

# How to upload pictures to Pictavo (Yearbook design software)

- Go to:  
<https://buytheyearbook.pictavo.com/PictavoSchool/FindSchool>
- Enter **709607** for School ID#

BUY THE YEARBOOK    SHARE YOUR PICTURES    CREATE AN ACCOUNT    LOG IN

## FIND MY SCHOOL

Use your location or enter your school's ID number

STATE

CITY

SCHOOL

OR SCHOOL ID #

**LET'S GO**

- Click on **PICTURES**

BUY THE YEARBOOK    SHARE YOUR PICTURES    CREATE AN ACCOUNT    LOG IN

## Cedar Trails Elementary - 4324

SAMMAMISH, Washington

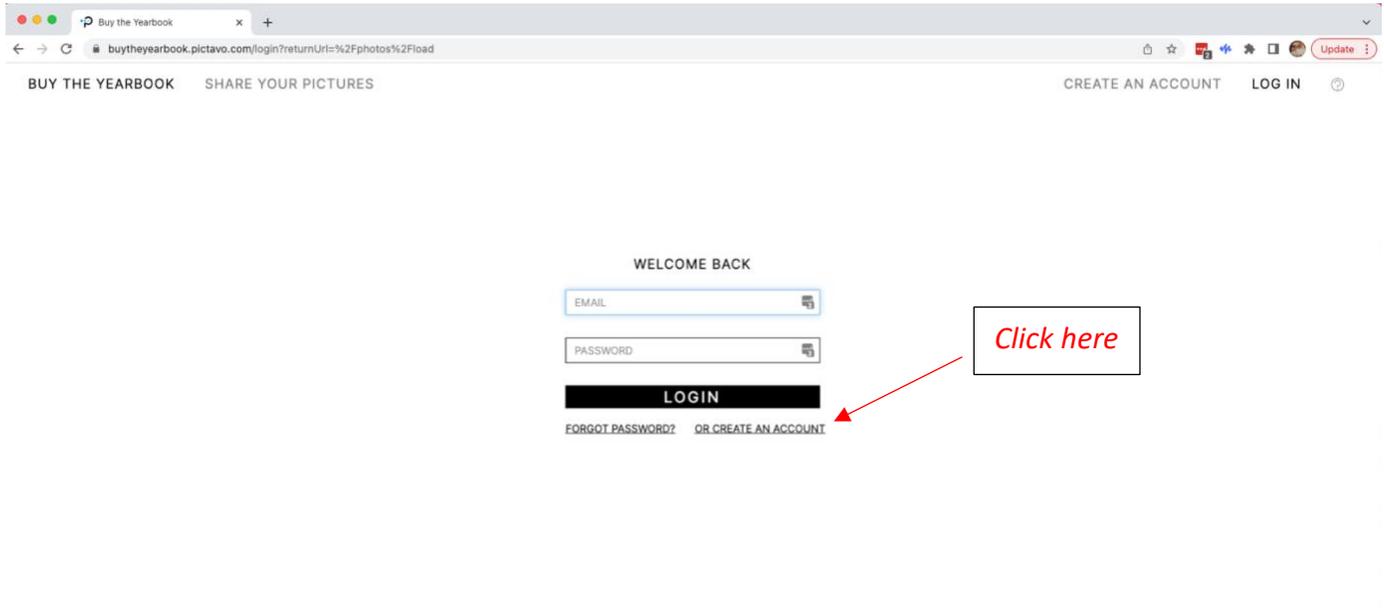
*Click here* → 

### PICTURES

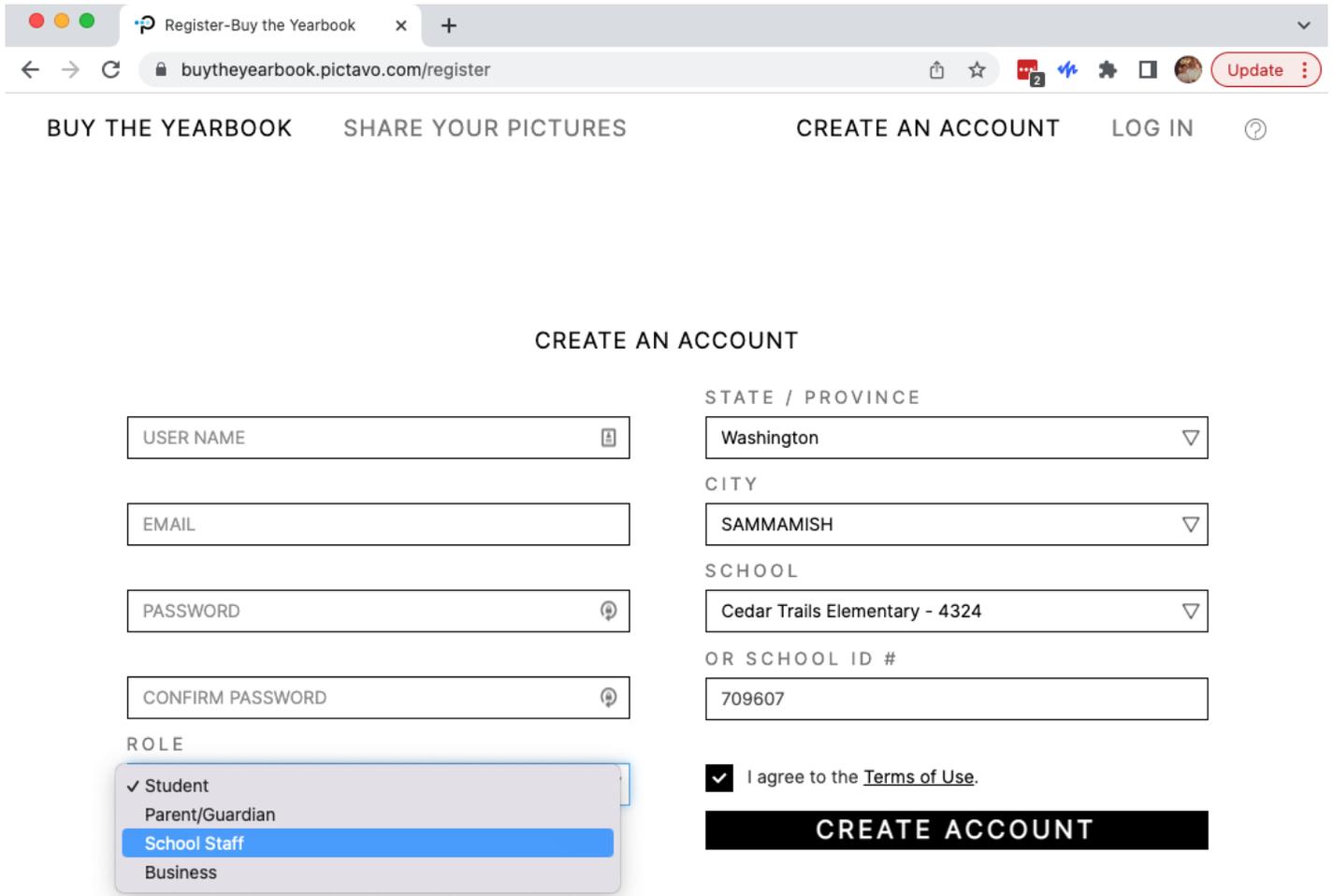
Upload photos for consideration in the yearbook. We want your help!

THANK YOU FOR SUPPORTING OUR PROGRAM.

