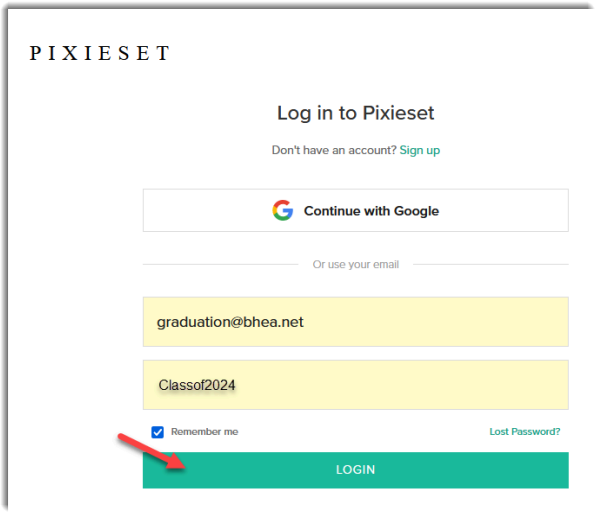
How to Upload Your Graduation Photos

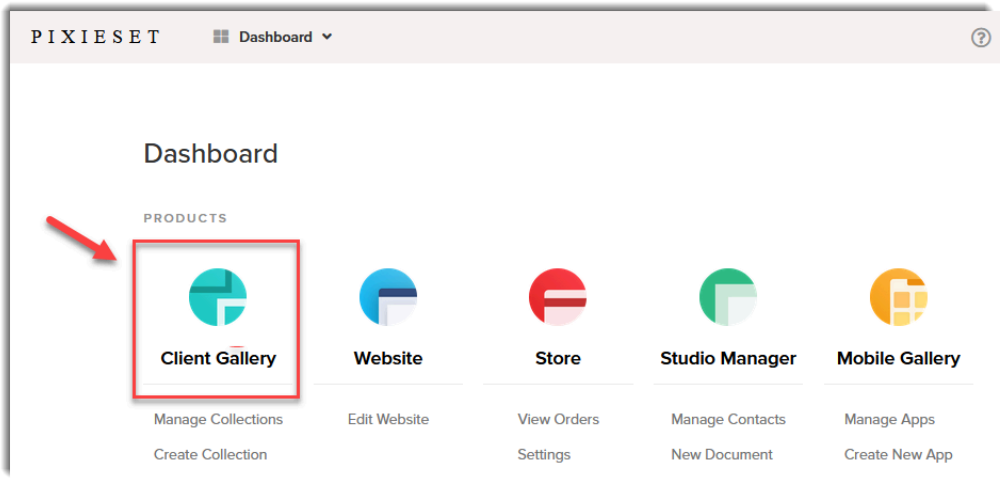
Now that you have selected your graduation photos, it's time to upload them. We are using a software called Pixieset to collect your photos for the various senior projects. Pixieset is a very easy program to use, and we've created this document to walk you through the process, step-by-step.

Let's get started -- go to the Pixieset website and log in using the credentials provided below.

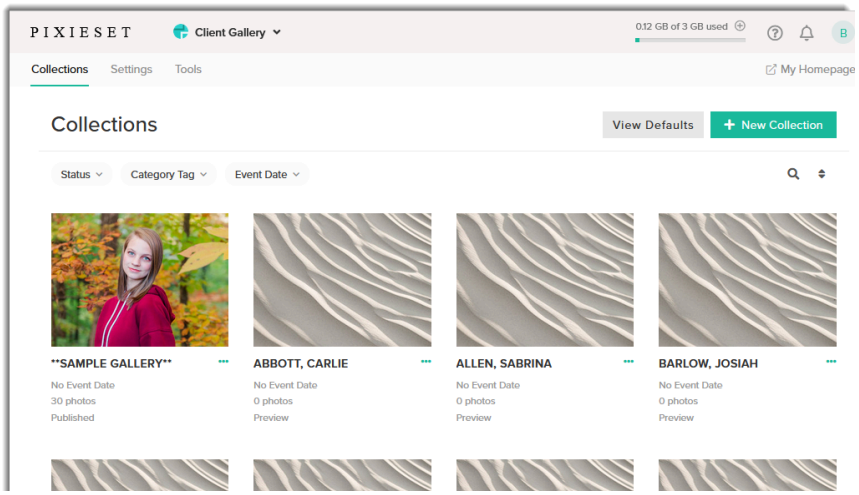
Login Address: https://accounts.pixieset.com/login/
Login Email Address: graduation@bhea.net
Login Password: Classof2026 (make sure you use a capital "C")



