

HOW TO UPLOAD PHOTOS WITH PHOTO SHARE

Sharing photos with the yearbook staff has never been easier.

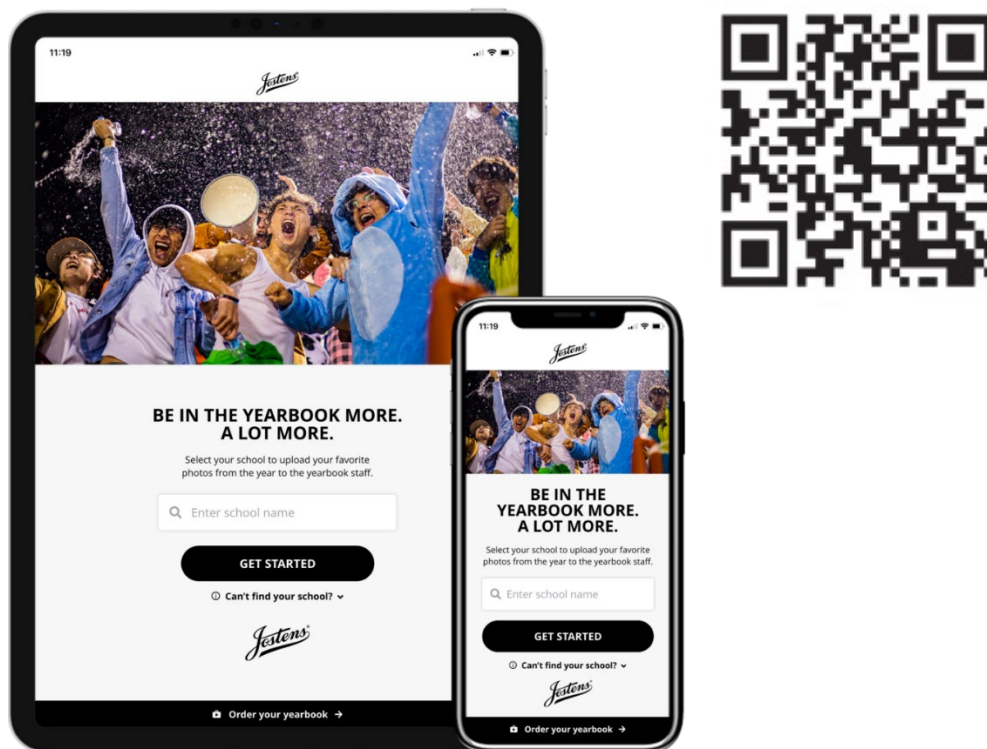
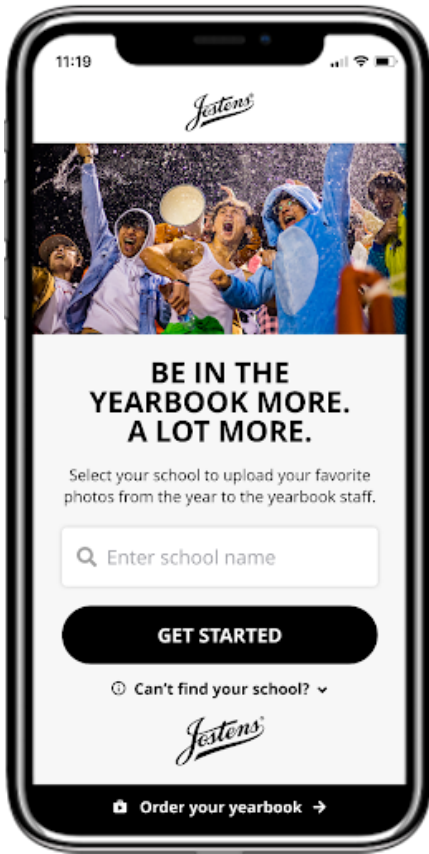


Photo Share makes it easy for students, parents, photographers, and businesses to conveniently share yearbook content with the yearbook staff to review for inclusion in the yearbook. They can share photos, tag people, add topics, write captions, and add quotes and activities to student portrait photos.