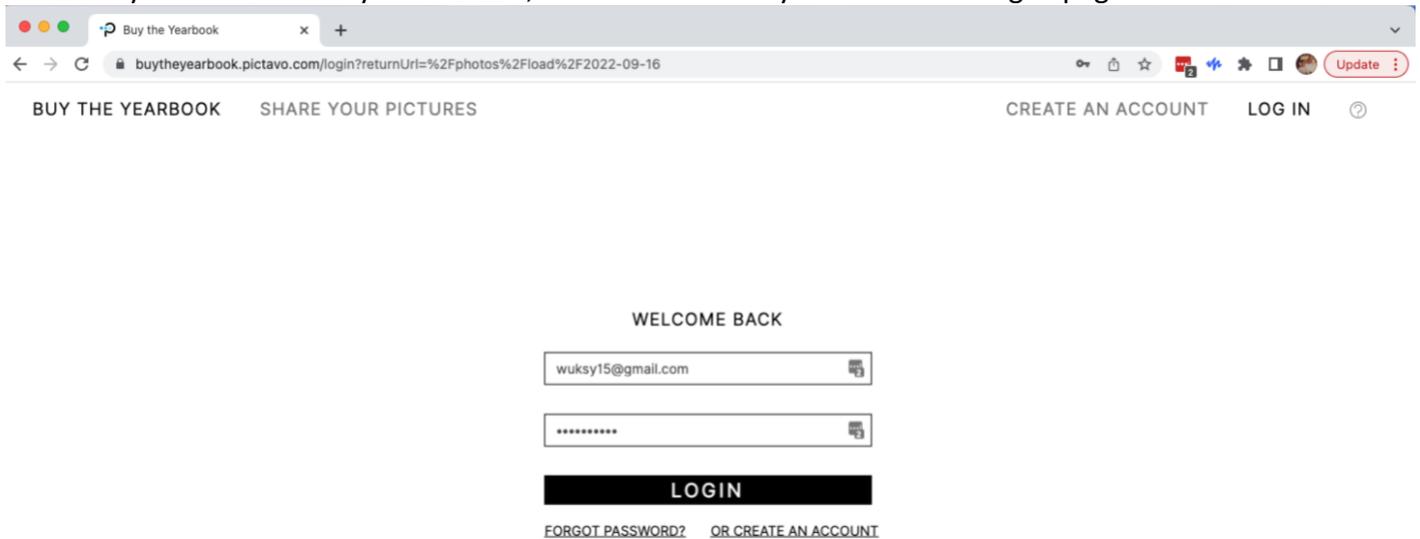
- Click on [Create an Account](#)



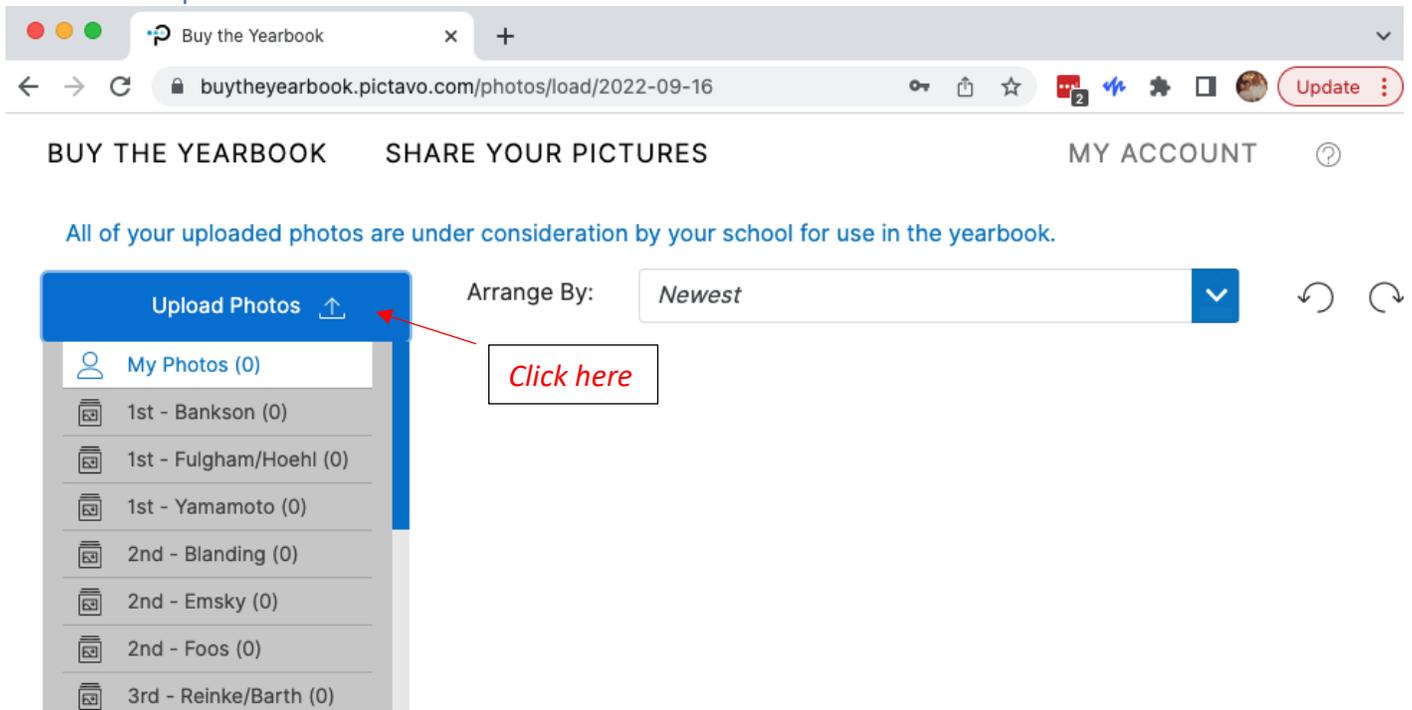
- Enter your information in the first two fields and enter a [Password](#) of your choice.
- Under [Role](#) select [School Staff](#)
- For [City](#) enter [Sammamish](#)
- For [School ID#](#) enter [709607](#)