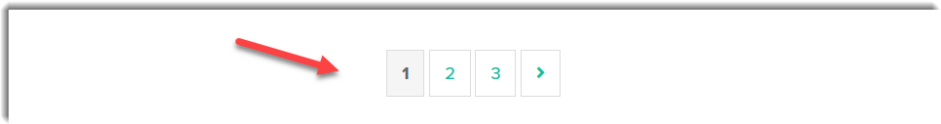
This will bring you to the Pixieset Dashboard. Now click on the **Client Gallery** option.



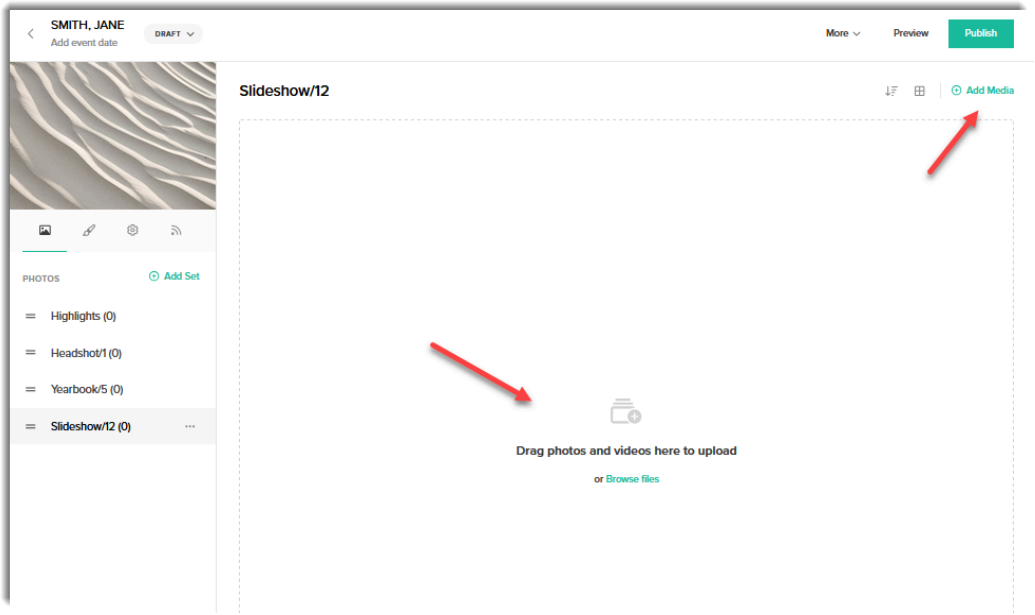
Once in the Client Gallery, you will see a listing for every registered senior student, along with a sample gallery that has been completed as a reference. The **Sample Gallery** is the final entry on the last page.



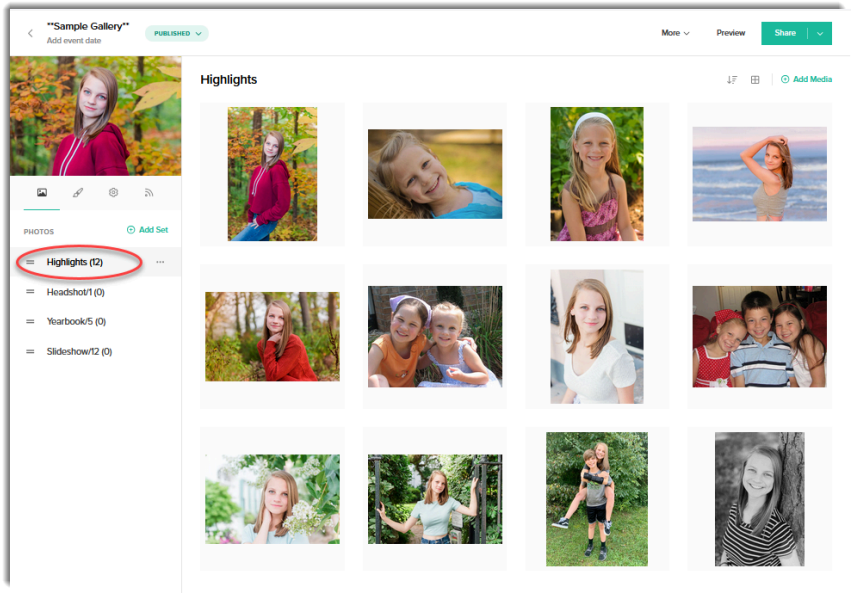
Scroll through until you find your student. Students are listed in alphabetical order by last name. There are multiple pages, so use the arrows at the bottom of the screen to advance until you find your student. Click their name to access their collection.



