



COTTONWOOD YEARBOOK

DEADLINE EXTENDED TO 4/10

✓ **UPLOAD** ✓ **CUSTOMIZE** ✓ **ORDER**

UPLOAD PHOTOS TO TREERING.COM

1. Sign in or Login in at:
<https://yearbook.treering.com/school/139988/photos/all>
2. Click MY PHOTOS on the left sidebar.
3. Click ADD PHOTOS on the top right.
4. Select where your photos are stored and pick which photos you want to upload.
5. Please answer YES to DO YOU WANT TO SHARE?
6. Click the FOLDER where this photo belongs (either teacher's name, special class, PTO event or lunch/recess etc.)
7. Add photos.
8. Please TAG who is the photo by clicking on "Who's in this photo?" on the right.

NOTE: please add photos to the correct folders to help our yearbook volunteers.

Thanks!

**Any questions, email Berenice at
bsk221a@gmail.com**

CUSTOMIZING PAGES

1. Click MY PHOTOS on the left sidebar.
2. Locate the CREATE 2 FREE CUSTOM PAGES box and then click BUILD CUSTOM PAGES.
3. Select where your photos are stored and pick which photos you want to upload.
4. Please ignore the FUN FACTS. ☺
5. Click BUILD PAGES.
6. If you have not yet ORDERED your yearbook, you'll be prompted BUY NOW. If you have already ordered proceed to #9.
7. Select your option of COVER and proceed through the steps.
8. Select EDIT CUSTOM PAGES.
9. Click the image on the left and select the different layouts and then add the photos from your folders.
10. If you'd like additional custom pages, you can order at \$0.99 for each additional 2 pages. ☺