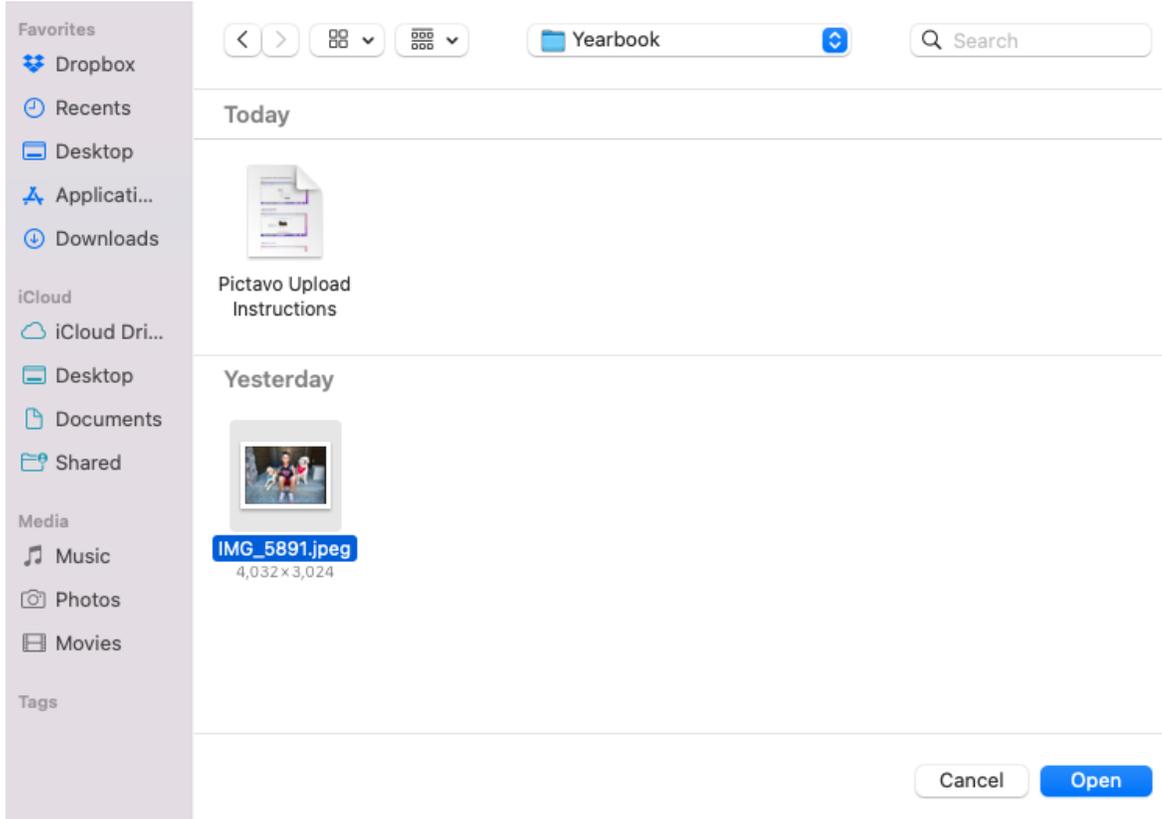
- Once you have created your account, Pictavo will direct you back to the log in page



