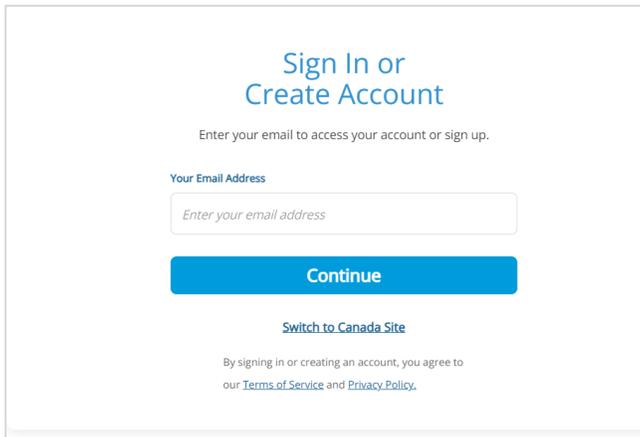# Community Image Upload
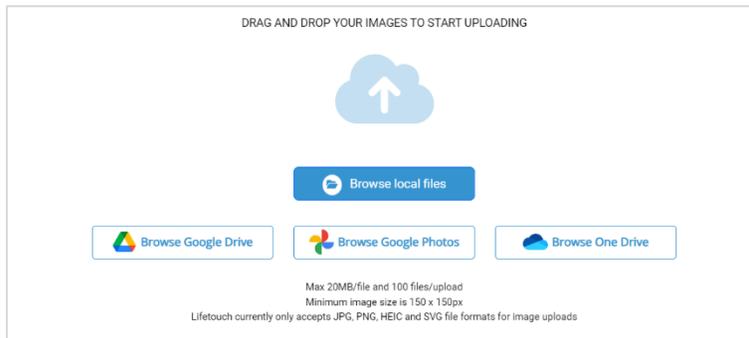## Community Member Use

Using Community Image Upload

Lifetouch offers a tool called *Community Image Upload,* which allows the school community to share candid photos. Members can contribute their images, and the Adviser will review and approve them for inclusion in the school Yearbook.

To use Community Image Upload:

1. Click on the link that was received from the school.

    Haven't received a link? Reach out to your school Yearbook Adviser.

2. Log in with your credentials.

    a. Lifetouch/Shutterfly account-if you already have an established account. You can either use your Lifetouch or Shutterfly credentials.
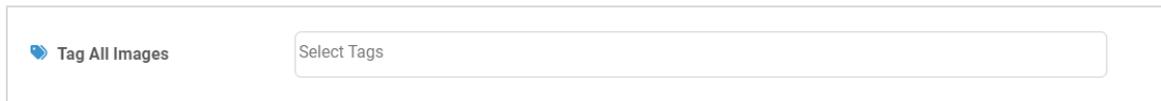

    b. If you do not have an account with us enter your email address and click **Continue** to begin creating an account. This will help you set up your account, enabling you to upload pictures.

        1. After creating an account, you will begin the process of uploading your photos.
        2. You'll receive an email from shutterfly.com welcoming you to your new Lifetouch account.

3. Enter the invite code that was provided to you by the school. Click **Continue.**

    Reminder: if you haven't received a code, please reach out directly to the Yearbook Adviser at your school.

4. Confirm the information is valid and click **Continue.**

5. Upload your photos directly with one of the choices shown: browse local files, Google photos, Google Drive, or OneDrive.

6. Choose the photo(s) you want to upload. You can select the pre-set tag provided by your school to individual photos or to all of them at once.

    For example: homecoming dance, read-a-thon.

7. After selecting or typing the tag for your photo click on **Begin Upload**.

8. Do not close out of any tabs/windows when the upload process is in progress. A status update will show when the process has been completed.

9. Click **Done**. The images have now been uploaded and are currently under review by the Adviser for approval and inclusion in the Yearbook.