



CLASS OF 2021 YEARBOOK

Dear 5th grade parents,

The East Broadway Yearbook is a gift to the fifth grade class from the PTA. As we want to make sure everyone is included in this great momento for our children, I will be in touch in the next few months to make sure this happens through photo submissions.

Below please find information on what is needed now and how to begin submitting pictures.

PHASE 1: COLLECTING INDIVIDUAL STUDENT PHOTOS
DUE DECEMBER 11

We will need ONE photo of your child for EACH of the categories below:

- Kindergarten, 1st grade, 2nd grade, 3rd grade, 4th grade, and a baby picture (age 2 or younger)
 - These pictures need to be of your child only.
 - It does not need to be the school picture.
 - It can be any photo you choose from that grade year, as it will be used as a close up.

They must be labeled with your child's NAME and GRADE.

See attached for directions on how to submit your pictures online.

In the next phase, we will be collecting activities photos. These include previous school and class events, such as the Boo Party, field trips, class parties & more.

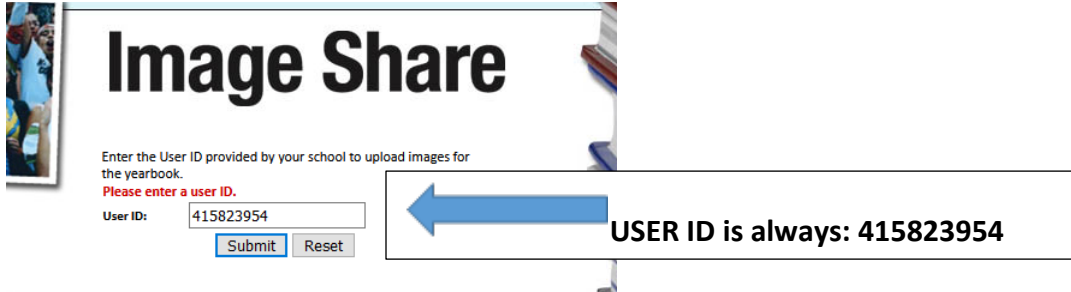
If you have any questions, please don't hesitate to contact me at ebyearbook2021@gmail.com or 516.241.0700.

Thank you,
Heather Dall'Aste

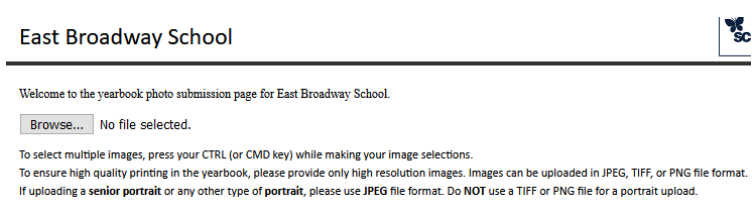
**SEE BELOW INSTRUCTIONS AND SCREENSHOTS ON HOW TO SUBMIT PHOTOS
ONLINE FROM YOUR COMPUTER OR PHONE!**

*****BEFORE YOU BEGIN, PLEASE HELP US BY CHANGING YOUR PHOTO FILE NAME(S) TO THE FOLLOWING FORMAT: INDIVIDUAL PHOTOS: BRADY – GRADE K or GROUP PHOTOS: FIELD DAY – GRADE 3*****

1. Go to <https://images.schoolannualonline.com/login>
2. If it does not automatically log you into the site, enter user ID: **415823954**



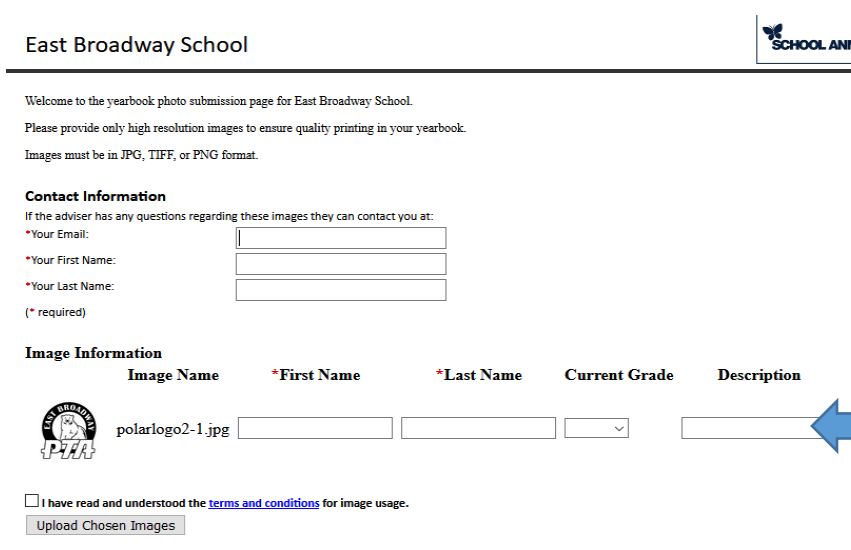
3. Browse your computer to select the photo(s) you wish to upload. **Individual student photos should be in JPEG format only.**



OPTIONS IF YOUR PHOTOS ARE PRINTED (TO MAKE THEM UPLOADABLE)

- Scan with home scanner
- Visit CVS or Walgreens to scan
- Take a picture with your phone

4. Provide your contact information (email, first name, last name) and enter information about the photo (see below text box for image and description labeling information).



*****VERY IMPORTANT*****

FOR THE IMAGE INFORMATION
USE YOUR CHILD'S FIRST NAME & LAST NAME

FOR THE DESCRIPTION
NEEDS TO BE EVENT, GRADE, NAME OF KID(S) IN PHOTO
FOR EXAMPLE
FOR INDIVIDUAL PHOTOS
1st GRADE, TOM BRADY
FOR GROUP PHOTOS
FIELD DAY, 3rd GRADE, BRADY, JONES & SMITH

5. Check off "agree to terms" before submitting and click "upload chosen images" to submit photo(s). Once submitted, you will receive an email confirming the upload.