

Yearbook Photo Submission Directions

Step 1: Make sure the picture follows all of the requirements. See this link for examples of what is accepted. <https://yearbookokemos.weebly.com/senior-pictures.html> See example photos towards the bottom. (you should do this well before the deadline to ensure your picture is accepted)

Step 2: Make sure that your image is high resolution and a .JPEG image. This is the only file type the system will accept. (if you get an error message than the file probably isn't correct)

Step 3: You MUST save the picture with the **CORRECT FULL LAST NAME, FIRST NAME** (example Last, First.jpg) before submitting it. Do NOT use a nickname or middle name. This should be the name listed for the student in powerschool.

***If this part is not done correctly we will not have a way to figure out who every student is.**

Whatever name the picture is saved in is how the students name will appear so please check spelling!!

You need to download the picture on your device and "save as" and then you can rename the picture. If you are having trouble you can google how to do it best on your specific device or computer.

Step 4: Upload ONE picture and ONE PICTURE ONLY for a student.

*If you are a photographer and are uploading multiple senior pictures please make sure they are all labeled correctly.

*If you are using your Lifetouch picture, you must contact Lifetouch to upload the picture for you or give you access to the picture. We cannot do that part for you.

Step 5: You will receive an email from the website when your picture was received. Please make sure you keep this in case we have any questions.

*If you are having a photographer upload your picture for you I would HIGHLY suggest you have them forward the confirmation email for your specific student.

All senior pictures that you want included in the 2024 yearbook MUST be uploaded by November 1st. We HIGHLY suggest you turn them in before then so if they aren't approved you have time to re-submit.

Process to Submit Senior Pictures: Follow these steps

- ❖ Click on the yearbook website page: <https://www.yearbooknerds.com/okemos-high-school>
This will direct you to a site to upload your picture. If it doesn't please click the link below.
<https://images.jostens.com/0Ypa3K9faxq2pJbMMuU-vxg>
- ❖ Click on the "click here to submit your senior picture"
- ❖ Click on the "choose file".
- ❖ **Make sure name file name is last name, first name before you choose a file to upload.**
- ❖ Enter email (you should use a parent/guardian email or wherever you want the confirmation to go)
- ❖ Fill in the correct information for name (should be FULL powerschool name)
- ❖ Description should be "senior picture"
- ❖ Check the box that you have read the terms and conditions.
- ❖ Click "upload chosen images"
- ❖ You should get a confirmation email shortly after you submit.
- ❖ **IMPORTANT:** Please continue to check the email you submit your picture with because if for some reason the requirements are not met the picture will not be accepted.

****If we do not receive a picture for a student we will email STUDENTS the week of Nov 6th to let them know. This is to make sure that something didn't happen in the process. Please make sure your STUDENT is checking their email on November 6th. We will complete the process once those emails have been sent.**

*Please note that we only have access to the students' emails for this process.

****If you are having trouble uploading a picture please contact Jostens Help Desk at 800-358-0800.**

****Any other questions please contact yearbook@okemosk12.net and a staff member or advisor will get back to you.**