

# How to take and Submit Yearbook Selfie

## Step 1: Take your selfie

To keep everyone's portraits consistent, here are some important guidelines to follow:

- Front facing or standing pose only – sit straight up
- Make sure the photo is from the chest up, no hands visible in the picture
- No deliberate, crazy facial expressions
- Stand in front of a blank, one-color wall
- No costumes
- No writing on shirt
- No off-the-shoulder, spaghetti strap, tank, tube, low-cut, one-strap, halter or see-through tops
- No hats, visors, caps, sunglasses or props
- No additional people or pets in the photo, besides the student



## Step 2: Take your selfie

To submit your photo using **Community Upload**:

- Go to **yearbookforever.com**. Search for your school on the home page and click Shop the Store.
- On the next page, click the **Community Upload** link at the top of the page.
- Type in your school's access code (stem) and click Enter.
- Click the **Upload Photo** button and select the photo you want to upload.
- Check the "**This photo is a portrait**" box. You will be required to enter student first name, last name and grade.
- Enter your first name, last name and email address.
- Check the Terms of Use box, then click **Submit Photos**. Your images are uploaded to your school.

To submit your photo using the **Yearbook Snap app**:

- Download the **Yearbook Snap** app from the App Store or Google Play and open it.
- Enter your school name and select it in the list.
- Type in your school's access code (stem) and click Enter.
- Tap **Submit Photos** and then select the **Portraits** category.
- Select your photo(s) for upload and tap the **Upload** button.
- Tap on the photo and enter student name and grade in the Add a Note field.
- Tap Done, then Save and then Upload.
- Fill in your first name, last name and email address, then tap **Submit Photos**. Your images are uploaded to your school.

If you have any questions, please contact [amber.harbin@lrsd.org](mailto:amber.harbin@lrsd.org)