

# K – 4<sup>th</sup> Grades

## Send Us Photos for the Yearbook!

### Deadline February 15

#### TO UPLOAD PHOTOS FROM YOUR MOBILE DEVICE:

1. Search for Balfour Image Share 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
5. Enter confirmation code into the app
6. Select a Username & Password, Confirm Password
7. Click Take me to ImageShare
  - a. Enter confirmation code into the app
  - b. Select a username, password, confirm password to complete your registration
8. Our upload code is **Huskies2019**
9. Select Choose from Gallery, Select Photo(s) from your phone
10. In the “Who Is In The Photo” line, type your Teacher’s Last Name
11. 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 your Teacher’s Last Name

#### TO EMAIL PHOTOS (For those who are not techy):

1. Email photos with the Subject line as Teacher’s Last Name to [hillsdaleyearbook19@gmail.com](mailto:hillsdaleyearbook19@gmail.com).
2. Photos must be in Actual Size

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

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