How to upload pictures to Pictavo (Yearbook design software)

• Go to:

https://buytheyearbook.pictavo.com/PictavoSchool/FindSchool

• Enter 709607 for School ID#



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	PASSWORD Click here
	FORGOT PASSWORD2 OR 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	
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CREATE AN ACCOUNT

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

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		WELCOME BACK		
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- Now it's time to upload pictures!
- Click on Upload Photos

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	1st - Fulgham/Hoehl (0)			
	1st - Yamamoto (0)			
	2nd - Blanding (0)			
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	2nd - Foos (0)			
	3rd - Reinke/Barth (0)			

Select image from the file and click Open •

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- 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!!!



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BUY THE YEARBOOK SHARE YOUR PICTURES

All of your uploaded photos are under consideration by your school for use in the yearbook.									
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		Your photos have been successfully sent to the yearbook for consideration!							
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4th - Winter (0)									

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!