When you open your student's collection, you will see the following screen. Begin the process by using either the **Add Media** button in the upper right corner or the **Drag Photos and Videos Here** in the center of the page to upload <u>all</u> of your photos into the main Highlights folder.

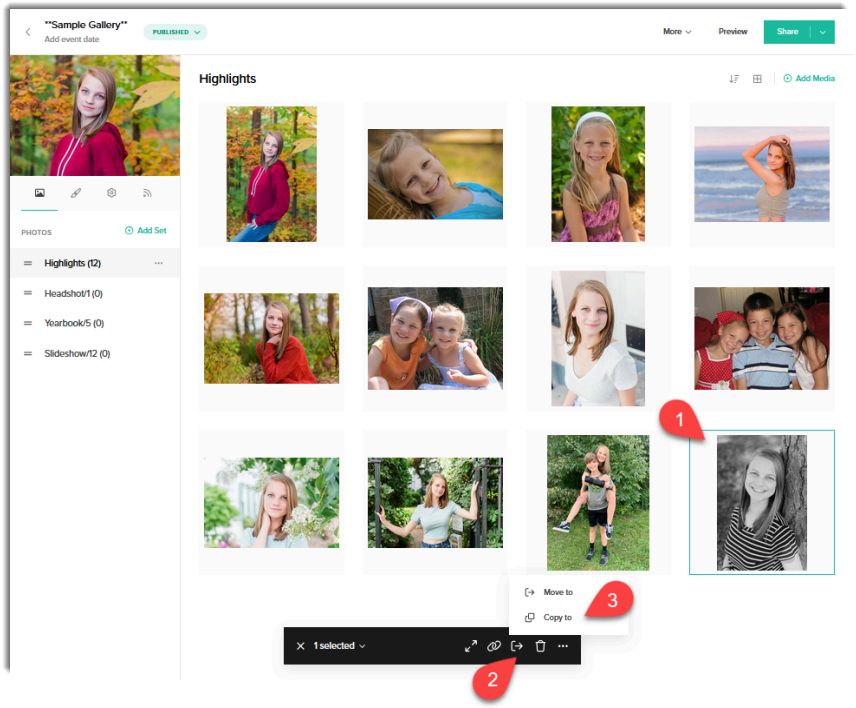


Once your entire group of photos has been uploaded, your page will look similar to this. The total number of photos uploaded will be shown in the **Highlights** folder in the left margin of the page.