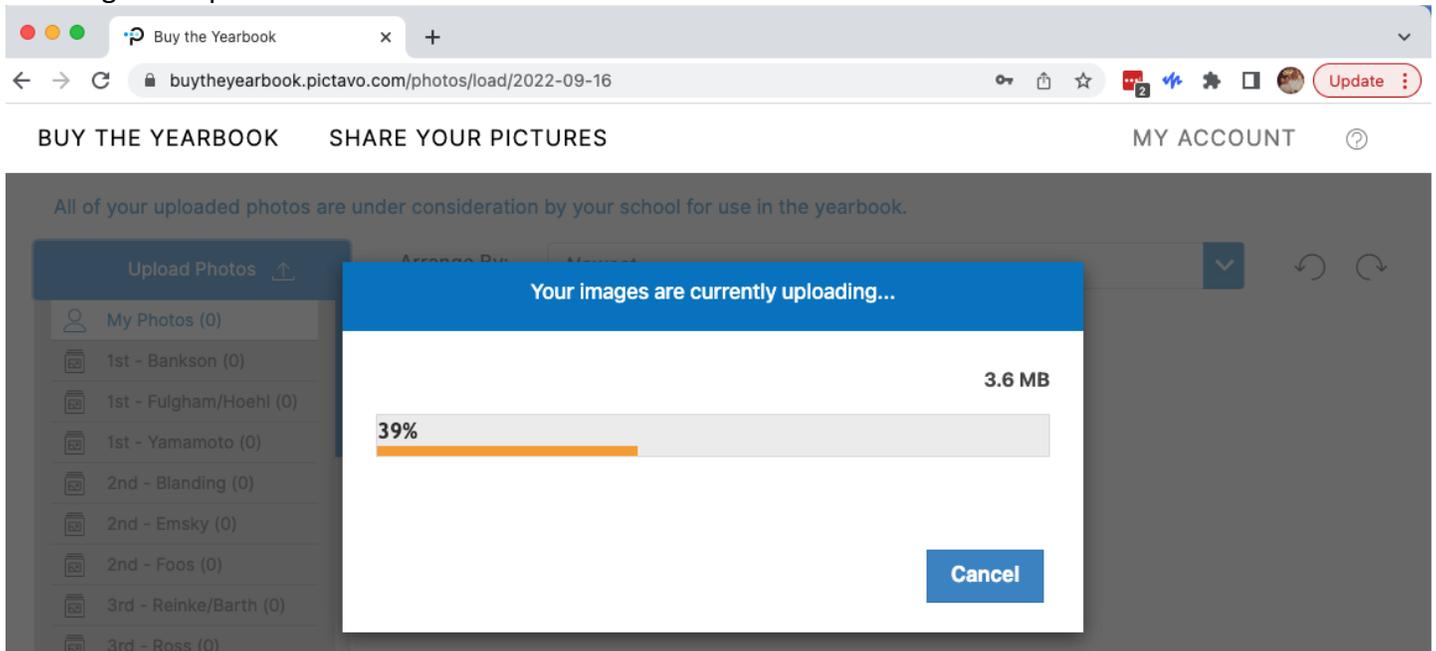
- Now it's time to upload pictures!
- Click on [Upload Photos](#)



