# ECS 2020-2021 YEARBOOK PHOTO SUBMISSION GUIDELINES

**Submit your photos and help us capture the 2020-2021 school year!**

## PHOTO REQUIREMENTS

- Recent photos show head and shoulders, looking at camera. No square or horizontal crops. Think passport/driver's license. Simple or solid background.

- No hand signs or gestures.

- Color photos only, without filters.

- Please submit high resolution JPEG files so images print clearly.

- **Do not use copyrighted photos.**

- Save the picture file with the following name format:
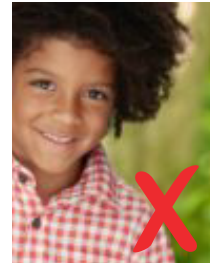**Homebase_LastName_FirstName** (Example: 3C_Doe_John.jpg)



## IMAGE SUBMISSION

**STEP 1**  Go to **https://images.schoolannualonline.com/415983939**.

**STEP 2**  Click on the "Choose Files" button to select and upload images.



**STEP 3**  Fill in all required information. Click on the "Upload Chosen Images" button to submit images.



**Photos must be submitted by February 8, 2021**

**SUBMIT PHOTO**

*Please note if you're a student, teacher or staff, and your title (if applicable).*

**STEP 4**  A confirmation screen should appear once your submission is complete.