

August 2020

Dear Parents and Class of 2021

It's time to start thinking about your upcoming senior year, which means preparing for senior yearbook portraits. The following are requirements to follow while making arrangements for your senior portraits. Your photographer options are: Empire Photography at Hamilton registration or a private studio of your choice.

Timeline Requirements

Senior pictures should be taken by mid to late October when using a private studio.

The yearbook picture needs to be submitted via Walsworth, no later than **NOVEMBER 27 at 3 pm**. Late submissions will NOT be accepted. You will need to upload the photo yourself and be sure to enter your identifying information. Please ask your photographer to send you your photo in jpg format and ensure that the photo is NOT compressed. If it is compressed it will appear blurry in the yearbook.

If you have not used a private photographer before August registration, have Empire Photography take a picture during registration as usual; it will be included in the senior section if no other picture is submitted.

Picture Submission Instructions

- 1) Go to <https://yearbookforever.com/>
- 2) Enter school information in the boxes - this will link you to Hamilton's private account.
- 3) Click on "shop the store"
- 4) Click on "community upload"
- 5) In the box asking for the access code type Lance (case sensitive)
- 6) Click upload photo and choose your file
- 7) Once the photo is uploaded you MUST check the box that says "this photo is a portrait"
- 8) Enter your FULL, LEGAL first name and last name and your SCHOOL email address
- 9) Check the box saying you have the right to distribute the photo
- 10) Click submit

You can also upload photos on your phone by using Walsworth's free Yearbook SNAP app.

Picture Composition Requirements

While we understand that your senior photo is as unique as you are, we do request that the picture be a head and shoulder shot. Full body pictures, while often pretty to look at, do not show up well in the yearbook as your face becomes too small to be clearly seen. Additionally, we do not want props in your pictures (props include, but are not limited to: hats, pets, cars, chairs, sports equipment, musical instruments, etc.) as we want to see YOU, not your "stuff."

Picture Submission Requirements

There is not a specific "size" that you should submit. The key is the image should be **325 resolution** (pixels/inch); any resolution smaller than this will result in a blurry photo. The better the resolution the better your photograph will look.

Again, please ensure your photographer does NOT provide you with compressed photos; they will appear blurry in the yearbook.

Please discuss the delivery process with your photographer to ensure a timely delivery.

It is YOUR responsibility to make your photographer aware of these requirements and deadlines! Schedule your senior portrait appointment soon!

Please note that yearbook staff may edit/crop your photo to meet space requirements, or enhance color balance if needed.

Do Not Publish List

Please also be aware that if you or your parents sign the waiver stating that your name and likeness are not be published in district publications (programs, website etc) that this includes the yearbook and your photo will NOT be included.

If you have any further questions, please contact Ms. Hammer at hammni@hamilton.k12.wi.us.

Thank you.