

## Yearbook Photo Upload Instructions

From each class we will need at least pictures of the children in your class. The best pictures are those of the faces of a small group (4-5) of kids. From each class and for each event, we will need 3-5 pictures of that event. The best pictures are those of the faces of a small group (4-5) of kids. Please try to make sure that all children in the class are in at least two photographs! We want to make sure that each child sees his/her picture in the yearbook!

*\*\*Please check with your teacher if there are any children who have opted-out of the yearbook (or media pictures). Some children are authorized for yearbook pictures and not for media release.*

Please refer to the FAQs at the bottom of this email, including how to upload the pictures for the yearbook

Please contact our Yearbook Committee Chairperson at [gatorrunyearbook@gmail.com](mailto:gatorrunyearbook@gmail.com) or at 786-302-9299.

FAQ:

### **1) How do I upload the pictures?**

There is one folder per classroom, listed by grade and in alphabetical order by teacher's names. Choose your teacher, fill in the information, and upload.

Please rename your photographs in the following format: `grade_teachername_eventname_1.jpg`,  
`grade_teachername_eventname_2.jpg`

To upload:

- 1) Log in or create a username for: <https://community.pictavo.com/login> (our school ID is **70973**). If creating a new account, you will need to verify your account using your email.
- 2) Select UPLOAD PHOTOS on the left side of the screen.
- 3) Select the folder for your grade/teacher.

### **2) Do you accept pictures from smart phones?**

Yes, we accept pictures from smart phones! Please make sure that the HDR (High Density Resolution) option is on. Check that the lens is clean and do not use the zoom options.

### **3) What is the best camera or smart phone setting?**

The best camera setting is medium to high. If using a professional camera, please do not send the raw images or the highest resolutions pictures. They are too big to upload to Pictavo. The pictures should be resized to MEDIUM to HIGH before uploading. As a reference, the pictures should be between 200 to 300 dpi or size 1200 x 1800, and the file size should be about 1 MB (do not upload pictures that are 3 MB - 10 MB). If the file is smaller than 700 KB, the yearbook printing company may reject the picture.

### **4) Who/What to photograph?**

We want pictures from these events: Book fair, Boosterthon, Field Day, Field Trips, Meet the Masters, Classwork, Playground Time, Class Parties.

We need **three to five pictures** per event. The pictures should contain groups of **three to five children** close up. From each event, we would like at least two to four pictures of the faces of different groups of children and one group pictures of the class.

Make sure each child of your class appears at least once. If some students are not in one of the event pictures, please make an effort to get good pictures of those students at your next event. We need to make sure that every child in the class is in at least one to two pictures.

### **5) May teachers submit pictures to the yearbook? What about the pictures and selfies the teachers post on Instagram?**

Teachers are taking many photos and we would love to use the photo in our yearbook. Please check with your teachers for their pictures. The pictures that have been posted on Instagram will not meet the resolution requirement. Please ask the teacher to email the pictures to you at the highest resolution/maximum size. Often times, applications reduce the size of the pictures, and while the pictures look sharp on your screen, they will not meet the yearbook size publishing requirements.

### **6) When do I upload the pictures to Pictavo Community?**

Please upload the pictures after each event.