

# Yearbook Public Upload Directions

Yearbook Contact: Coach Susan Rizzo

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**Step 1:** Go to [www.images.balfour.com](http://www.images.balfour.com)

**Step 2:** Enter project number **910765** and password **rockets**  
Enter name, email and phone number

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School Project Number  
610765  
Password  
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Your First Name Your Last Name  
Contact info (if the yearbook staff has questions)  
Email (required)  
Phone Number  
Next

**Step 3:** Accept Terms and Conditions

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 I have read and accept the Terms & Conditions for StudioWorks photo uploads. Next

**Step 4:** Upload photos

Cancel Begin Uploading  
Photo 1  
File Browse...  
People in this photo:  
Enter names here  
Event or Occasion  
Enter event information, date, etc.  
Photo 2  
File Browse...  
People in this photo:  
Enter names here  
Event or Occasion  
Enter event information, date, etc.

- Ability to upload 5 at a time
- Maximum files size is 20MB
- Images should be in JPEG format
- Please include teacher's name/event in caption