caption to your photo that includes the senior's first and last name in "the people in this photo" section. "Event or Occasion" = Senior Photo
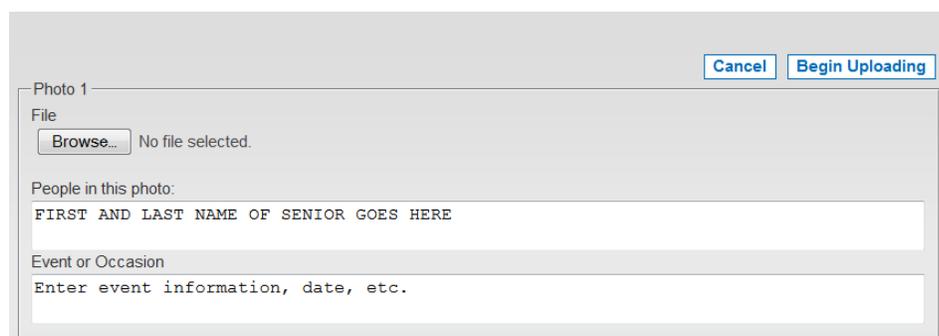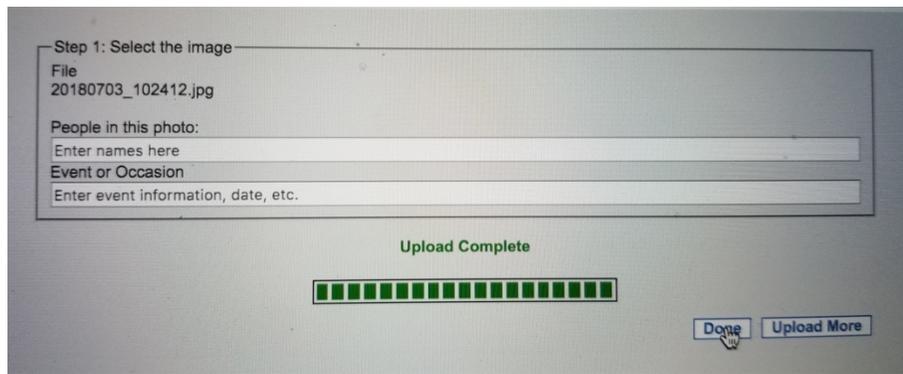

6. Click "Begin Uploading" to upload your image.

7. After uploading is complete, click "Done".

   a. <mark>You will receive the confirmation pop-up below only.</mark>

   b. <mark>You will NOT receive an email confirmation from Balfour, Mrs. Alder, or Wingspan.</mark>

If you have any concerns or questions please feel free to email me. ☺ I am so glad to help. WE are very proud of our Senior Section in the 2019-2020 book. We worked diligently to ensure every senior was represented and are excited to take care of the Class of 2021 as well if not better.☺

The Senior Mug pictures will be sent as our first deadline with the Printing company. **These pages will be finalized within the first two weeks of November and then we can't touch them after they are finalized. WE will make every attempt to alert Seniors and their parents if we are missing a picture please be sure to read emails that have the subject line: Yearbook Senior Info.

We are also going to need a lot of help this year with Student life picture submission. WE want to make your Senior Yearbook one that truly tells the story of the year for you. Let me know if there is anything you think we should include in the 2021 book, we love constructive input.

Thank you,

Sharon Alder
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