Dear Classroom Photographers,

Thank you for volunteering to capture all the fun this year in your child's classroom! Below are some general guidelines to help you as you are in the classroom gathering photos.

At each party be sure to:

<u>DO:</u>

✔ Capture one photo of each child individually - we don't want anyone left out of the fun.

✔ Capture at least one group photo at each party (covid pending) along with classroom teacher.

✔ Get multiple students in candid photos at each party (remember try to get everyone at least once).

✔ Utilize a DSLR Camera if available for the highest quality photos.

✔ Find a replacement photographer if you yourself can't make the party/event.

✔ Upload all photos you would like to see on the classroom page within 72 hours of the party/event.

<u>DON'T:</u>

❌ Please don't upload photos of children chewing food, making bunny ears, etc. Even if it seems fun at the time it may be a sore point for others or be cause for teasing later.

❌ Upload photos of one child only with the teacher, keep those for your home albums.

Thank you for volunteering your time and don't hesitate to reach out with any questions you may have along the way,

Ashley Von Grossen: ashleyvongrossen@gmail.com & Melissa Leonard: MelissaKLeonard18@gmail.com

Jamison Yearbook Chairs

* How-to Upload Photos in Josten's Yearbook Site *

1. Sign-in to Josten's: https://yearbookavenue.jostens.com/yba/login/mbo.do using info below (Chrome works best):
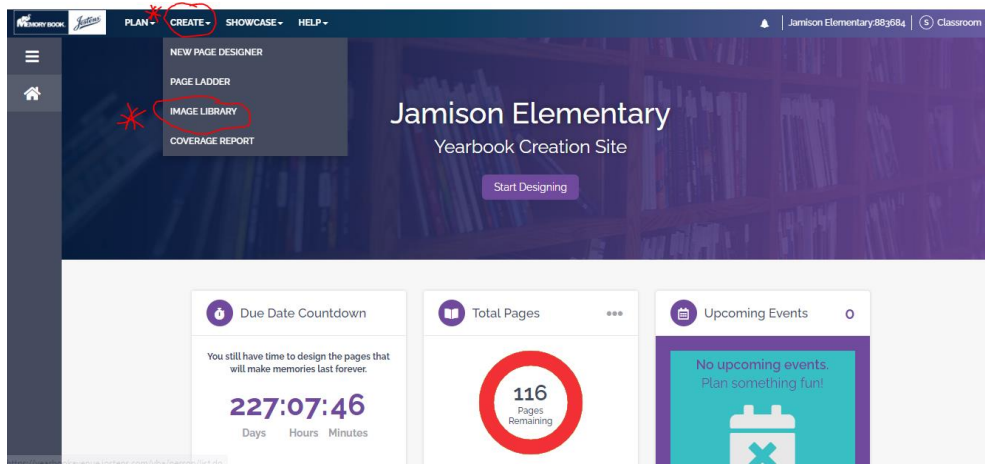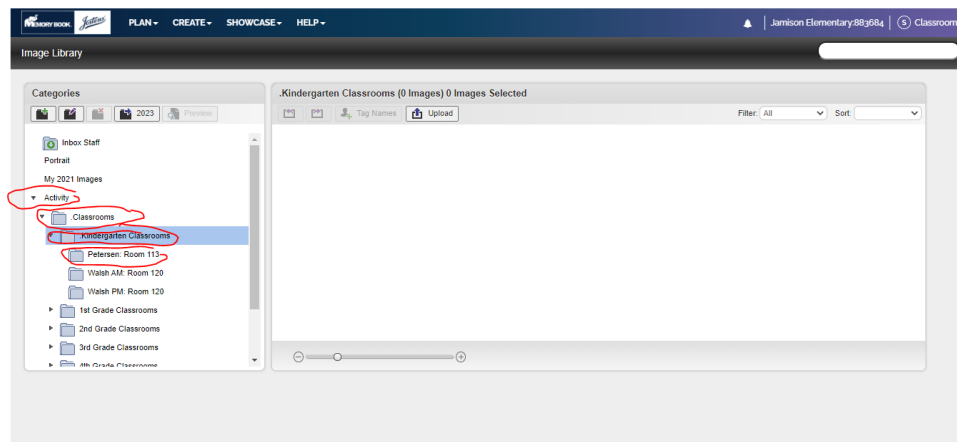   **Year:** 2022
   Job Number: 883684
   Username: jamisonjets
   Password: jamison2022

2. Click **"Create"** then click **"Image Library"**

3. Click **"Activity"** then click **"Classrooms".** There you can find your student's grade level, then teacher name. *__Please__ be sure to upload the photos to the correct classroom.

4. Click **"Upload"** which pops up a window which allows you to select photos from your computer to upload into the classroom folder. We will grab photos from there to design the page – nothing else needed on your part – **THANK YOU**😊**!**