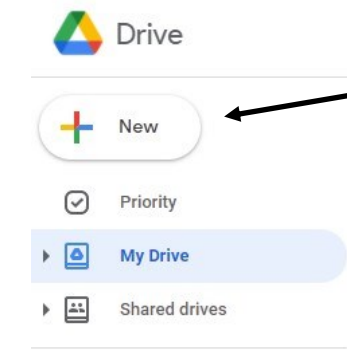


Instructions for submitting a Senior Dedication online

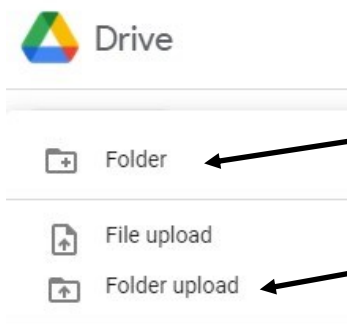
Dedication must be complete, including photos, written dedication & payment before it will be included

Pay for your dedication online at our ASB Webstore:

<https://newport.myschoolcentral.com/>



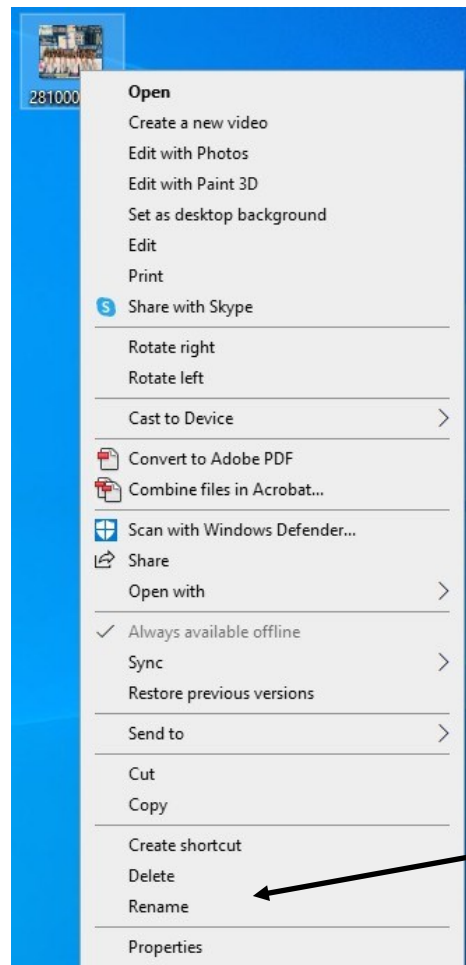
In your Google Drive, click on "New"



All photos must be placed in a folder in your Google Drive.

(1) You can create the folder in Google and upload the photos into the folder or (2) you can create the folder on your desktop and upload the folder to your Google Drive.

The folder must be named using your student's first and last name and the photos must be numbered in correspondence with the chosen layout position.



To rename your Senior Dedication photos, put your cursor over the photo, right click and select "Rename" The name will highlight and you can type in the new name.

Use the two initials of your student's name and the corresponding number of the dedication layout.

When naming and numbering the photos, do not use the "#" sign or any other special characters.



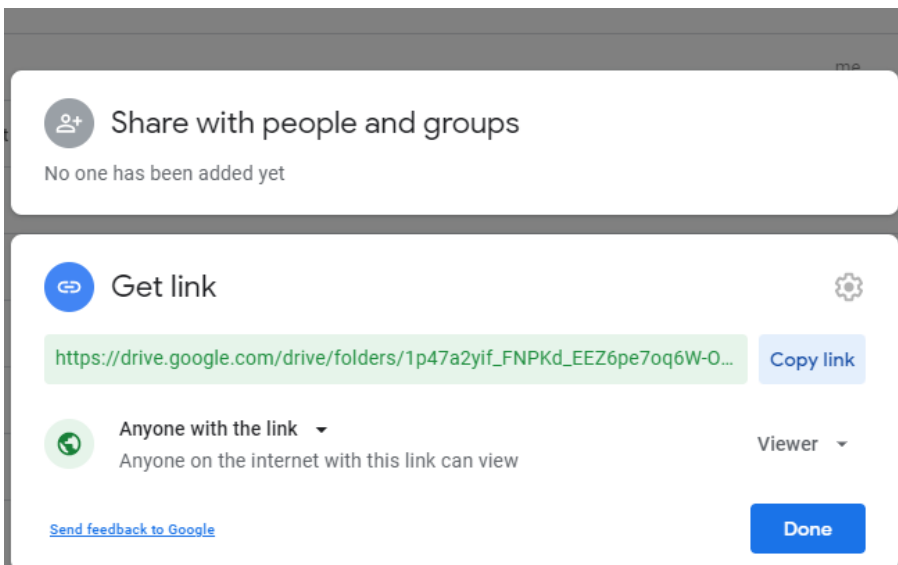
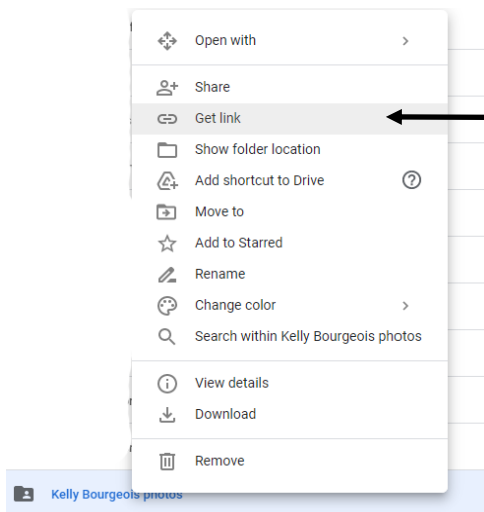
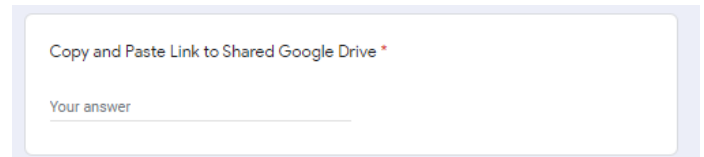
Save all of your renamed photos in the Google folder.

You can also save your written dedication as a Google Doc and place it inside the folder or you can type it into the Google form.

Once all of your photos and dedication document are saved into a Google folder, open the link below to access the Google form: <https://forms.gle/LUpUpkYaajddhARX6>

Fill out the Google Form and when you get to the final field:

Go to your saved Google Folder with the photos and written dedication, right click on the folder, and select “Get link”



IMPORTANT

Make sure that “**Anyone with the link**” is selected and then click on “Copy link”

Return to the Google Senior Dedication Form, right click in the answer area and paste the link.

When the form is complete and the link to your Google folder is included, press submit.

If you have any questions, email Kelly Bourgeois—kellyb@nmusd.us