

# Lifetouch Yearbooks

## Community Image Upload Instructions

Upload your photos for possible inclusion in the yearbook.

### Step 1: Log in to [community.lifetouch.com](http://community.lifetouch.com)

- If you are a new user, enter the access code provided by your school and click **Get Started**.
- If you already have an account, enter your email address and password and click **Log In** (skip step 2).

The screenshot shows the 'Lifetouch Yearbooks Community Upload' page. At the top, it says 'Use this website to upload photos to be considered for your school's yearbook. Contact your school for an access code.' There are two main sections: 'Already have an account?' and 'New users?'. The 'Already have an account?' section has fields for 'Email Address:' and 'Password:', a 'Remember me next time' checkbox, a 'Forgot your password?' link, and a blue 'Log In >' button. The 'New users?' section has a text prompt 'Create an account by entering your Access Code below:', a text input field containing 'ABCDEF|', and a green 'Get Started >' button.

### Step 2: Create Your Account

- Enter the information in the Create Your Account screen and click **Create Account**.
- Once you've created your account you will receive an email with an activation link. Once you click the link you can upload images.

The screenshot shows the 'Create Your Account' form. At the top, it asks 'Do you want to upload pictures for 90020111 Lifetouch Elementary?' and provides instructions: 'If so, please enter your information on the fields below. If you were looking for a different school, go back to the log in screen and enter a different access code.' The form includes fields for 'Your First Name\*:' (Cristine), 'Your Last Name\*:' (Wallace), 'Email\*:' (cwallace@email.com), 'Retype Email\*:' (cwallace@email.com), 'Password\*:' (represented by dots), and 'Retype Password\*:' (represented by dots). Below these fields is a '\*Required Field' label. At the bottom, there is a checked checkbox with the text 'I understand that it is my responsibility to ensure that any images I upload through this site comply with legal requirements and the site's Terms and Conditions.' and a link to 'View Terms and Conditions'. There are two buttons at the bottom: a green 'Create Account >' button and a 'Cancel' button.



### Step 3: Upload Images

- To add images, click **Upload Image** on the Home Page.
- Browse for your images and click **Upload**.

#### Image Requirements

- Jpg format
- 10 mb or less
- File name should not exceed 25 characters and include no special characters

### Step 1 of 2: Upload Images

Upload images for 90020111 Lifetouch Elementary below.

Browse for your images below. Follow these guidelines:

- The length of the file name **should not exceed 25 characters**.
- Name your file using **characters** and/or **numbers**.
- You can upload up to 5 files at a time.
- Each file size **should not exceed 10 MB**.
- Do not use \*, &, ', or other special characters when naming files.
- Files must be in a **.jpeg format**.

The upload time will vary depending on your internet connection. Please make sure you wait until you see the **Upload Confirmation** page before you upload more files.

Filename : C:\Documents and Settings [Browse...] [Remove](#)

Filename : [Browse...] [Remove](#)

Filename : [Browse...] [Remove](#)

Filename : [Browse...] [Remove](#)

Filename : [Browse...] [Remove](#)

By uploading these files, you certify that you have the right to distribute these pictures and that it does not violate the terms of service.

**Upload**

Cancel

### Step 4: Review and Submit Images

- Enter keywords and a description, and select a category, for each image.
- Click **Submit All**.
- You will receive a confirmation and can upload more photos by clicking **Upload More Images**.

**NOTE:** To best help the yearbook staff determine the content of your images, provide as many keywords and information as possible.

### Step 2 of 2: Review and Submit Images

Complete all fields to assist the yearbook staff with determining the content of your image(s) before submitting.



Filename: science3.jpg

Keywords: Maggy Nelson, Susan Johnson

Description: Maggy Nelson and Susan Johnson grow alfalfa seeds in beakers during Life Sciences Class

**Remove**

Category: [Select Category]

By submitting this you are agreeing to the terms and conditions on this [page](#).

**Submit All**

#### FYI:

Once you have uploaded photos you will be able to view your image upload history and upload additional images.

To change your profile information, click on the Profile tab and make the necessary changes.

If you need to upload images for multiple schools, you may add additional schools to your account by entering their Access Code on your Community Image Upload Home Page.



**Yearbooks**