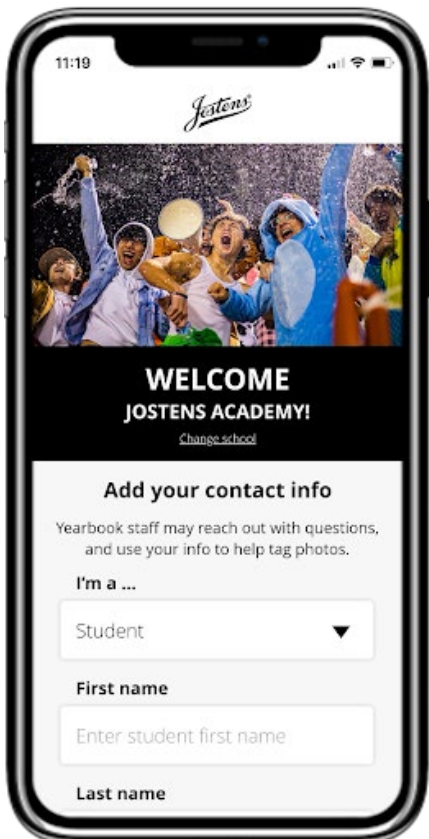
- **Share favorite memories from the year.** A new mobile-friendly photo sharing experience makes it easier than ever before to share yearbook content.
- **From their phone to the yearbook staff.** Scan a QR code to upload photos from any device to instantly share with the staff for review and inclusion in the yearbook.
- **Supercharged photo tagging with ⚡ Fast Tag.** Save time and tag multiple photos with the same people and topics all at once, so the staff knows who's in them and what they're about.
- **Tell the story of their photos.** Write captions for photos from school events, clubs, or sports, and add quotes and activities to student portraits.



Get started

There are two easy ways to get to your school's Photo Share site:

- Go to photos.jostens.com and enter your school name, then select it from the suggestions.
- Or scan the QR code, or use the link, shared by your school to go straight to your school's Photo Share website and skip the school look up.

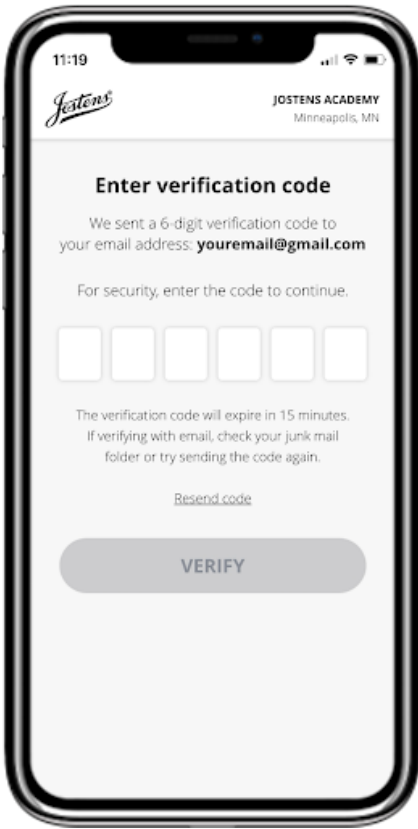


Add your contact information

Use **I am a...** to personalize your photo sharing experience. Then fill out your contact information and continue to verify your email address.

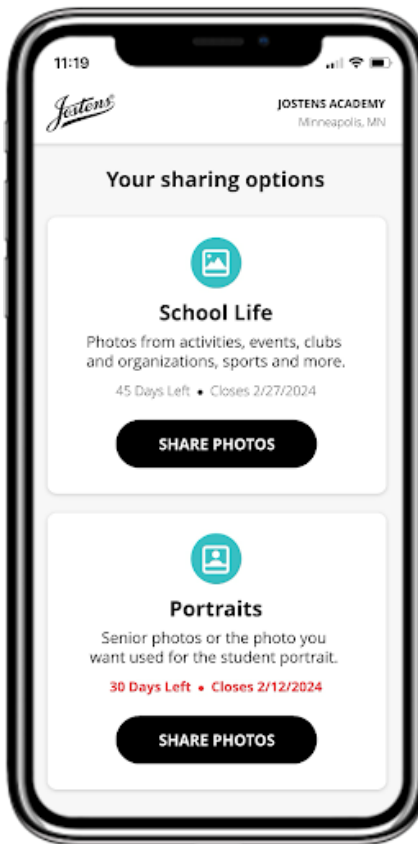
TIPS!

