

# GATHERING PHOTOS

## PHOTO SHARE PRIVATE PHOTO SUBMISSION

There's a new and easier way to collect photos for your yearbook! Photo Share makes it easy for students, parents, photographers and businesses to conveniently share yearbook content with your staff. And it's easy to get started — simply activate your school's Photo Share website, promote it and then use the Image Library to manage uploaded content.

### Enable Private Photo Submission

1. Go to Plan > Photo Share.
2. Use Content & Preferences to toggle on the types of content you want to collect from the school community: School Life (on by default) and/or Portraits. Then do the following to customize the experience...
  - School Life & Portraits**  
Set an End Date: Choose any date between today's date and the last day of the following calendar year.  
Write Photo Guidelines: Use Jostens standard photo guidelines as-is, or write your own.
  - Portraits only**  
Collect quotes (enabled by default): Allows users to provide a quote with a photo (i.e. a funny inside joke, a favorite song lyric or a simple message). Uncheck to disable.  
Collect activities (enabled by default): Allows users to provide activities with a photo (i.e. clubs, organizations, sports and individual achievements). Uncheck to disable.
4. Then click or tap Publish Site at the top of the screen to finish. Your school's Photo Share website with your link and/or QR code will be available immediately to start promoting and collecting photos!

Note: Accessing your school's Photo Share Website while you are logged into Memory Book Online will log you out of Memory Book Online, and will require logging back in.

The screenshot shows the 'Photo Sharing' configuration page. The main content area is divided into three sections: 'School Assets', 'Content & Preferences', and 'Portraits'.  
1. **School Assets**: Includes fields for 'School Name' (with a 'Surname Demo' placeholder), 'Primary School Color' (with a '#777777' placeholder), and a 'Logo or Mascot' upload area. A note states: 'Note: We recommend a black and white image (PNG file type) for the best experience.'  
2. **Content & Preferences**: Features a 'School Life' toggle switch (currently on), an 'End Date' field set to '12/31/2029', and a text area for 'Photo Guidelines'. The guidelines text reads: 'All content is reviewed by the yearbook staff. Anything inappropriate will be deleted. Don't use photos with filters, logos or hand gestures. Don't use screenshots - they are low resolution and not print quality. Don't use watermarked photos.'  
3. **Portraits**: Includes a toggle switch (currently off) for 'Collect senior photos or the photo students want used for their portraits.'  
On the right side, a 'Your Photo Share Website' panel shows the status as 'NOT ACTIVE' and a 'Publish Site' button.

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## Promote your Photo Share website to the school community

There are multiple ways to share your Photo Share website with students, parents, photographers and businesses to start collecting photos immediately.

1. Copy your unique Photo Share website URL: Share via social, email or text.
2. Download your unique Photo Share QR code: Include in your own supporting materials like school flyers, event banners, posters in the hallway and more.

Once people arrive at your school's Photo Share website site, they'll follow the on-screen instructions to upload photos, tag people and topics, write captions and more, and then submit.



Your unique Photo Share website URL and QR code will be the same each year, making it easier to reuse and update your promotional materials from year to year.

## Manage Uploaded Photo Share Content In The Image Library

Use the Image Library to see all uploaded photos, including a photo contributor's contact info, people they tagged and their content suggestions (i.e. topics, captions, quotes, activities). Only Advisers can view the Image Library Inbox. Go to Plan > Staff to manage Images permissions.

### **IMPORTANT! Uploaded content is not moderated.**

Photos and suggested content (i.e. people tags, topics, captions, quotes, activities) uploaded via Photo Share are not moderated by Jostens. All content should be reviewed by advisers to ensure it is appropriate for use in the Yearbook.

1. Go to Create > Image Library, then select Inbox to see all Photo Share uploads.
2. Select School Life or Portraits to view that category's images.  
**Important!** Images with a tag icon  in the lower left are tagged with a person found in your Coverage Report and should be reviewed for accuracy.
3. Use the info icon  to view the Image Details.  
**People tab**  
Tagged people: If a user tags a photo with a person found in your Coverage Report they will appear here.  
Tip! A person's portrait image will be adorned with a lightning bolt icon to indicate their name tag was added via Photo Share. Review tags to confirm the name is correct, edit names or remove tags. See How to Tag Images in the Image Library.  
**Details tab**  
Caption / Quote: Captions or quotes provided with School Life or Portrait photos, respectively.  
Activities (Portraits only): If enabled, provided activities will be listed.  
Suggested Tags: Features all user tagged people and topics.  
Tip! If you don't see a lightning bolt icon, then no people or topics were added by a user.  
Source Info: Includes photo contributor name, type (i.e. student, parent, photographer, etc.) and provided contact info.
4. To use an image, select one or more images and then drag to an Activity or Portraits category. The images will then be available for you to use on your pages.