



Photo Share Guidebook

for the Jesuit High School *Cutlass* Yearbook

STEP 1

GET STARTED

There are two easy ways to access Jesuit High School's Photo Share site:

1. Go to www.photo.jostens.com and enter "Jesuit High School," then select it from the suggestions.
2. Scan the QR Code below, or use the link provided on the Jesuit website.

www.photos.jostens.com/XGF3RM



STEP 2

ADD CONTACT INFO

Use **I am a...** to personalize your photo sharing experience. Then fill out your contact information and continue to verify your email address.

TIP:

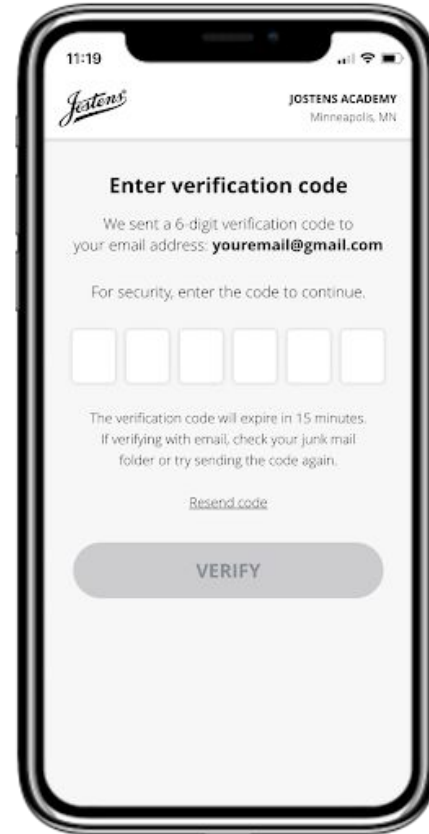
If you choose Student, follow the onscreen instructions to confirm your information so it can be used to accurately tag photos.



STEP 3

VERIFY YOUR EMAIL

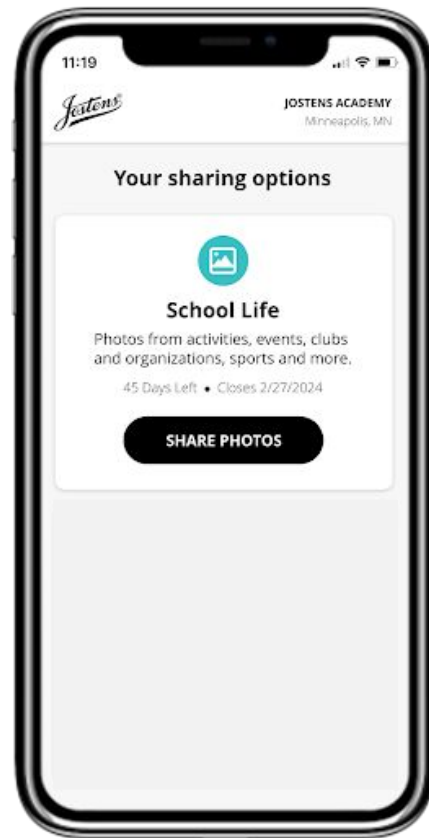
Check your inbox for the email address you provided for your one-time code. Enter the 6-digit code and tap Verify to continue.



STEP 4

CHOOSE SHARING OPTION

Jesuit High School only accepts “Student Life” photo submissions. Click the “Share Photos” button under the Student Life category to continue.

