

Hello **South Amboy Elementary** families!

We are hard at work capturing this remarkable year of history on our yearbook pages so that your students can look back on it in years to come. We want to extend an opportunity for EVERYONE to be included in the portrait section of our yearbook, whether you are studying remotely only or here in person. We will be including Xth, Xth, and Xth grade students just like we do every year.

Here is how you can submit your own portrait for the yearbook. Parents, we expect that you'll need to do this on your child's behalf. **Please follow the instructions below.** We are unable to take pictures via email due to the volume - PLEASE read these instructions carefully and follow them to ensure your child's portrait will be in the book!

1. Take a picture of your child with your smart phone or camera.
2. Click on this link: <http://www.hjeshare.com/eShare?code=SAEL21>
3. Enter your information and choose the option to **"Upload Student Portrait"**
4. Step through the wizard that allows you to choose your image, crop and submit it. **Submit ONE photo per child.**
5. Once you submit, you will see a "success" message at both the top and bottom of your screen. Take the time to notice this rather than emailing the yearbook adviser to ask if we received it - again, the volume is too high for us to process individual emails like that.
6. If you need help, here's a 4-minute tutorial to walk you through the process: <https://www.dropbox.com/s/im3sb38klc2vrp1/eShare%20Web%20Tutorial%20for%20Parents.mp4?dl=>
7. You have until **3/15/21** to submit your child's portrait. We will not be able to accept any late submissions.

We look forward to including your child in this book of history, but we can only do this if you participate. Please be sure to do this! And don't forget to buy your yearbook: <https://www.yearbookordercenter.com/index.cfm/job/13938>

AND...

When you need someone to resubmit a portrait, here's the structure of the email:

"Hello!

We are working on the yearbook and wanted to reach out regarding the portrait you submitted for the yearbook. It wasn't cropped correctly and looks like a black square.

Could you please resubmit? As you do, the program will give you a preview of the photo before it goes in, so make sure that what you see looks good! Thanks so much! Here are the directions for submitting (please be sure to select the button that says STUDENT PORTRAIT).

1. Take a picture of your child with your smart phone or camera.
2. Click on this link: <http://hjeshare.com/eShare/SAEL21>
3. Enter your information and choose the option to **"Upload Student Portrait"**
4. Step through the wizard that allows you to choose your image, crop and submit it.
5. If you need help, here's a 4-minute tutorial to walk you through the process:
<https://www.dropbox.com/s/im3sb38klc2vrp1/eShare%20Web%20Tutorial%20for%20Parents.mp4?dl=0>
6. You have until December 11th to submit your child's portrait. We will not be able to accept any late submissions. Submit ONE photo per child.