

## SHARE PHOTOS FOR THE YEARBOOK (5<sup>th</sup> grade pictures only)

### FROM YOUR MOBILE DEVICE:

1. Search for Balfour ImageShare in your app marketplace
2. Download the app
3. Click Create account:
  - a. Enter your name, email and our project number **925127**
  - b. Accept terms & conditions, Click Next
4. Check your email for a confirmation code and Enter confirmation code into the app
5. Select a Username & Password, Confirm Password, Click Take me to ImageShare
6. Enter Our upload code - **huskies2019**, Click Save
7. Select Choose from Gallery, Select Photo(s) from your phone
8. In the "Who Is In The Photo" line, type your Event Name (ie: Philly, Jump Rope, Bingo, Holiday etc)
9. Click Upload

### FROM YOUR COMPUTER/iPad/TABLET:

1. Go to [images.balfour.com](http://images.balfour.com)
2. Enter School Project Number: **925127**
3. Enter Password: **huskies2019**
4. Enter First & Last Name, Email, and Phone Number (only used if we need to contact you about pictures)
5. In People in this Photo: type the EVENT – ie: Philly, Holiday, Halloween, Last Name of teacher, etc

### FROM DROPBOX:

1. Share your folder/photo in dropbox with [colmccall@yahoo.com](mailto:colmccall@yahoo.com)
2. Please label folder or files with event name (philly, Halloween, Last name of teacher etc)

### FROM EMAIL (For those who are not techy):

1. Email photos with the Subject line as 5<sup>th</sup> grade to [hillsdaleyearbook19@gmail.com](mailto:hillsdaleyearbook19@gmail.com).
2. In the email please tell us the Event of your photo (ie: Philly, Jump Rope, Bingo, Holiday Party etc)
3. Photos must be in Actual Size
4. Please only use this option if you do not know how to do the above or only have a few photos to share

## SHARE PHOTOS FOR THE CLASS OF 2019 END OF YEAR VIDEO ( K-4<sup>th</sup> grade pictures )

### USE SHUTTERFLY WEBSITE:

1. Click <https://hillsdaleclassof2026.shutterfly.com>
2. Click the grade tab the picture is from (if you don't know put under Don't know)
3. Click Upload New Pictures
4. Drop or drag photos from your computer or Choose Photos from your computer

### FROM DROPBOX:

1. Share your folder/photo in dropbox with [colmccall@yahoo.com](mailto:colmccall@yahoo.com)
2. Please label folder or files VIDEO

### EMAIL PHOTOS:

Email Photos with the tag of VIDEO to [hillsdaleyearbook19@gmail.com](mailto:hillsdaleyearbook19@gmail.com). Photos must be emailed in Actual size.

**Any questions, contact Colleen Kirschner at [hillsdaleyearbook19@gmail.com](mailto:hillsdaleyearbook19@gmail.com)**

*The yearbook staff will review all photos & determine final yearbook & video content. We cannot guarantee that all submissions can be used in the yearbook or video.*