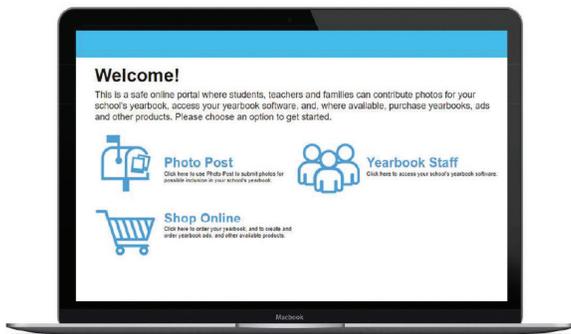# USING PHOTO POST TO SUBMIT PHOTOS

Photo Post is a secure web page that allows you to quickly and easily submit photos for use in your school's yearbook.

Go to www.yblive.net

Click 'Photo Post'

Locate your School by City & State then click 'OK'

1. Click the folder into which you want to upload photos.

2. Click the Upload button.

3. Select 'Candid Photos', then click 'OK'.

4. Click 'Add Files' to browse your computer or device for photos to upload.

5. Once complete, click 'Yes' to upload more photos or 'No' if you are done.

6. Enter additional information about the photo such as Student Last Name and First Name under Indexing to help the yearbook team with details about the picture. Click the 'X' when done or scroll through to review your other photos.

7. Click 'Done' when you've completed your uploads for this session. You can return at a later time to upload more photos.

It's as easy as that! You can add and upload as many photos as you'd like. Yearbook staff will review your photos and determine which to use in the yearbook. No one else will be able to see your photos.