

Dear Palm Beach Lakes Community High School Distance Learning Families,

We are pleased to offer you a way to include your child's school portrait in the yearbook. Please read the information below regarding the process for submitting your child's picture.

Pictures must be received by **Friday, March 26<sup>th</sup>** to ensure that they can be sent to our yearbook publishers in time for yearbook production.

### **Self-take portrait photo at home**

Please follow the instructions below to ensure that the photo will be ready for placement in our yearbook:

- a. The picture should be well lit and taken in front of a white/neutral colored background with nothing behind it.
- b. Your child should be in dress code.
- c. The picture should be taken from the chest up (see the example for correct positioning/spacing).
- d. Upload the picture into our Snap Community Upload System using the instructions on page 2.



If you have any questions please email the yearbook adviser at [yulante.darling@palmbeachschools.org](mailto:yulante.darling@palmbeachschools.org)

If you are submitting photos for more than one student, please complete a separate "snap upload" for each child so that the student identifying information is not mixed up.

Yearbooks are currently on presale for \$65. There is a limited quantity of books available for purchase. You can purchase a yearbook by visiting [www.schoolcashonline.com](http://www.schoolcashonline.com)

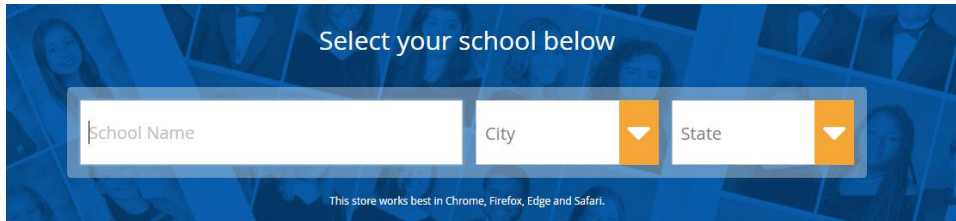
Best regards,

**Yulante Darling, M. Sc.**  
Yearbook Adviser,  
Palm Beach Lakes Community High School

# Snap Community Upload System Instructions

Step 1: Go to the website [www.yearbookforever.com](http://www.yearbookforever.com)

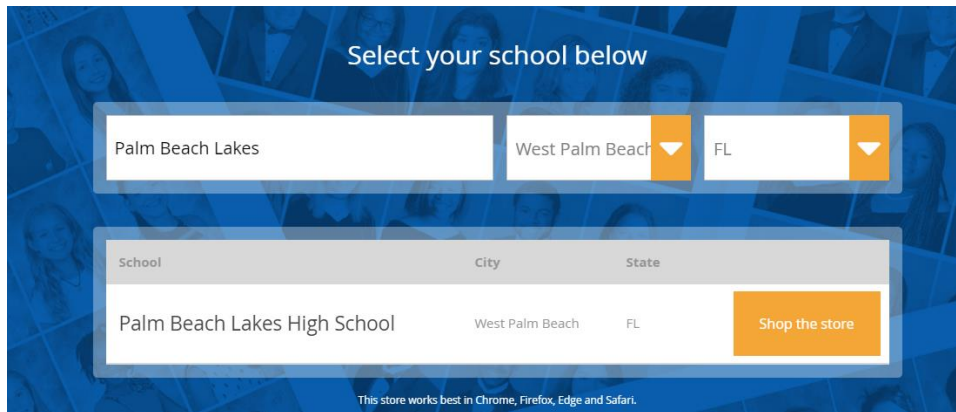
Step 2: Type **Palm Beach Lakes** in the School Name box. You will see Palm Beach Lakes pop up. Press the Shop the Store button.



Select your school below

School Name City State

This store works best in Chrome, Firefox, Edge and Safari.



Select your school below

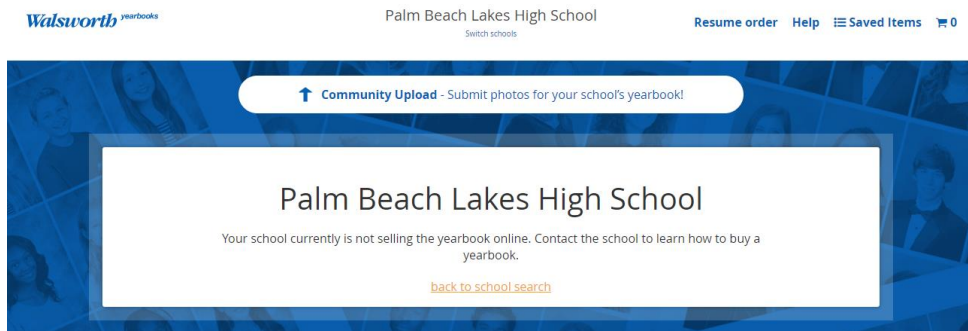
Palm Beach Lakes West Palm Beach FL

School	City	State
Palm Beach Lakes High School	West Palm Beach	FL

Shop the store

This store works best in Chrome, Firefox, Edge and Safari.