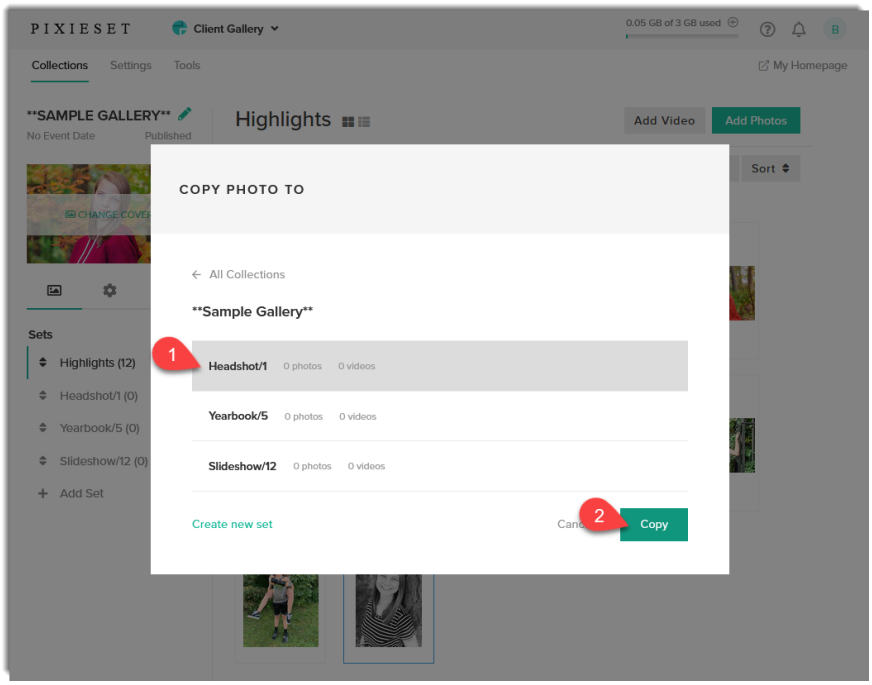


Now it's time to **COPY** the photos into the project folders underneath Highlights. We've numbered the steps to line up with the screenshot below. Don't stress, this is SUPER easy! Let's begin with your headshot.

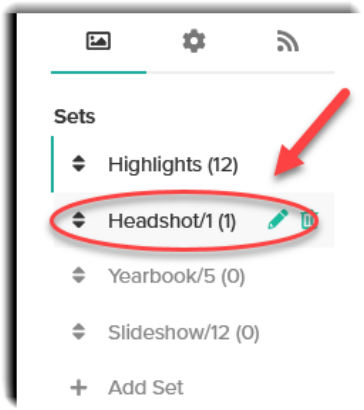
1) Click the headshot photo you have selected, and notice that a light green box has framed the photo.
2) Next, click the **Move/Copy** icon in the black bar at the bottom of the screen.
3) Select **Copy to** *(do not use the **Move to** option)*.



On the next screen select **Headshot/1**, then click the **Copy** button to complete the move.

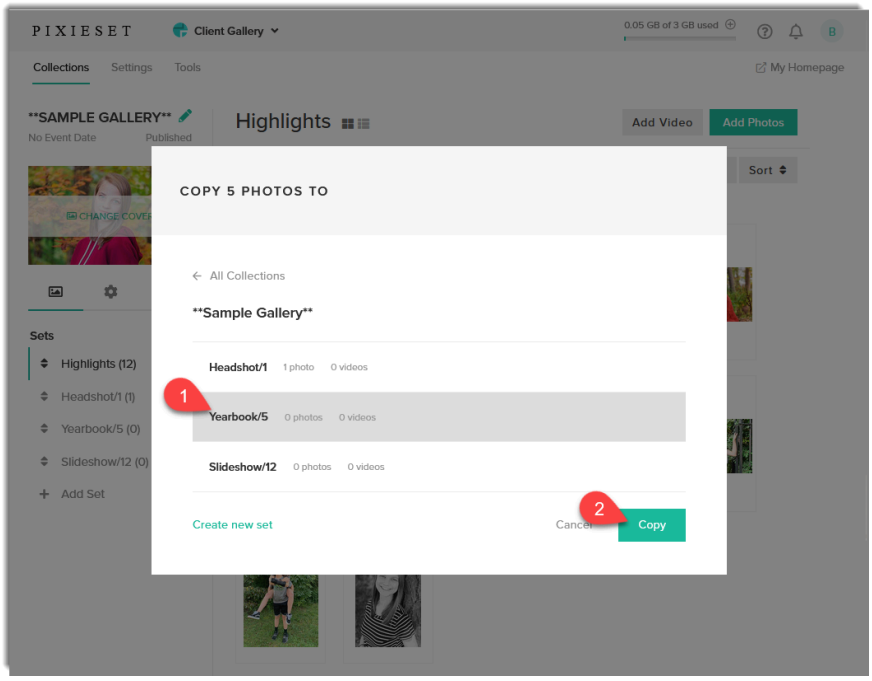


Once copied, you'll notice that the **Headshot/1** folder on the left side of your screen now has (1) picture inside). One section down, two to go.



