

COMMUNITY UPLOAD AT A GLANCE



With Community Upload, students and parents can submit their photos at **yearbookforever.com** for possible inclusion in the yearbook.

Activate Community Upload

1. Log in to your Members Only account and click on the **Community Upload** banner in the middle of the page.



2. Click **Turn Uploading On**.
3. Set your **Access Code**, which can be up to 24 characters. Your school community will need to enter this code to upload photos. It should be something they will easily remember, such as your mascot.
4. Once you type in your Access Code, click **Set Access Code and Turn On**. Community Upload is now live at yearbookforever.com after you select your school. The banner can be found in the lower right corner.

To turn on uploading, please set an access code.

Contributors will need the access code to submit images.

Access codes can have up to 24 characters.

Note:

- If you ever need to **change** your Access Code, just click **Change** next to your current Access Code. You will need to let your school community know the new Access Code.
- If you ever need to turn off Community Upload, just click **Turn Uploading Off**.

Uploading is on. [Turn uploading off](#)

Access Code: **tigers** [change](#)

Promote Community Upload

Now that Community Upload is live, promote it to your school community.

- On the Community Upload page, click **Promote with Web Banners**.



Choose the size and then copy and paste the HTML code on the right into an email for your school's webmaster along with an explanation of where you would like it to be posted on your school's web page. We suggest posting it to the most-visited page(s) of your website and high enough on the screen to be viewable without scrolling.

- Request Customized Marketing fliers, postcards, posters and event cards with your Community Upload information. Request these items by clicking **Marketing Help** on your Members Only home page and then select **Go To Request Form** in the Customized Marketing section. Fill out the form and choose what you would like!

AT A GLANCE **COMMUNITY UPLOAD**

Community Upload
Submit photos for your school's yearbook.

You must upload a JPG, PNG, or TIFF. Files cannot exceed 25MB.
[Learn more about upload restrictions.](#)

Nathan Jaquith - consoled by coach.jpg
Sports
Add a note
Upload photo

Jacqueline Gonzalez - band football side bump w/iv260.jpg
Sports
Add a note
Upload photo

Upload photo

First Name: Last Name: required
Email:
☐ I certify that I have the right to distribute these photos and they do not violate the [Terms of Use](#).
Submit Photos

Submitted photos are not guaranteed a spot in the yearbook.

- Send out a Custom Email! Request a Community Upload custom email by clicking on **Marketing Central** on your Members Only home page and then select **Request Custom Email** on the right.

How your parents and students will upload their photos

1. Tell your school community to go to yearbookforever.com, enter your school name, click on **Community Upload** in the lower right and then enter the **Access Code** for your school.
2. Click **Upload Photo**, select a photo and enter information. Up to 10 photos can be uploaded.
3. Enter name and email address, check the certification box, and then click **Submit Photos**.

How to retrieve your submitted images

When an image is submitted it will go into the queue in the Community Upload area of Members Only. Here you can categorize, sort, download, delete and send images to Online Design.



For additional information about this topic, contact Computer Support at 800.369.1530 or computer.support@walsworth.com.