Step 3: When the new page opens, Select the Community Upload Button



Walsworth yearbooks Palm Beach Lakes High School Resume order Help Saved Items 0

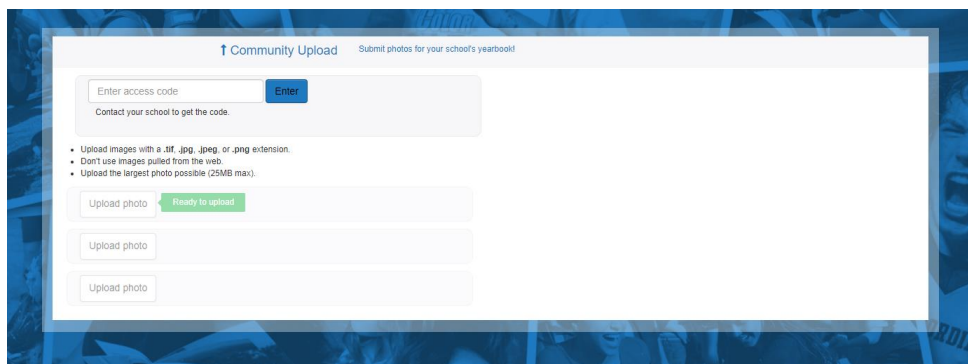
Community Upload - Submit photos for your school's yearbook!

Palm Beach Lakes High School

Your school currently is not selling the yearbook online. Contact the school to learn how to buy a yearbook.

[back to school search](#)

Step 4: Type **rams** in the Enter Access Code box and press Enter



Community Upload Submit photos for your school's yearbook!

Enter access code Enter

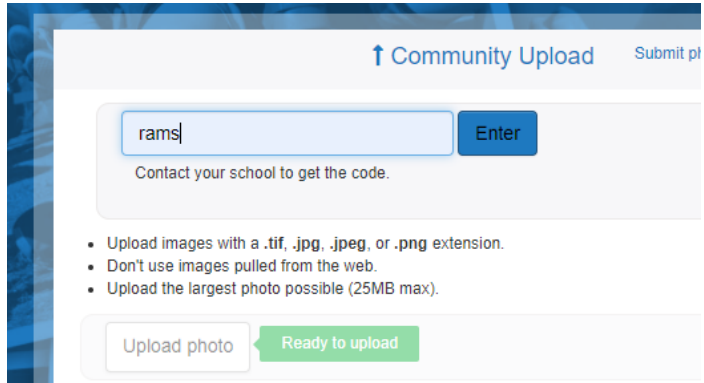
Contact your school to get the code.

- Upload images with a .tif, .jpg, .jpeg, or .png extension.
- Don't use images pulled from the web.
- Upload the largest photo possible (25MB max).

