

**William E. Cottle Elementary School**  
**2020-2021 Yearbook Photo Submission**

1. Click on this link: [www.yearbooksspm.com/template/home3/Public.jsp](http://www.yearbooksspm.com/template/home3/Public.jsp)
2. Click on "Photo Post" Choose State: **NY**, City: **Eastchester**, School/Organization: **William E Cottle**, click "OK"  
**\*Note: Do not pick "New York" as it will not have the city Eastchester when you scroll down.**
3. Find the folder you would like to upload to on the left side of the screen (e.g. Halloween 5th Grade) and click on it (it will be highlighted in **grey**)
4. Click on the "Upload" link just to the right of the list of folders
5. Choose "**Candid**" (not Portrait) on the **Upload Type** pop-up window. Click **OK**.
6. Click "Add Files"
7. Navigate to where your photos are saved on your computer or phone, choose your photos to upload and click "OK" / "Open"
8. Once uploaded, a **Preview** window will pop up. Input each child's name & grade, one full name per box. For example:  
1st box: Smith, John-5th  
2nd box: Pan, Peter-4th  
3rd box: Andrews, Julie-K
9. "X" (Close) out of the pop up window and your photos will be there. To confirm, click on the blue <i><img alt="blue arrow icon" data-bbox="245 618 265 635"/></i> at the corner of the picture. At this point your photo has been uploaded. There will be no confirmation box nor email confirmation.
10. If you closed the pop up window without including names, click the <i><img alt="blue arrow icon" data-bbox="755 675 775 692"/></i> to add the names.

\*Tagging your children will make it easier for us to monitor which children are in candid photos in the yearbook and which children need to be added.\*

\*No need to log in or create an account for this site. This secure site will allow you to upload the pictures without an account.

Questions? Please email [amanda@yearbookinnovation.com](mailto:amanda@yearbookinnovation.com) or [wec.pictures.yearbook@gmail.com](mailto:wec.pictures.yearbook@gmail.com)