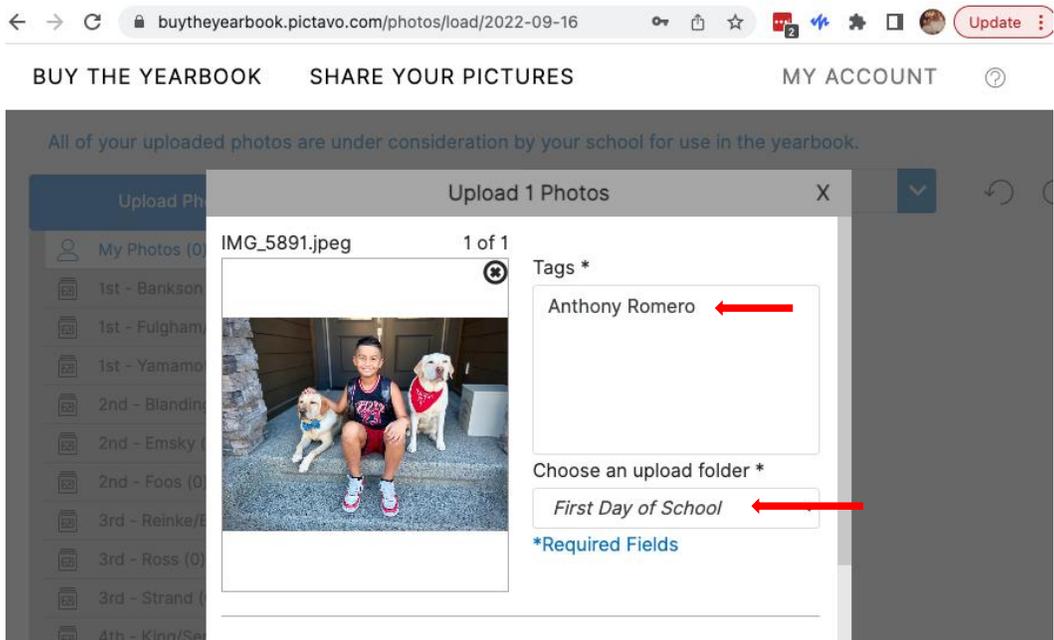
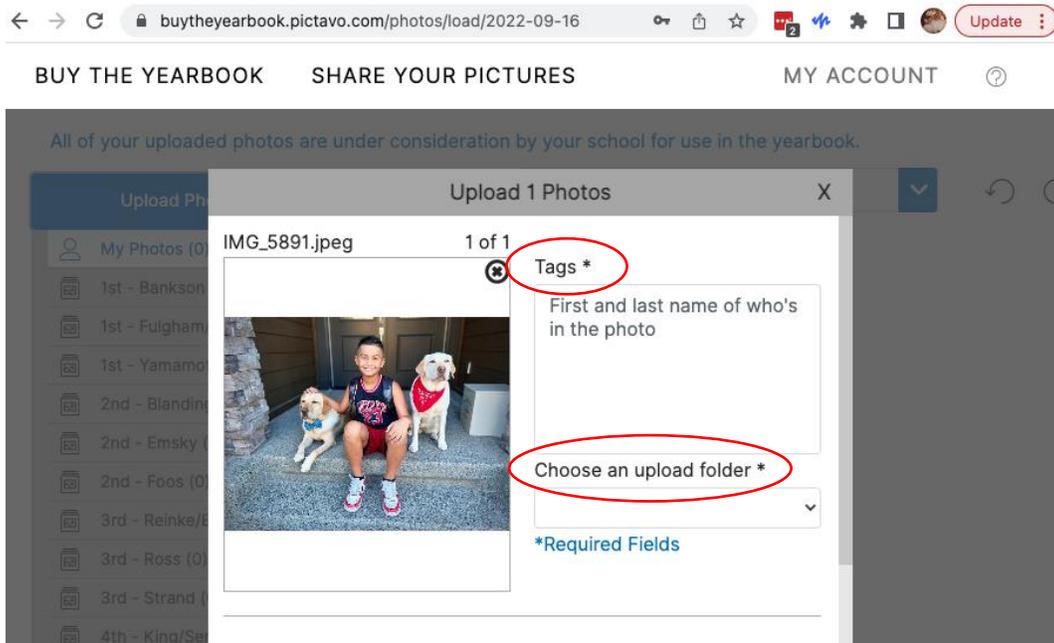
- Select image from the file and click [Open](#)



