Senior Photo Submission Information

The deadline for submitting senior pictures is Friday, <u>NOVEMBER 27th, 2020.</u> Portraits received after this date may not be published in the yearbook. Photos will need to be uploaded to the website **images.jostens.com** **We will not take hard copy photos or photos submitted via email.**

Plan ahead; pictures should be taken by early September to give your photographer time to prepare your photo for the yearbook. Students may choose their own photographer to shoot their senior portrait for the yearbook.

<u>Please inform your photographer of the following criteria</u>:

- Upload only **ONE digital portrait photo.**
- Photo quality needs to be **<u>300 DPI</u>** or higher for actual image size.
- **<u>Jpeg format is required</u>.** (Photo size in yearbook is 1 3/4" x 2 1/8")
- A **<u>head shot from at least the waist up</u>** tends to look the best.
- **<u>No props</u>** (photos with pets, borders, special effects, hats, sunglasses etc.)
- Photo should be in **<u>full color</u>** - no half-tone, monotone, black and white, or sepia photos.
- See photo at left for portrait example.

<u>Process for uploading senior photo</u>:

1. Go to the website images.jostens.com
2. Enter USER ID is: **415464959**
3. Choose the photo to be uploaded. REMEMBER, each student may only submit ONE photo!
4. Provide contact information.
5. Type the student's full name **as you would like it to appear in the yearbook**.
6. Select grade 12 from the dropdown menu.
7. In the description field, type *Senior Portrait*.
8. Click the box to agree to the terms and conditions.
9. Click on "upload chosen images" in the blue box to complete the process.
10. You will see a confirmation page and should receive a confirmation email shortly after your submission.

If you do not submit a senior portrait by Nov. 27th, it will NOT be included in the 2021 yearbook, so please plan ahead and follow the steps above to get your photo submitted.

Questions? Please contact advisor Taylor Hamilton at hamiltont@district112.org.