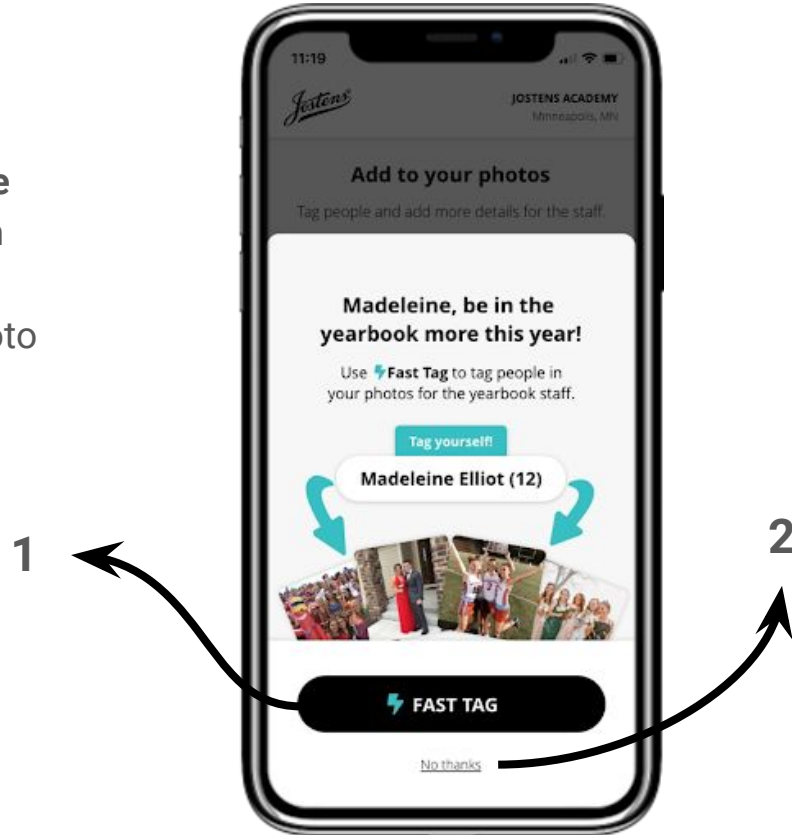




STEP 5

UPLOAD YOUR PHOTOS

1. Tag Multiple Photos With The Same People And Topics All At Once With ⚡ Fast Tag
2. How To Add And Edit Individual Photo Details





STEP 5

UPLOAD YOUR PHOTOS

Tag Multiple Photos With The Same People And Topics All At Once With ⚡ Fast Tag

1. Tap ⚡ Fast Tag on the pop-up, or from the review screen.
2. Select photos, then tap Next. Keep in mind the people and topics you tag will be added to ALL of these photos.
3. To tag someone, enter their first name, last name and select their grade, then tap Add. Follow the onscreen instructions to confirm their information.
4. To add topics, enter a topic, then select it from the suggestions.
5. When you're done, tap the X or Done.

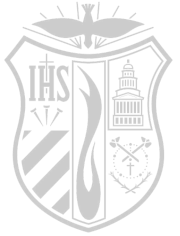


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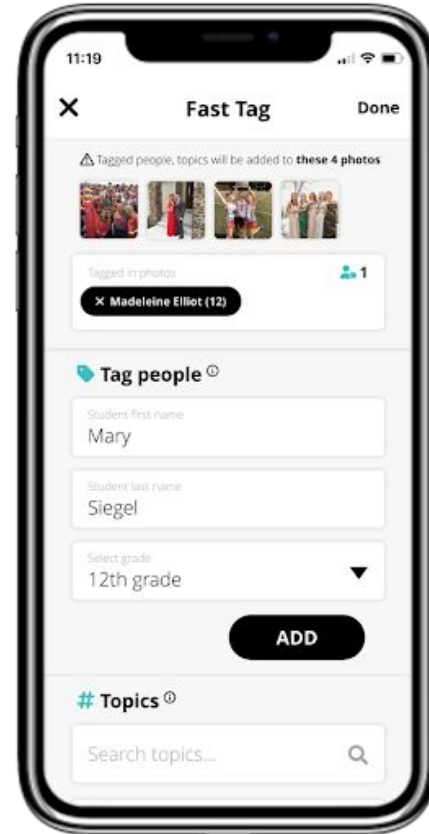


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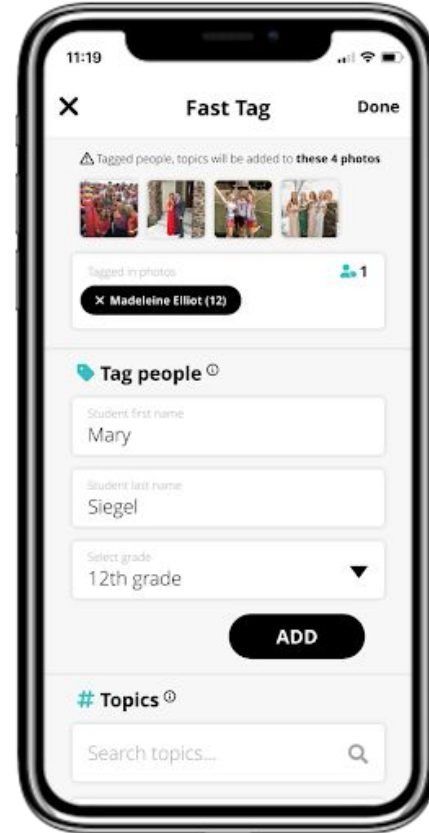
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UPLOAD YOUR PHOTOS

TIPS FOR

Tag Multiple Photos With The Same People
And Topics All At Once With ⚡ Fast Tag

- If you selected Student when providing your contact information, your name will already appear in the “Tagged section of the photos area.”
- To remove a name or topic tag, tap the X next to it in the “Tagged section” of the photos area “Added topics areas.”