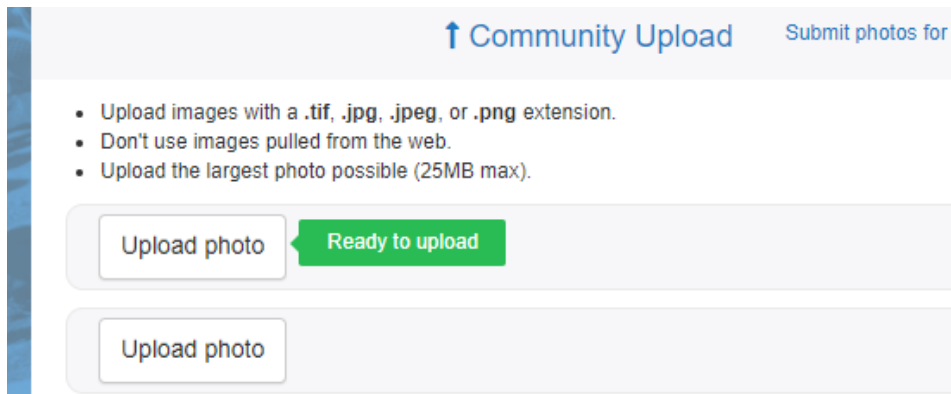
Upload photo Ready to upload

Upload photo

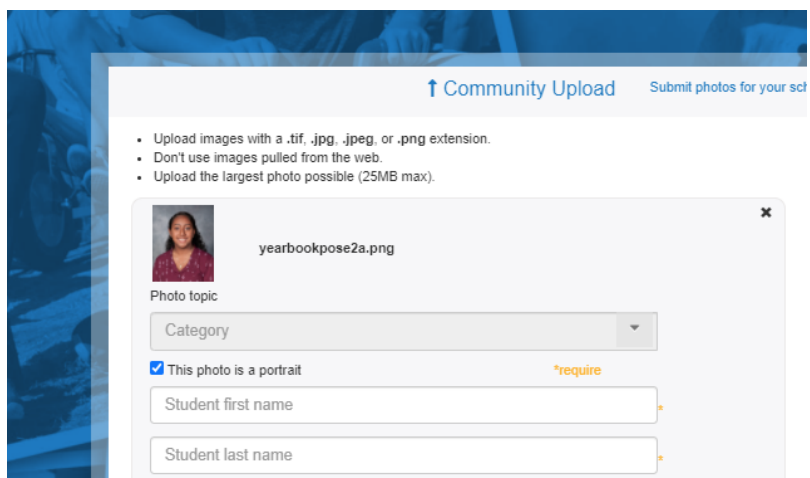
Upload photo



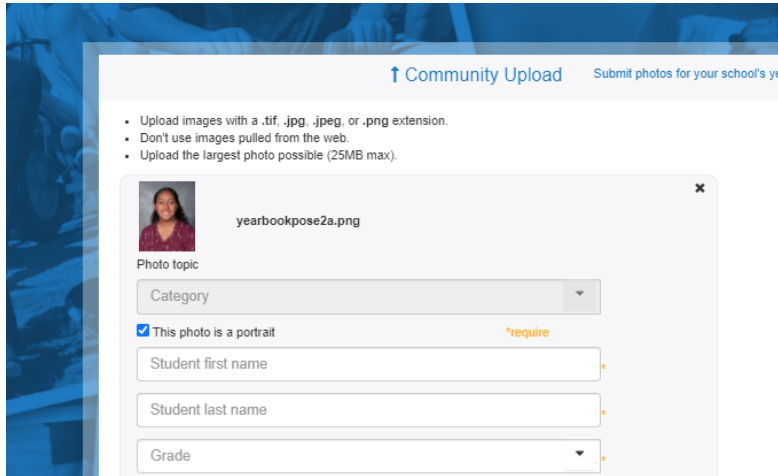
### Step 5: Select the Upload Photo Button



### Step 6: After you have selected the picture that you want to submit, Click the little box that says, This photo is a portrait.



Step 7: Enter the first name, Last name, and grade of the student



↑ Community Upload [Submit photos for your school's yearbook](#)

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- Upload the largest photo possible (25MB max).


 yearbookpose2a.png

Photo topic

Category

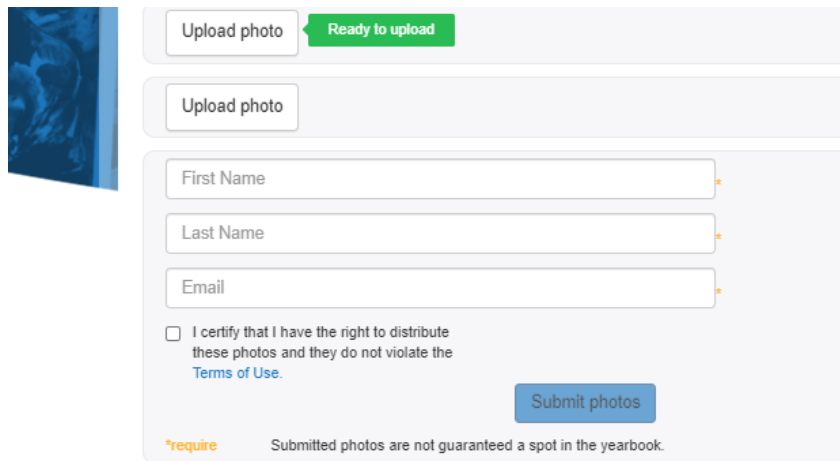
This photo is a portrait \*require


Student first name

Student last name

Grade

Step 8: Enter the First name, Last name, and email of the person submitting the image.



  Ready to upload

First Name

Last Name

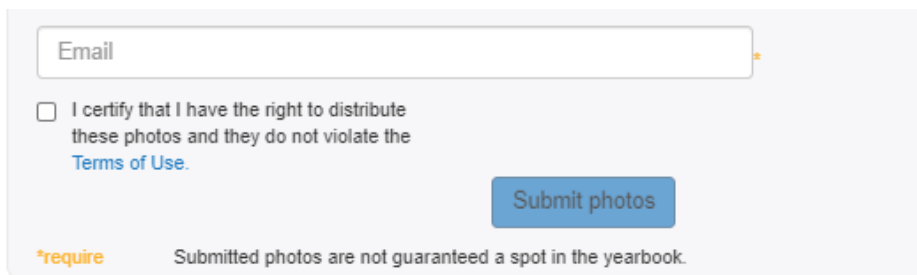
Email

I certify that I have the right to distribute these photos and they do not violate the [Terms of Use](#).

\*require Submitted photos are not guaranteed a spot in the yearbook.

Step 9: Click the little box that says, I certify that I have the right to distribute these photos and they do not violate the Terms of Use. Be sure that you have read and agree with the Terms of Use before submitting.

Step 10: Press the Submit photos button.



Email

I certify that I have the right to distribute these photos and they do not violate the [Terms of Use](#).

\*require Submitted photos are not guaranteed a spot in the yearbook.