

YEARBOOK CANDID PHOTO UPLOAD INSTRUCTIONS

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How to upload Photos from your SMARTPHONE using the **Balfour Image Share App**

STEP 1: Go to the App Store from your smartphone and search for "Balfour Image Share." Install the app as you would any other app. The only information required when you set up the app is: **1) our 2017 Balfour yearbook school project number (715508), 2) your first and last name, and 3) your email address.** There is no password required.

STEP 2: Accept "Terms and Conditions"

STEP 3: Follow the prompts to upload your photos.

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How to upload Photos from your COMPUTER using your web browser using **images.balfour.com**

STEP 1: Using your web browser (Firefox, Safari, Chrome, etc.), visit the web site "**images.balfour.com**". Enter the following information: **1) our 2017 Balfour yearbook school project number (715508), 2) your first and last name, and 3) your email address.** There is no password required.

STEP 2: Accept "Terms and Conditions"

STEP 3: Follow the prompts to upload your photos.

IMPORTANT NOTES:

- Do not bother entering children's names, as we do not include names on candid photos.
- PLEASE BE SURE TO INCLUDE THE NAME OF THE EVENT IN THE PHOTO DESCRIPTION! Examples would be: "Cicconi Night"... "5th Grade Concert"... "Family Ceramics Night"... "Mrs. Carbo's 2nd Grade Holiday Party"... "Read Across America PJ DAY"... If photos are of a certain class event, YOU MUST INCLUDE THE TEACHER'S NAME AND GRADE. If you do not, these photos cannot be included, because we will not be able to identify them. When in doubt, more descriptive information is better!
- Please select only your best photos for uploading and do not upload photos more than once. Uploading multiple photos of the same scene or duplicate photos causes confusion and additional work for yearbook staff. **THANK YOU FOR YOUR COOPERATION!!**

**We do our best to include as many candid photos submitted by CR families as possible in our yearbook. However, please understand that all photos cannot be used, due to limited space in our layouts.*