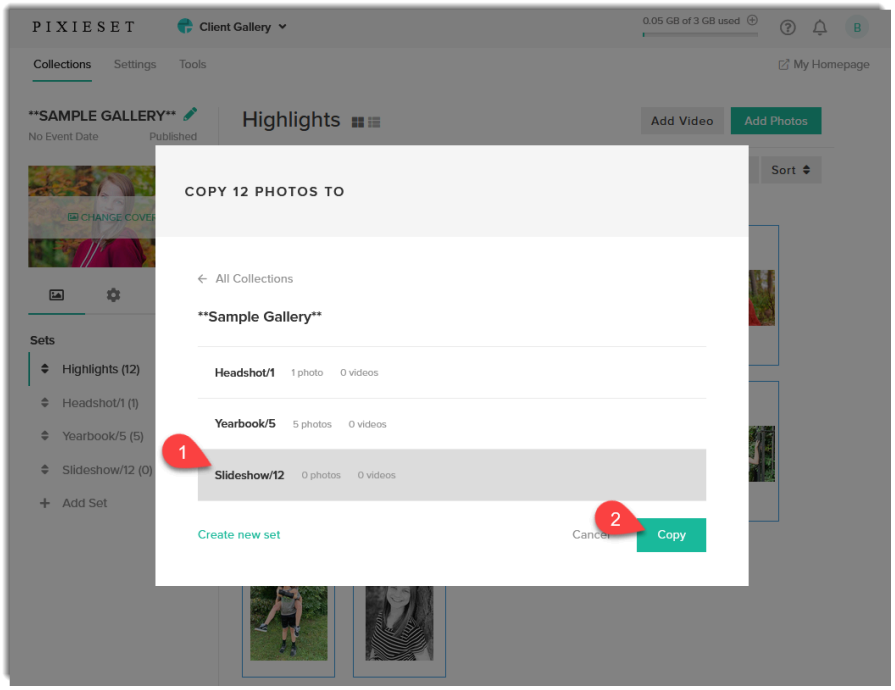
Next up, Yearbook photos.

1) Click the 5 photos you have selected for the Yearbook *(light green boxes will frame the photos)*.
2) Next, click the **Move/Copy** icon in the black bar at the bottom of the screen.
3) Then, select **Copy to** *(do not use the **Move to** option)*.
4) On the next screen select **Yearbook/5**, then click **Copy** to complete the move.

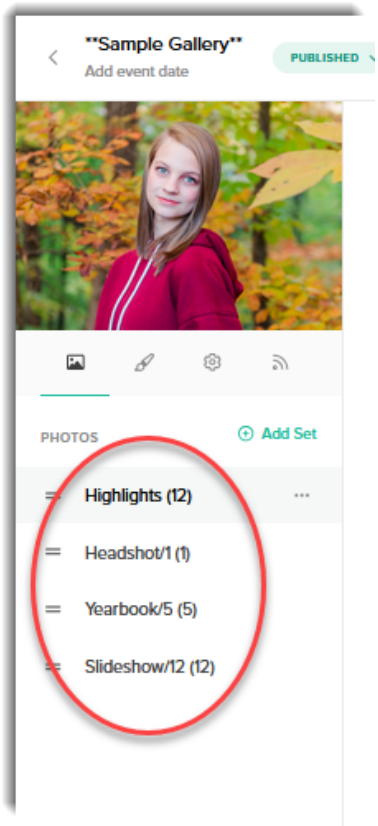


One more section left!

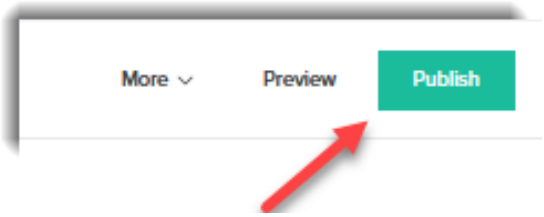
1) Click the 12 photos you have selected for the Slideshow *(light green boxes will frame the photos)*.
2) Next, click the **Move/Copy** icon in the black bar at the bottom of the screen.
3) Then, select **Copy to** *(do not use the **Move to** option)*.
4) On the next screen select **Slideshow/12**, then click **Copy** to complete the move.



When you have completed copying your photos to each of the 3 project folders, you will see the total number of photos in each of the files on the left side of the screen. Headshot (1), Yearbook (5), and Slideshow (12). Additionally, all of your original uploads will remain in the Highlights folder.



You are nearly done, just one FINAL step. Now that all your photos have been copied into the project folders, please click the **Publish** button in the top right corner of the page. If you do not publish the photos, our project teams will be unable to access them for the various projects.



That's it! Take a deep breath and check this big task off of your graduation to do list!