- If you choose **Student**, follow the onscreen instructions to confirm your information so it can be used to accurately tag photos.
- Tap **Change school** to search for a different school.



Enter your verification code

Check your inbox for the email address you provided for your one-time code. Enter the 6-digit code and tap **Verify** to continue.

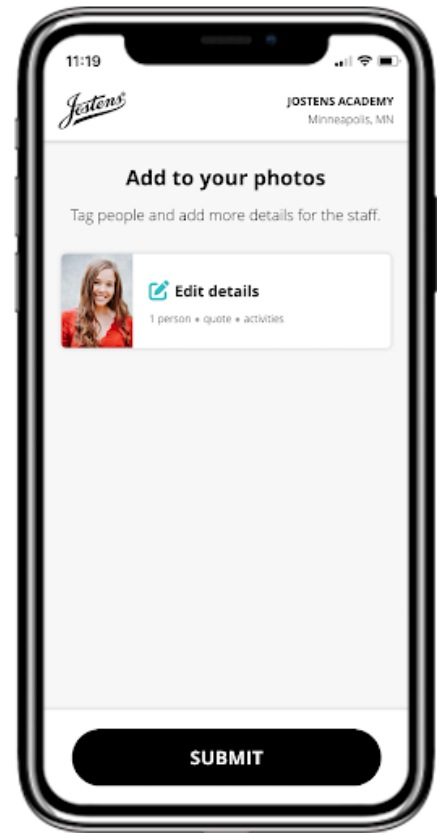
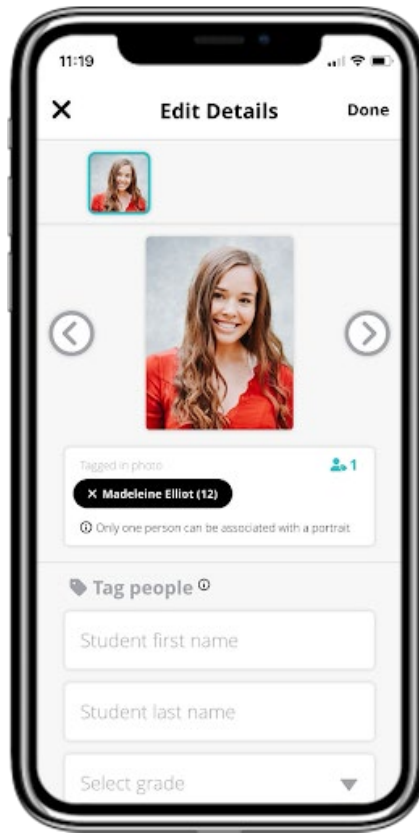
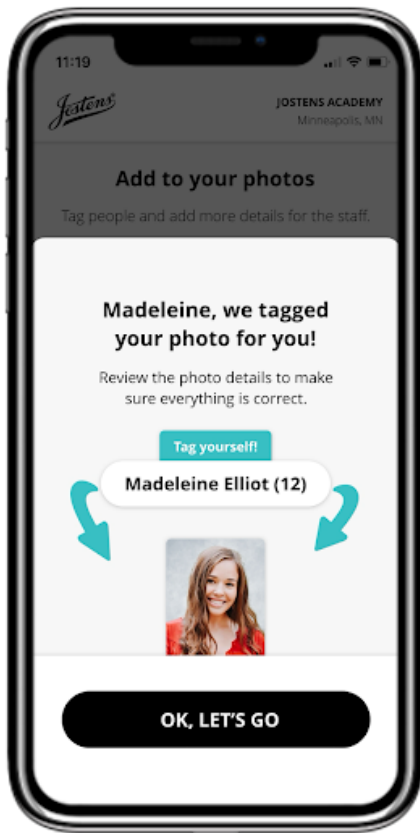


Choose a sharing option and upload your photos

Depending on the type of yearbook content your school is collecting – School Life and/or Portraits – choose one of the available photo sharing options, review the photo guidelines and then select **Choose Images** to select photos from your device.

