

## Ashland Ridge Yearbook 2017-18 Photo Submission Information

Important details to remember:

- **Parents and teachers** - we ask that you please submit any good, clear photos that you may have from various school related activities such as fall parties, winter parties, field trips, spirit nights, etc. Please include as many students as possible & a variety of fun photographs. Photos must be taken on school grounds or at a school sponsored activity (no home pictures allowed).
- You MUST enter a GRADE and TEACHER name in order for the picture to be considered for use in the yearbook...**any pictures not labeled will be deleted.**
- There are 2 ways to upload pictures:
  1. **Download the free ReplayIt app on your mobile device.** This allows you to upload all your pictures from your phone or Facebook directly to the ReplayIt website.
  2. **Submit your photos online** by creating a Jostens account at [www.jostens.com](http://www.jostens.com). If you already have an account at Jostens you can use that email and password to login to ReplayIt here: <http://www.replayit.com/r/1105782/register/>

Once you are ready to upload your photos...

Go to Submit Pics and select your image(s) either from your computer or from Facebook. Once you select your pictures, click "Start Uploads." The last step is to tag your images. Use the guide below to help with this:

**Category:** select Student Life

**Tags:** briefly describe the picture such as First Day of School, Recess, Spirit Day, Hat Day, etc. from the tags already listed or create your own.

**People: first put in the teacher's first and last name** (if you don't know their first name, put Mrs. or Ms.). **Second, enter the student's first and last name.**

Then keep adding tags by clicking on the + sign in upper right hand corner if you have several children in the picture or different teachers. This allows us to sort the pictures according to their grade before placing in the yearbook. If we cannot tell what grade or teacher the child is from, that picture will be omitted.

5. Lastly, click on "Upload Photo" and then "Upload" in upper right hand corner. And that is it - you have successfully loaded your photo! It may take awhile for it to appear on the site so don't panic if you don't see it right away.

Thank you for your help with the yearbook!

If you have any questions please contact us at [ashlandridgepto@gmail.com](mailto:ashlandridgepto@gmail.com).