YBLive – PHOTO POST

Photo Post is a portal that allows parents, students and staff to upload photos for possible use in your yearbook. The more pictures of events that you receive - the greater chance you have of capturing that PERFECT PICTURE for the book.

Here's how it works:

Announce to your school community that they should go to **www.yblive.net** and click on the *Photo Post* option. Once there, they'll locate your school through a State/City search. Then each user creates an account (just once) and, from there, they can upload pictures. Instructions are on the screen. The next time they want to upload pictures, they'll just return to www.yblive.net and reenter their log in information in the Photo Post portal.

When you log into your YBLive book, you'll see all of those uploaded pictures in the Photo Post tab under "Manage Photos". You can preset the folders that parents can upload to, or they can create them during the upload process.

To use any of the uploaded images in your yearbook, you must first transfer them to a Candids folder. This is easily done by clicking on the image, selecting "move", and choosing the Candids folder to which you want to move it. Once in the Candids folder, it is available to use in the page designer.

It's really THAT simple! And, of course, this feature is available through any mobile device.

Would you like to be able to thank the person that contributed the picture? Just click on the "i"nformation icon on the image and it will give you the email address of the person that submitted it.

Don't worry - users can only view images that they themselves submit and they don't have access to the book. This is just a portal to more easily allow people to contribute pictures for consideration in the yearbook, thereby eliminating other photo transfer sites.

Photo Post is all set in your YBLive account. If you don't want to use this feature, let us know and we will disable it. Otherwise, you're all set!