

## We need your pictures for the SBS yearbook!

Even if your pictures are only of your child, please upload photo's to the yearbook website in a timely fashion in order to offer our yearbook staff a wide variety of images and feature all of our students. **All images must be JPG, TIF or PNG and must be at least 300ppi resolution.**

Please use the pre-set photo categorizes in yearbook to upload your photo's.

This will be SBS final yearbook. Therefore, in order to capture our entire final celebration year including spring trips and events, the yearbook will not be printed or available for distribution until July 2018. The yearbook staff will need to meet strict production deadlines and in turn we need your photo's to meet the following upload deadlines:

**Sept – Dec events - please upload photos before 12/22, the start of winter break.**

**Jan – March events - please upload photos before 3/29, the start of spring break.**

**Apr – May events – please upload photos before 5/25.**

**June events – please upload all photos (i.e. NYC trip, Field Day, final celebration and Promotion) as soon as possible and no later than 6/17.** There are many events at end of term and yearbook staff has limited time to create final pages for final events. Your assistance in uploading photo's as soon as possible is greatly appreciated.

The PTO has paid for all student yearbooks including an upgrade to a hardcover yearbook. Anyone wishing to purchase a yearbook as a gift for: siblings, Alumni, grandparents, community members, etc. the cost per book is \$16.01 and pre-paid orders will begin in the spring.

## Three ways to upload your photo's to Entourage yearbook:

- 1) Use Entourage Smartphone app. Go to the app store on your smart phone. Search for "Entourage Yearbooks". Login with the same username and password you used to login to Link.
- 2) Upload photo's to website: <https://link.entourageyearbooks.com> you can set up your LINK account under Manage Link for your entourage homepage.
- 3) Import photos from Google drive (using the email submission categories) online link at: [http://edo.entourageyearbooks.com/HelpPages2.asp?help\\_id=22064&zoom\\_query=drive](http://edo.entourageyearbooks.com/HelpPages2.asp?help_id=22064&zoom_query=drive)



# That's Smart.

ENTOURAGE YEARBOOKS  
**SMARTPHONE APP**



## Download Now!

Entourage Yearbooks is excited to announce our NEW smartphone app! App users can instantly submit photos from their phones to the yearbook staff for consideration in the yearbook.

### 3 Easy Steps to Install the App:

1. Go to the app store on your smart phone
2. Search for "Entourage Yearbooks"
3. Login with the same username and password you used to login to Link.

Upload photo's from your computer by using: <https://link.entourageyearbooks.com>  
You will need to set up your LINK account under Manage Link for your entourage homepage.

Here's what the Link/website will look like:

## THE LiNK BETWEEN YOUR YEARBOOK

## AND YOU.



LiNK by Entourage Yearbooks

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Search For Your School

Type the name of your school below and select the option that appears.

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Purchase  
Your Yearbook



Upload  
Your Photos



Design  
A Yearbook Ad



Upload  
A Video



Note: we will not be utilizing the following icons: online purchase yearbook, yearbook ad or upload video.

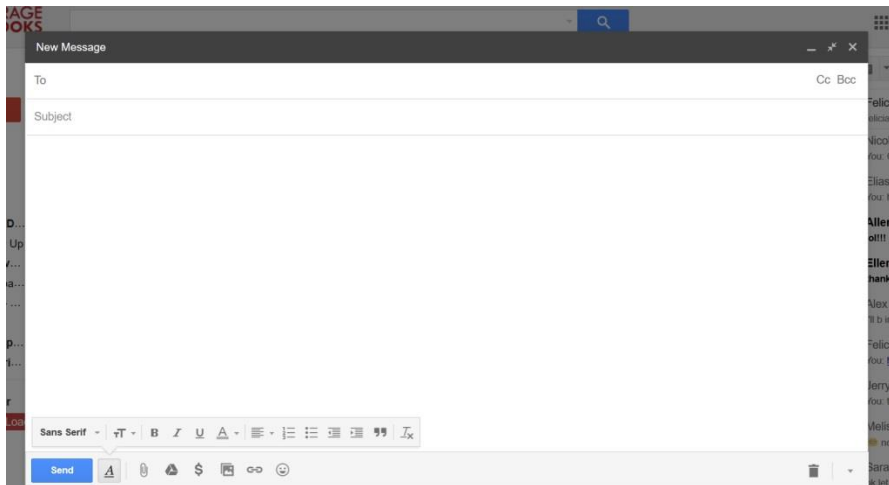
# Importing Photos from Your Google Drive

Follow instructions listed below or online link at:

[http://edo.entourageyearbooks.com/HelpPages2.asp?help\\_id=22064&zoom\\_query=drive](http://edo.entourageyearbooks.com/HelpPages2.asp?help_id=22064&zoom_query=drive)

Uploading your photos available through your Google Drive! The following steps will allow you to access and add your favorite school memories to your yearbook account directly from your Google drive. (**Note:** You will need to email your images as attachments in order to import to your photo categories.

- From your Gmail account click the "**Compose**" button to start a new email.



- From your yearbook account copy and paste the email address of your photo category into the '**Send - To**' area of your new email message. (**Note:** example of category email address - [submit+418479@edophotos.com](mailto:submit+418479@edophotos.com))
  - You can access your email address of your photo categories by going to the "**Manage**" tab and clicking "**Manage Photos**".
  - Click the "**Email Photos**" button to see a list of your categories and their email addresses.

MANAGE UPLOAD COLLABORATE DESIGN HELP

Manage Photos

Photo Actions

Upload New Photos Email Photos Import Previous Years Photos

At the Beach - Production Party

Email Photos To Your Yearbook

Close Window

Upload photos to your yearbook photo categories by using the following dedicated emails for your accounts.

Photo Category	Email Photos To
At the Beach - Production Party	<a href="mailto:submit+418479@edophotos.com">submit+418479@edophotos.com</a>
Chrome upload test regression edo6.5 8-25-2016	<a href="mailto:submit+418867@edophotos.com">submit+418867@edophotos.com</a>
EDO6.5 Test	<a href="mailto:submit+418880@edophotos.com">submit+418880@edophotos.com</a>
Imported Photos	<a href="mailto:submit+418887@edophotos.com">submit+418887@edophotos.com</a>
└ SAMPLE STAFF PHOTOS	<a href="mailto:submit+418888@edophotos.com">submit+418888@edophotos.com</a>
Test Category_8/15	<a href="mailto:submit+418889@edophotos.com">submit+418889@edophotos.com</a>

- Next, click on the **"Google Drive"** button located at the bottom of your new email.

New Message

To: [submit+418479@edophotos.com](mailto:submit+418479@edophotos.com) Cc: Bcc

Subject

Sans Serif

Send

Insert files using Drive

- Browse and select the photos you wish to upload and select the button located on the right side **"Insert as: Attachment"**.
- Then click the **"Insert"** button located on the left side.
- Your images will be attached to your email and lastly click the **"Send"** button to transfer to your account. (**Note:** to add a caption to your image(s); enter in your caption on the **"Subject"** line. You can only add one caption per photo.)

