
How to Submit Photos Using... **Community Upload**

The MTHS community is invited to submit photos that meet the following standards for yearbook inclusion:

- Photos cannot contain hand signs or filters. Content must be school appropriate.
- Only upload photos you have taken. Screenshots or photos from other sources are not able to be used.
- Photos should represent the MTHS year and, preferably, be taken outdoors when possible due to privacy concerns. Selfies are welcome!

Photos containing anything inappropriate will be immediately reported to administration with possible disciplinary consequences.

Submitted photos are not guaranteed to be used in the yearbook.

This guide will explain how to upload photos from your computer using the Community Upload website.

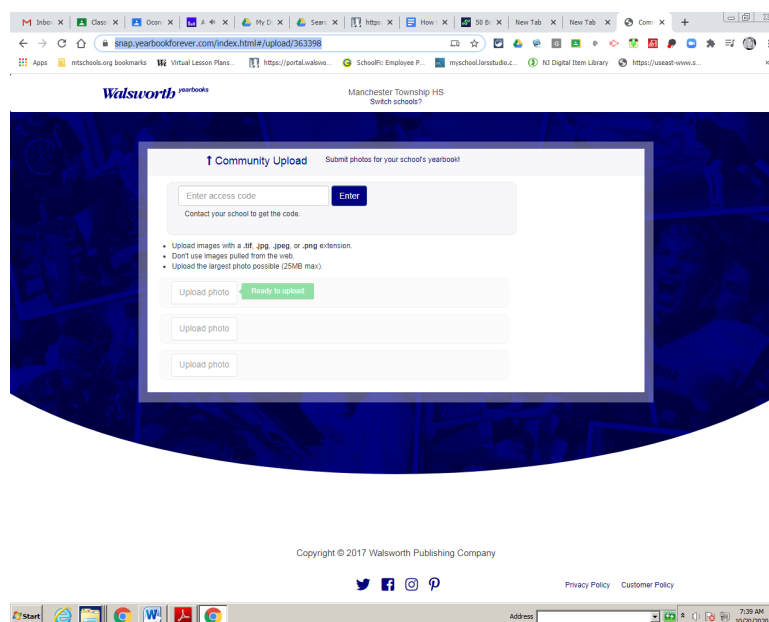
Before Uploading Photos

1. Make sure you have transferred the photos from your camera or device to your computer.
2. Go through and select the best of the best for upload. Do not upload all of the images, only the best!

Suggestion: Rename your photo files before uploading with your last name and subject, i.e. Ocone_Homecoming (1) or Smith_fallpeprally

Step One: Visit the Community Upload Website

<https://snap.yearbookforever.com/index.html#/upload/363398>



Step Two: Enter the online access code: **hawks**

Step Three: Upload your images

1. Select the images from your computer and click **UPLOAD PHOTOS**.

The screenshot shows a web browser window displaying the 'Community Upload' page for Walsworth yearbooks. The page title is 'Manchester Township HS Switch schools?'. The main heading is 'Community Upload' with the subtext 'Submit photos for your school's yearbook!'. Below this, there are three bullet points: 'Upload images with a .tif, .jpg, .jpeg, or .png extension.', 'Don't use images pulled from the web.', and 'Upload the largest photo possible (25MB max)'. There are three 'Upload photo' buttons; the first one is highlighted with a green 'Ready to upload' button next to it. Below the buttons are three text input fields for 'First Name', 'Last Name', and 'Email'. At the bottom, there is a checkbox labeled 'I certify that I have the right to distribute these photos and they do not violate the Terms of Use.' and a blue 'Submit photos' button. A small note at the bottom left says '*require Submitted photos are not guaranteed a spot in the yearbook.' The footer includes 'Copyright © 2017 Walsworth Publishing Company', social media icons for Twitter, Facebook, Instagram, and Pinterest, and links for 'Privacy Policy' and 'Customer Policy'. The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock indicating 7:42 AM on 10/20/2020.

- Upload images with a **.tif**, **.jpg**, **.jpeg**, or **.png** extension.
 - Don't use images pulled from the web.
 - Upload the largest photo possible (25MB max).
2. Enter your first name, your last name, and your @mtschoools email address, then click the box that you certify that you have the right to distribute the photos and they do not violate the Terms of Use.
 3. Click on the **SUBMIT PHOTOS** button.

Please keep in mind that submitted photos are not guaranteed to be used in the yearbook.

Questions? Email jocone@mtschoools.org

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Don't forget to order your yearbook at
yearbookforever.com today so you can see if your
photographs were published!!

Quantities are limited and we will sell out!

Avoid future regret and disappointment by ordering your
yearbook TODAY!

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