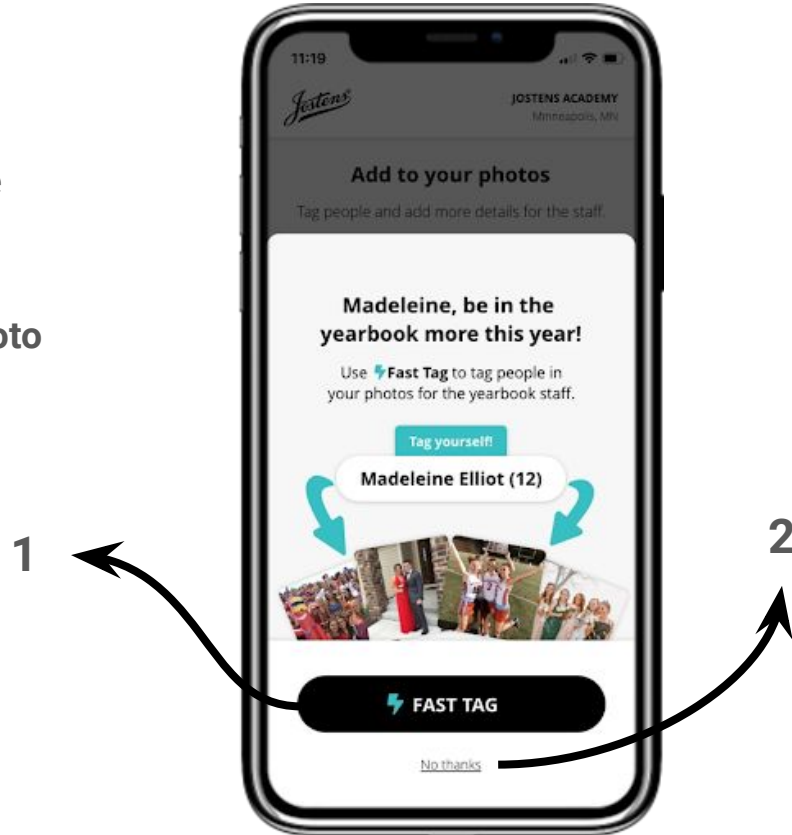




STEP 5

UPLOAD YOUR PHOTOS

1. Tag Multiple Photos With The Same People And Topics All At Once With ⚡ Fast Tag
2. How To Add And Edit Individual Photo Details



STEP 5

UPLOAD YOUR PHOTOS

How To Add And Edit Individual Photo Details

1. Tap No thanks on the pop-up, or tap any photo thumbnail on the review screen.
2. Use the previous and next arrows, or tap thumbnails at the top to view a photo's details.
3. To tag someone, enter their first name, last name and select their grade, then tap Add. Follow the onscreen instructions to confirm their information.
4. To add topics, enter a topic, then select it from the suggestions.
5. To write a caption, tap Add caption...
6. When you're done, tap the X or Done.

