

## Yearbook FAQ

- 1) Is it necessary to create an account with Tree Ring to upload my photos?

*Uploading your own photos is the best way to ensure the picture will be available to the creative layout team responsible for designing the yearbook.*

- 2) How can I send photos into the yearbook if I choose not to go through Tree Ring?

*Please email our staff at [psahistorian1@gmail.com](mailto:psahistorian1@gmail.com) for help with this request and we will be happy to help you.*

- 3) What does Tree Ring do with our personal information?

*Tree Ring does not share any parent information with third party vendors. Information is gathered strictly for use in the creation of the yearbook.*

- 4) Can I submit any picture of my child to be included in the yearbook?

*No. The purpose of the yearbook is to capture memories of our kids throughout the year so pictures need to be from school sanctioned events.*

- 5) What if my images aren't high resolution pictures?

*We will do our best to include as many pictures as possible but if low resolution images will not print clearly they will not be included in the yearbook layout.*

- 6) What Tree Ring website features should concern me?

*Tree Ring offers customization features and the ability to order yearbooks directly to parents. Other institutions use the yearbook as a fundraising opportunity for their schools which is why these features are visible. Because Village School provides the yearbooks to those families who have become a PSA member free of charge, these features will not be available to parents.*

- 7) When should I upload my photos to Tree Ring?

*The Historian Committee will send out an email reminder every 2 months to request photo submissions from our parents. At that time we will also let you know which folders to use for your pictures.*

## Yearbook FAQ

8) What are the names of the Event Folders for Village School?

*Folder Name - Description*

*Village BTS 2013 – First Day of School*

*Welcome Back Night*

*Chuck E Cheese Kindergarten Event*

*Halloween 2013 – Halloween Parade and Parties*

*School Assemblies – Folders will be subdivided*

*2<sup>nd</sup> Grade Winter Concert*

*3<sup>rd</sup> Grade Winter Concert*

*Holiday Parties*

*Bingo Night*

*After School – After school activities (chess, art enrichment)*

*Village Miscellaneous – Birthday Parties, Mystery Readers in class*

*Red Ribbon Week*

*Jump Rope for Heart*

*Read Across America*

*Chinese New Year*

*Book Fair*

*Holiday Shoppe*

*Arbor Day*

*Valentine's Day*

*Go Green Events*

*Plant Sale*

*Principal for the Day*

*2<sup>nd</sup> Grade Breakfast*

*1<sup>st</sup> Grade Spring Concert*

*2<sup>nd</sup> Grade Spring Concert*

*3<sup>rd</sup> Grade Spring Concert*

*Box Top Pizza Parties*

*1<sup>st</sup> Grade Class Trips*

*2<sup>nd</sup> Grade Class Trips*

*3<sup>rd</sup> Grade Class Trips*

*Carnival*