

June 2026,
Parents and students of the Benilde-St. Margaret's class of 2026:

We have a **NEW** process in place for submitting your senior portrait for the 2026 yearbook.
The following information regarding submission of senior portraits is very important, so please read it carefully!

The deadline for submitting your senior portrait and quote is **November 9, 2026**

If a senior portrait is not uploaded via link and steps below by November 9, 2026, your student's JostensPIX portrait will be used instead, if a portrait is available.

Plan ahead; pictures should be taken by early September to give your photographer time to prepare your photo for the yearbook. Students may choose their own photographer to shoot their senior portrait for the yearbook.

Please inform your photographer of the following criteria:

- **JPEG file format is preferred**
- Photo quality needs to be **300 DPI** or higher for actual image size (A high-resolution photo is needed for printing purposes)
- Portrait should be a **vertical shot**. Horizontal photos will NOT be accepted.
- Simple, neutral backgrounds look best in the yearbook.
- File size NOT to exceed 50 MB. Very important!

We realize that the more formal, head-and-shoulders shot may not be your favorite pose or the one you choose to exchange with friends, but make sure that it's a vertical shot.



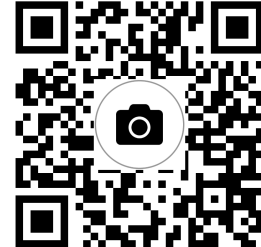
See senior portrait example to the left:

- The senior portraits section of the yearbook will include a senior portrait with student's name.
- Go to direct link or QR code to upload senior portrait:

Online submission process:

Click on link or QR code to get started:

<https://photos.jostens.com/CGKYUZ>



1. Follow the prompts
2. Add contact information first. This is the person submitting the portrait and typically a parent or photographer.
3. Enter verification code sent to your email address
4. Review guidelines
5. Choose photo to be uploaded
6. Next, you will tag photo with student's first name, last name and grade 12.
7. Double check spelling of student's full name. Click on ADD>CONTINUE>DONE.
8. Checkmark acknowledgement and click on SUBMIT

You will receive a **confirmation email** from Jostens when portrait submission completed. If you do not receive a confirmation email, please check your junk or Spam folder. Confirmation comes from donotreply@jostens

Sincerely,

Paul Canavati, Yearbook Adviser

pcanavati@bsmschool.org