

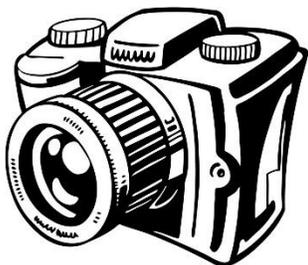
Using the Parent Image Upload Site for NGES & NSS Yearbook Photos

We need your help with taking & uploading pictures for the 2016-2017 NGES & NSS Yearbook!

Follow the instructions below to use the Yearbook Wizard Parent Image Upload site.

1. To begin using the site, open your browser & type in the following URL: www.yearbookwizard.com/uploads
2. Enter your yearbook code in the box provided & select login.
Grades Pre-K through 1st Grade - North Grafton Elementary School (NGES) Code is: **11016N**
Grades 2 through 6th Grade - North Street School (NSS) Code is: **11017K**
3. Once logged in you will first create a category to upload images into. This category could be named according to the event, class, grade, etc. After typing the category name, click on Create Category.
4. Now you are ready to select the images you want to upload. To do that, click the Browse button & navigate to your images.
 - a. To select a range of images for upload, left-click once on the first image you want, hold the Shift key down, & then click on the last image you want uploaded.
 - b. To select random non-consecutive images, hold down the Ctrl button on your keyboard while you left click each of the desired images.
 - c. To select ALL files within one location, hold Ctrl button down & press A on keyboard.
5. Once you have selected your images & clicked Open, your images will appear on the list.
Press the Upload Files button to begin the upload process. Please note that you may go back & add more images to your upload queue by repeating step 4. You are allowed a maximum of 100 images per category. Images can be removed from the list by clicking the red X.
6. Once you select the Upload button, the images will begin to be uploaded to the category you created. It could take a while to upload all the images based on factors such as your internet speed & computer speed. Once the upload is complete, you will receive the message "Image Upload Complete".
If you would like to create a new category to upload more images, follow steps 3 & 4 after logging out, & then logging in again. If you are finished, select OK & then log out using the link above the upload queue.

Any questions on the image uploader or NGES yearbook should be sent to Liz Spinney at emcand29@yahoo.com & Holly McCormick at hollyandaustin@hotmail.com. For NSS yearbook, please contact Martina Arndt at MArndt@bridgew.edu & Holly McCormick at hollyandaustin@hotmail.com



Thank you for all the support!

An alternate way to send in pictures is to email them to the following Yearbook email accounts:

NGES: ngesyearbook@gmail.com

NSS: nssyearbook@gmail.com

