

Teachers and Parents,

The Yearbook Committee is looking for pictures taken during this school year! Pictures from Field Trips, Class Activities, Assemblies, Holiday Programs, Class Parties, etc. The more pictures we have for the yearbook the more memories we save. As you take pictures throughout the year and if you are willing to share them please take a moment to upload them into our CRS WebEase yearbook site, it is very simple and quick. If you do not have access to the internet you can either supply the photos on a disc or supply prints that can be scanned in.

To upload photos into our CRS WebEase site:

Go to:

<http://onlineyearbooks.lifetouch.com>

Enter the following information:

Job #: **1367010**

Username: **parent**

Password: **pictures**

A system check screen will come up the first time you use the site. Click next at the bottom of those screens to continue. This will take you to the WebEase home page.

On the right side of the screen, click on the shortcut for "Image Upload". An upload window will pop up.

Where it says "Upload into:", use the drop down menu to choose the image folder in which you would like your photos to be stored. Once you have chosen a folder, click the "Browse" button to browse your computer for the photos you will be uploading. (You may have them in "My Pictures", on a memory stick, or coming right from your camera, for example.)

Double click on a photo to put it into the upload queue. You will see them appear on the chart as you choose them.

Once you have listed all the photos for upload (up to 50 at a time), click the "Upload Images" button at the bottom. You will see the photos uploading as percentages. Once they reach 100%, they are in the folder.

When finished, you may close the window, and logout of WebEase from the top right of the WebEase home page.

******For a video tutorial of uploading images, click on the "Video Tutorial" tab in the "Help" box on the home page (bottom, center). Choose "image upload" to see a brief video of this process.**

Feel free to contact me if you have any questions.

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