You're not done yet! Now add details to your photos, such as tag people in them, add topics, write captions, and add quotes and activities to student portrait photos (if the school is accepting these types of portrait content).

More information below on adding and editing details for School Life and Portrait photos.

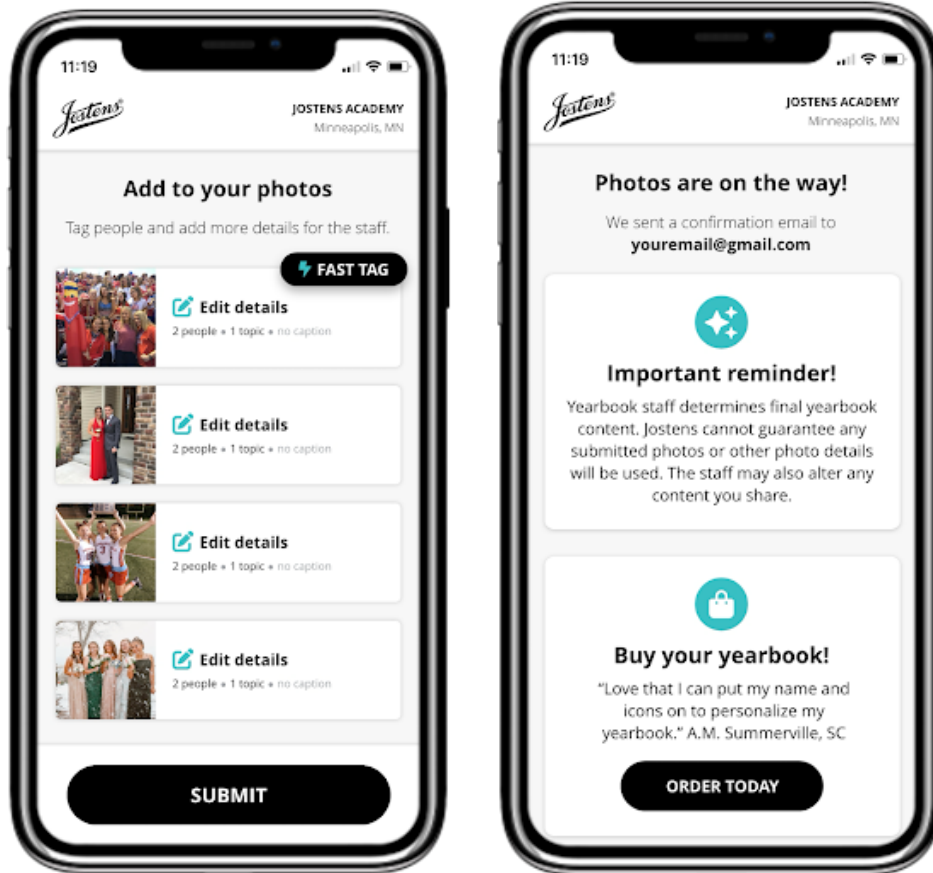


Portraits: How to add and edit portrait photo details

1. Tap **Ok, Let's Go** on the pop-up, or tap any photo thumbnail on the review screen.
2. Use the previous and next arrows or tap thumbnails at the top to view a portrait's details.
3. To tag someone, enter their first name, last name and select their grade, then tap **Add**. Follow the onscreen instructions to confirm their information.
 - **Note:** Portrait photos must be tagged with a person to be submitted. And only one person can be associated with each portrait photo.
4. To add a quote, tap **Add a quote...**
5. To add activities, tap **Add activities...**
6. When you're done, tap the **X** or **Done**.

TIPS!

- You can add quotes and activities only if the school has allowed it and is accepting these types of portrait content.
- If you selected **Student** when providing your contact information, your name will already appear in the **Tagged in photo** area.
- To remove a name tag, tap the **X** next to it in the **Tagged in photo** area.



Review and submit your photos

After tagging people and adding other photo details, you're ready to submit. Keep in mind, the best way to see more of you and your friends in the yearbook is to tag people and add photo details, so the yearbook staff knows who's in them and what they're about.

When you're done, tap **Submit** and you'll receive a confirmation email in your inbox. To easily share more photos without providing your contact information again, tap **Share More Photos** at the bottom.