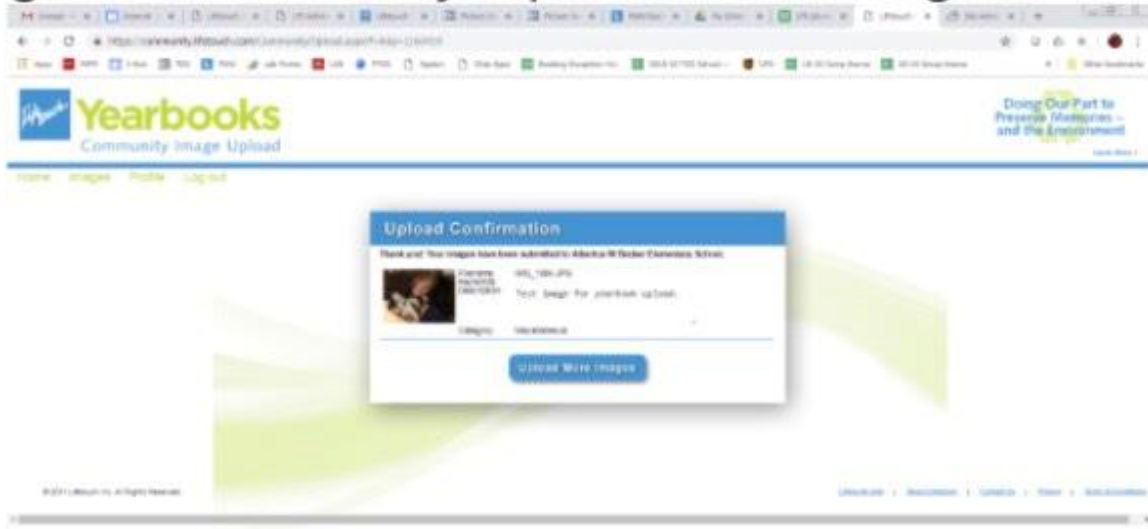# Yearbook Baby Pictures

The process for submitting baby pictures will be completely digitized and 8th graders will post their selected baby pictures **directly to the Lifetouch website**. Pictures will **not** be brought to the school for scanning. Pictures will **not** be emailed to the yearbook advisors either.

Below are instructions to help students and parents upload their selected baby picture for inclusion in the yearbook. If you wish to have your baby picture included in the yearbook, please be sure to complete the process by **Friday, December 21st**. Late submissions will not be included.

The steps are quite simple and are listed below:

1. If you have a digital copy of your baby picture (in jpeg form) you can **SKIP THE NEXT STEPS AND GO DIRECTLY TO STEP #3**

2. If you have a hard copy of your baby picture, you will need to scan it into your computer by using a scanner – you must save it as a JPEG! *Simply taking a picture of it with your cell phone will lower the quality of your picture and may not show up in the yearbook!*

3. After you have decided on your photo, please save it as: Last name First name. For example, Smith John. **The picture file should be saved using the 8th grade student's name.** There should be a space between the names. **Upload only one file.**

   - The photo must be at least 300dpi and **MUST** be saved as a .jpeg file. It must not exceed 10 MB.
   - Go to community.lifetouch.com and create an account as a new user using the code **VVVNRO** (all capital letters)

4. By completing this step, your baby picture will be included in the community image library and will be added to the yearbook.

   - Remember to save your uploaded picture as the 8th grade student's Last name First name. For example, Smith John. There should be a space between the names. **Upload only one file. Any pictures that are NOT saved this way will NOT be included in the Yearbook as we have no way of knowing who the picture belongs to.**
   - **The website will send you a confirmation pop up notifying you that you submitted the pictures correctly (see image on next page.) This will be the only confirmation that we or Lifetouch will give you. Phone or e-mail requests for confirmation will not receive a response.**

Here's the confirmation the parent gets when they upload an image:

If you have any questions regarding the process please email Sharon from Lifetouch at
shcarlson@lifetouch.com

P.S. REMEMBER TO BUY YOUR YEARBOOK TODAY!!!
https://ybpay.lifetouch.com/
Yearbook ID Code: **12192019**
Checks made payable to UVMS Yearbook.

DEADLINE: April 12, 2019