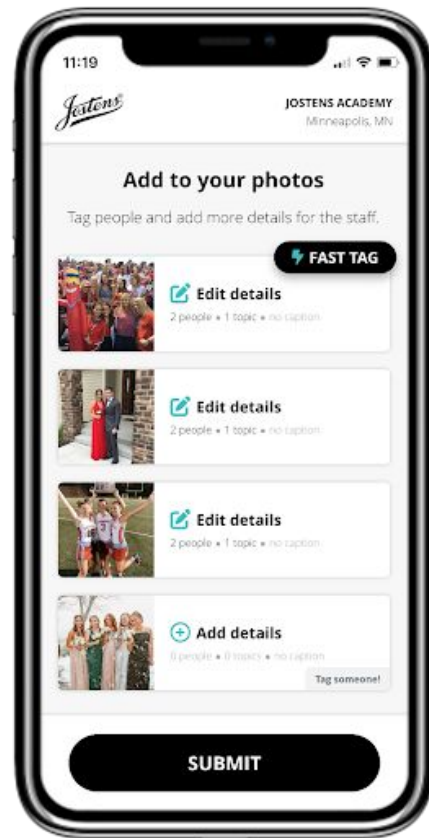


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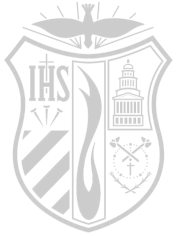
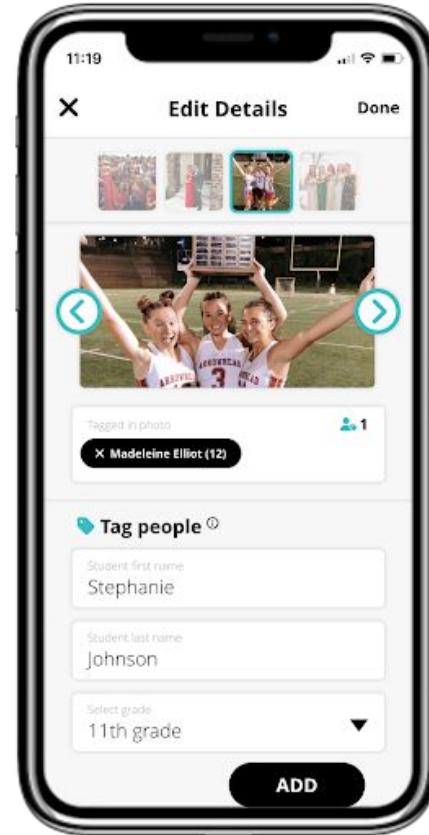
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UPLOAD YOUR PHOTOS

TIPS FOR

How To Add And Edit Individual Photo Details

- To remove a name or topic tag, tap the X next to it in the Tagged in photo or Added topics areas.
- The character limit for a caption is 400 characters.
- On the review screen, you can tap ⚡ Fast Tag to launch it at any time.

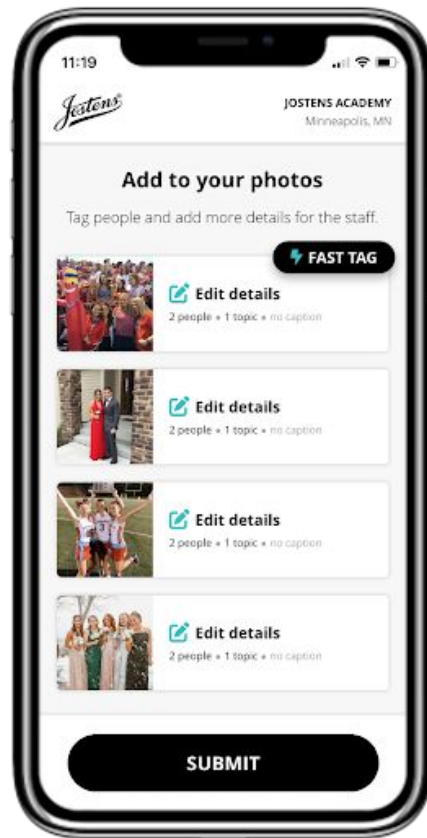


STEP 5

REVIEW & SUBMIT

After tagging people and adding other photo details, you're ready to submit. Keep in mind, the best way to see more of you and your friends in the yearbook is to tag people and add photo details, so the yearbook staff knows who's in them and what they're about.

When you're done, tap **Submit** and you'll receive a confirmation email in your inbox. To easily share more photos without providing your contact information again, tap **Share More Photos** at the bottom.

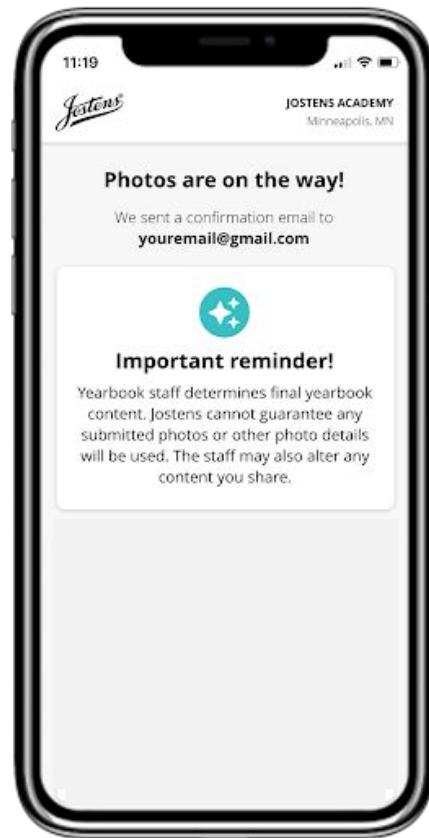


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