

Upload Your Photos for the 2019 4th Grade Yearbook Today!

(Baby/Kindergarten and non-4th grade event photos are due December 19th)

Dear Parents/Guardians,

Upon graduation from elementary school, your 4th grade student will receive a yearbook that captures many fond memories from his or her time at New Eagle. The Yearbook Committee has started the yearbook design and we are asking for your help to collect photos of special New Eagle moments. **We need both individual photos of your child as well as event/group photos over the years.** The following are detailed instructions on which photos we need, how to prepare them and how to upload them.

PART I: 2 Individual Photos of Your Child

- 1 photo of your child as a baby or a toddler. A close-up photo of your child alone is preferred. This photo should be named/labeled "First name_Last name_Baby."
- 1 photo of your child as a kindergartener or 1st grader (Class photo, or a photo you took of him/her on the first day of school.) Again, this should be a photo of only your child, preferably a close up. Please name/label the photo: "First name_Last name_Kindergarten"

PLEASE NOTE: We do not need a recent photo of your child. We will use this year's school portrait.

Uploading Your Individual Photos of Your Child (only baby and kindergarten photos!) – Two Ways:

1) From Your Computer (website works best with Chrome):

- Go to <https://link.entourageyearbooks.com/>
- Click on *Find Your School* at the top right of the page.
- Enter *New Eagle Elementary (2019)* in the search bar.
- To *Login* Enter **Username- neweagleyearbook@gmail.com Password- swoop**
- Click on Upload Photos in the big blue bar.
- Step #1 – Select Photo Category
 - Find your child's name in the dropdown menu (*under "1. Student Pictures"*) and click on it
- Step #2 – Select Your Photo Files
- Step #3 – Begin Upload
- To upload additional photos, click "Upload More Photos."

2) From Your Smart Phone:

- Download the app "Entourage Yearbooks" from the app store (shows up as "Entourage Link").
- To Login Enter Username- neweagleyearbook@gmail.com Password- swoop
- Click on "New Eagle Elementary PA 2019 Yearbook"
- Click Select Images and choose your baby and kindergarten photos
- Click Upload Selected
- Scroll down to select the folder with your child's name

Part II: Your Event/Group Photos

- We are looking for group photos (not individual) from school events over the years.
- You do not need to label these photos. Just upload them into the appropriate grade folder (see below).
- Please be selective and only upload clear, usable photos for these events.

Uploading Event/Group Photos (not individual photos)- Two Ways:

1) From Your Computer (website works best with Chrome):

- Go to <https://link.entourageyearbooks.com/>
- Click on *Find Your School* at the top right of the page.
- Enter *New Eagle Elementary (2019)* in the search bar.
- To *Login* Enter **Username- neweagleyearbook@gmail.com Password- swoop**
- Click on Upload Photos in the big blue bar.
- Step #1 – Select Photo Category

- Find the appropriate event folder (*under "2. Event Photos"*)
- Step #2 – Select Your Photo Files
- Step #3 – Begin Upload
- To upload additional photos, click "Upload More Photos".

2) From Your Smart Phone:

- Download the app "Entourage Yearbooks" from the app store (shows up as "Entourage Link").
- To Login Enter Username- neweagleyearbook@gmail.com Password- *swoop*
- Click on "New Eagle Elementary PA 2019 Yearbook"
- Click Select Images and choose your event photos
- Click Upload Selected
- Scroll to select the appropriate event folder

The deadline for uploading Baby/Kindergarten photos and miscellaneous event/group photos is 12/19/18, except for photos from 4th grade events. You may continue to upload photos for those events throughout the school year. If you encounter any difficulties uploading photos or if you have any questions or concerns, please feel free to contact one of us and we will do our best to help.

Thank you for your cooperation!

The 4th Grade Yearbook Committee
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