

June 2019

Parents and students of the class of 2020:

The BSM yearbook staff is already making plans for next year. The following NEW information regarding submission of senior portraits is very important, so please read it carefully! Photographs that do not meet yearbook specifications will not be published.

The deadline for submitting senior pictures is TUESDAY, NOVEMBER 12, 2019. Portraits received after this date may not be published in the yearbook. Photos will need to be uploaded to the website images.jostens.com. **We will no longer take hard copy photos or photos submitted via email. Link can also be found on the yearbook page of the BSM website.**



Plan ahead; pictures should be taken by early September to give your photographer time to prepare your photo for the yearbook. Students may choose their own photographer to shoot their senior portrait for the yearbook.

Please inform your photographer of the following criteria:

- Upload only **ONE digital portrait photo**.
This photo will be used for BOTH the hallway composite AND the yearbook.
- Photo quality needs to be **300 DPI** or higher for actual image size.
(A high resolution image is needed for printing purposes)
- **Jpeg format is required.** (Photos are placed at 1 ½” x 1 ⅞” in the yearbook)
NO PNG or TIFF files will be accepted. JPEG file only!
- Portraits should be **vertical waist-up or closer shots**; we will not accept horizontal or full body photos. See photo at left for example of widest shot acceptable.

Simple, neutral backgrounds look best in the yearbook and hallway.

Process for uploading senior photo:

1. Go to the website images.jostens.com
2. If you are prompted for a user ID, BSM user ID is: 413353683
3. Choose the photo to be uploaded. REMEMBER, each student may only submit ONE photo!
4. Provide parent or photographer contact information. (Person uploading the photo should enter his/her information.)
5. Provide **IMAGE** information.

*Type the student’s full name **as you would like it to appear in the yearbook**.

*It is extremely important to spell the student’s name correctly.

6. Select grade 12 from the dropdown menu.
7. In the description field, type **Senior Portrait**.
8. Click the box to agree to the terms and conditions.
9. Click on “upload chosen images” in blue box to complete the process.
10. You will see a confirmation page and should receive a confirmation email shortly after your submission.

If you do not submit a senior portrait by Nov. 12th, it will NOT be included in the 2019-2020 yearbook and your Lifetouch ID photo will be placed for you.

Yearbook baby ads will also be accepted online through Jostensadservice.com. Ads are due **October 30th - see digital flyer on the BSM website under senior resources.**

Questions please contact adviser Kelli Rahn at krahn@bsmschool.org.

