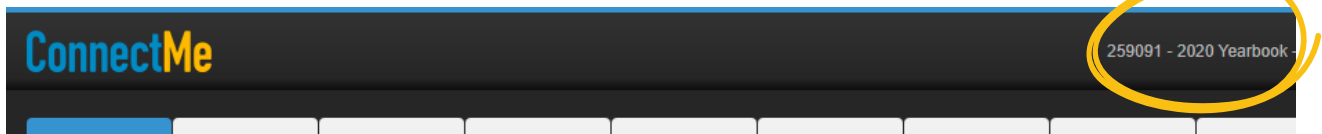# FRIESENS

UPLOAD IT

ADVISOR INSTRUCTIONS

UploadIt allows the uploading of photos to your yearbook ConnectMe project from mobile devices. Below are the steps you can take to get the app out into your school for students and staff to send you their amazing photos!

FIRST Prep the Editable PDF you received with these instructions with your school name and Project Number, which is found at the top of ConnectMe. If you have photo editing software, you can also include a QR code .

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This PDF can be sent to your faculty, your students, and their parents. It allows them to upload their images to your project directly, leaving the images directly in your Library.

NOTE Only the Advisor account can see and access the Public Uploads folder

FIND YOUR QR CODE

Your QR code can be found in the BuildIt>Settings tab, a download button allows you to access a PNG of the image.

FINDING THE IMAGES

All photos uploaded through the app appear originally in the Public Uploads category in your library. If the uploader named the photo, you'll see this information here. From there you can reorganize the images into their correct categories and utilize as you see fit.

FOR PORTRAITS

If a student has uploaded an image to use as their portrait, you'll be able to use them in the Portraits Section under Edit. You can use them in three ways:

- **Replace an existing image:** This works much the same as a regular replacement photo, just select the student needing a new image, and choose **"Use Public Upload".** You'll have access to all the publicly uploaded photos.
- Create a new student – follow through the normal steps of creating a new student, then choose **"Use Public Upload"** when adding a photo
- Add a new image – the same as replacing, but there is no original image to replace.