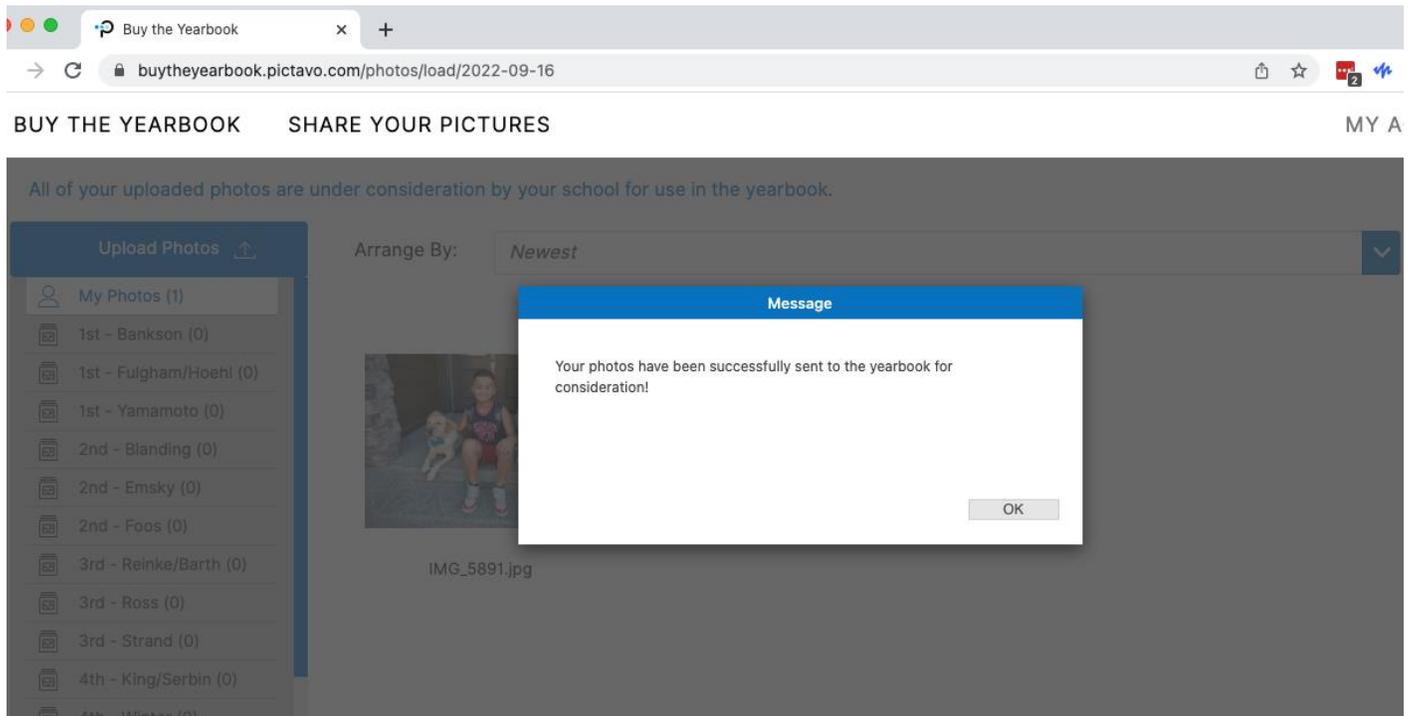
- Image will upload



- Once image has uploaded, a box will be displayed. In the box there will be a field called **Tags\***, in this field please enter the student's or person's first and last name. It will help when we start arranging photos in the yearbook and also help prevent duplicate photos.
- There will be a drop-down menu, **Choose and Upload Folder\***. There you can choose which category the photo fits in. Options are classroom teachers and special events like First Day of School, Recess Fun, Wolf Pack Spirit, etc.... If you can't find a folder for your picture, please choose **Misc.** and in the **Tags\*** box please also indicate what the picture is of (certain event, group name, etc.).



- When finished typing in the first and last name of the person/persons in the image and choosing a folder from the drop down menu, click [Upload Photo](#).
- Once you have successfully uploaded an image, you will see this popup message.
- Success!!!



Thank you for your help in collecting some fun and memorable images of our students and staff during the school year. The yearbook wouldn't be possible without your help!