

## **Uploading Photos to TreeRing (for the Cottonwood Elementary yearbook)**

1. Click this link: <https://yearbook.treering.com/school/139988/photos/all> If the link does not work, just copy and paste the address into the browser.
2. If you don't already have an account, click the link to create one.
3. Click add photos in the top right corner.
4. Select where your photos are stored and pick which photos you want to upload.
5. There will be a "Do you want to share" question. Select yes.
6. Click the folder where this photo belongs (either teacher's name, special class, PTO event or lunch/recess)
7. Add photos.
8. While the photo uploads, please "tag" who is the photo by clicking on "Who's in this photo?" on the right. This will help us make sure we have photos of everyone in the year book.

\*\*\*\*please add photos to the correct folders so our yearbook volunteers can get them onto the correct pages.

Any questions, email Berenice at [bsk221a@gmail.com](mailto:bsk221a@gmail.com).