

EMAIL SUBMISSION INSTRUCTIONS

- **Directions for emailing senior photographs:**
 - You will send your photographs to: tjmonticello.yearbook@gmail.com
 - You will need to attach your photographs to the email.
 - Do NOT paste your photograph in the body of the email.
 - Fill out the email as follows:
 - Subject line: Student's Full Name (no nicknames please!) Photo Type
 - Example: John Smith Senior Portrait
 - Example: John Smith Baby Photo
 - Example: John Smith Casual Corner Photo
 - If you are sending more than one photograph together, you will include all the attached photograph titles
 - Example: John Smith Baby and Portrait
 - Body: Attached is Student's Full Name's (Portrait, Baby, Casual) Photo.
 - Attach the photograph(s) to the email
 - Click on the paper clip icon at the bottom of the email
 - This will take you to documents on your computer/phone
 - Choose the correct photo(s)
 - Click on OPEN (on a phone, files selected usually attach automatically)
 - **Please make sure that the photograph files you are sending are titled with the student's full name (no nicknames please!) and not IMG # or some other automatic title given to photos.**
 - Please have only 1 person to send the email with the photograph(s)--either the photographer, the parent, or the student. It gets overwhelming and confusing when we have multiple people sending the same photographs over and over again.
 - The person who sends the photograph will receive confirmation via email.
 - **Please be patient as you await confirmation. The yearbook staff members are students and the adviser is a teacher. At the beginning of the year, we are all busy with new classes, assignments, training, and work.**
 - **We do not check the yearbook email every day. It may be a week or two before you get confirmation.**
 - **Please do not call the school, do not call the adviser, do not email the adviser, and/or do not send multiple emails to the yearbook email address.**
- Prior to final submission and deadlines for senior photo pages in the yearbook, the yearbook staff will disburse either electronically or through hard copy what photos we have received from each senior. If any photos are found to be missing at that time, seniors will have a chance to submit or resubmit photos for use in the yearbook. This typically occurs at the end of October/beginning of November.