

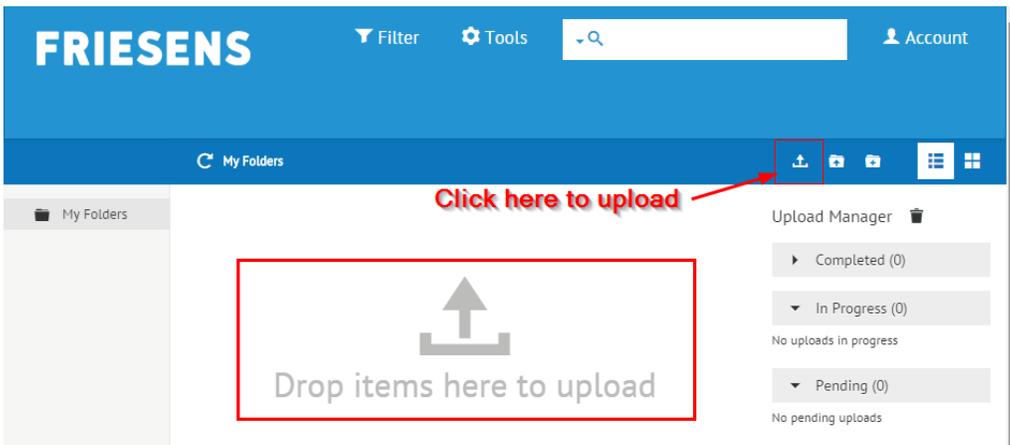
# Public Uploads

The public uploads feature allows images to be uploaded directly into a schools yearbook account by people outside of the yearbook class. This could be other students, parents, photographers, etc... Once an account is setup for a school, a username and password will be given in order to upload.

1. To start, login to the following address: <https://publicuploads.friesens.com>. This can be done on a computer, smart phone or tablet. At this point a login screen will come up.



2. Enter the username and password that you received. **(NOTE: The username and password will be the same. It is a six digit number that will be provided to you from the school.)** If you are on a computer or laptop you will see a screen that indicates "Drop items here to upload". You can drag and drop images onto this window. Alternatively you can click on the upload button and browse your computer to select your images.



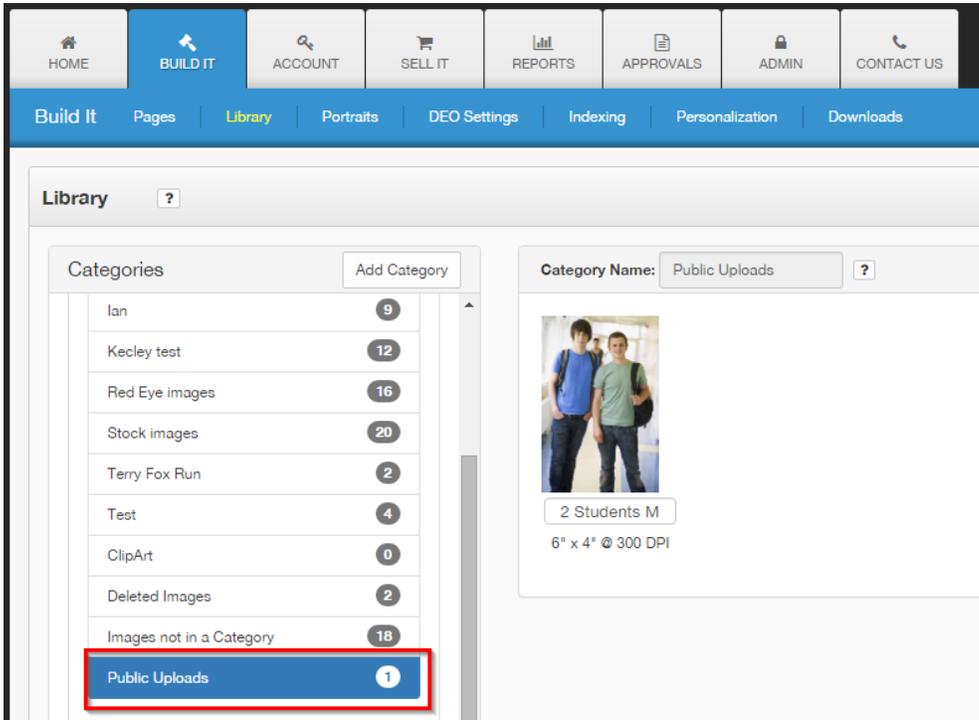
-If you are on a Smartphone or tablet select the upload button and choose an image from your device.



Once your image is selected it will automatically begin to upload.

## Managing uploaded images

1. Login to your ConnectMe account and go to the Library section under the Build It tab. In the list of categories you will see a Public Uploads category. This category will only appear once an image has been uploaded through the Public Uploads tool.



2. In order to use the image on your pages you will need to move that image out of the Public uploads category into a new category.

**NOTE:** Only the advisor can view the images in this category.