

# Instructions to Upload Photos to Tree Ring

Go to [www.treering.com](http://www.treering.com)

Click the **Sign in** button located in the top right corner of the website

From the Home page, select **option 4 Add Photos**

Click on **Add Photos** button on top right side

You can select 3 options to upload your photos:

- 1) Computer: to select file or picture to upload
- 2) Facebook
- 3) Flickr

Select the appropriate option to upload your photos.

A box will appear **Organize and Share with Your Community**

Select the 2nd option **Help Others to Find Your Photo**

Click the Drop down Menu and select Event (i.e. Village BTS 2013)

*School Events Folders will be created for individual events. Announcement reminders will be sent indicating which folder to use. Photo submissions for class birthday parties or candid shots around the school may be uploaded to the Miscellaneous Folder. Please refer to the FAQ section for Event Folder Names.*

Click to **Next** button to upload photo(s).

## Requirements for Photo Submissions

- 1) Photos need to be high quality images to be used in the yearbook. If you are planning on using your cell phones camera, please make sure you change your settings to a high resolution setting.
- 2) All photos must be from school sanctioned events on the school grounds. Please refer to the Event Folder Names in the FAQ section if in doubt.