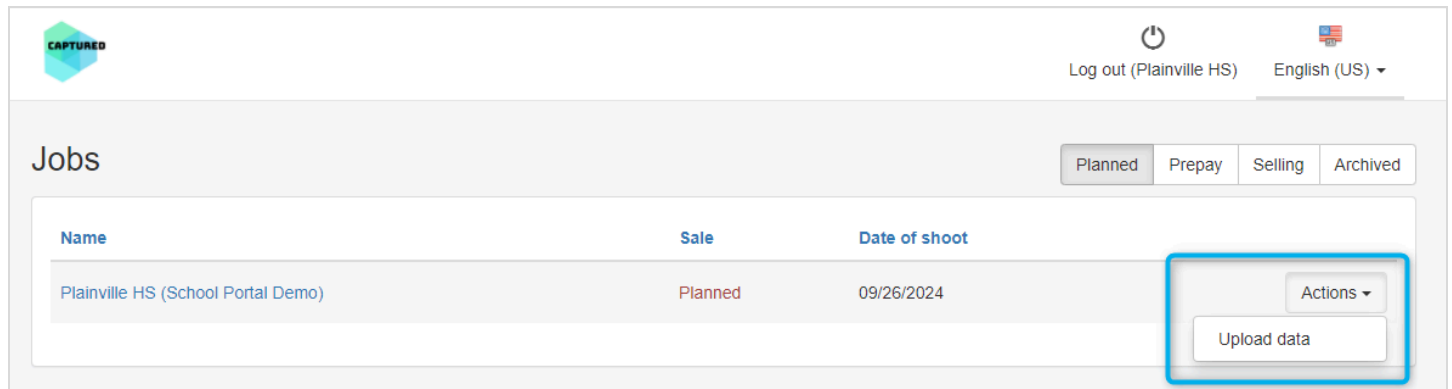


Upload Your Student Roster via School Portal (US/CA)

We're here to help you make the most of your school's Picture Day process! This brief tutorial will guide you through the simple steps to upload your student roster to your photographer's secure School Portal. By using the School Portal, you're adding an important layer of protection for your students' privacy. Rest assured, your photographer won't have access to any student data until their parents or guardians choose to place an order, ensuring complete control and security throughout the process.

1. Open the link provided by your photographer. You should see a page similar to this one:



2. Click on the **Actions** dropdown on the right side of the screen, and then select **Upload data**.

3. You will then be asked to upload your roster. You can use an XLS, XLSX or CSV file, but it must be in a UTF-8 format.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
1	Firstname	Lastname	Gender	Birthdate	Institution	Identifier	Group	Teacher	Expires	Street	Zip	City	State	Buyer Firs	Lastname	Buyer Emi	Buyer Phc	Buyer2 Fir	Lastname	Buyer2 Ent	Buyer2 Ph	Access Code			
2	Lou	King				569828	7	Nachtigal						Elliot	King	elliott.king@gmail.com	Wanda	King	wanda.king@gmail.com						
3	Chang	Estralla				569829	7	Ebsen						Liza	Estralla	liza.estralla@gmail.com	Elias	Estralla	elias.estralla@gmail.com						
4	Nick	Hester				569830	7	Louis						Brad	Hester	brad.hester@gmail.com	Victor	Hester	victor.hester@gmail.com						
5	Miles	Knapp				569878	7	Louis						Tom	Knapp	tom.knapp@gmail.com	Brava	Knapp	brava.knapp@gmail.com						
6	Lynn	Cahoun				562328	7	Nachtigal						Christie	Cahoun	christie.cahoun@gmail.com	Bastian	Cahoun	bastian.cahoun@gmail.com						
7	Barron	Grant				569864	8	Brummer						Bella	Grant	bella.grant@gmail.com	Vira	Grant	vira.grant@gmail.com						
8	Max	Harrison				569328	8	Brummer						Tor	Harrison	tor.harrison@gmail.com	Stephanie	Harrison	stephanie.harrison@gmail.com						
9	Sid	Henson				569855	8	Hansen						Friedman	Henson	friedman.henson@gmail.com	Leila	Henson	leila.henson@gmail.com						
10	Mitch	Hall				569869	7	Nachtigal						Jenna	Hall	jenna.hall@gmail.com	Emma	Hall	emma.hall@gmail.com						

Please note:

- The "Identifier" column should contain student ID numbers (if applicable).
- A parent/guardian email *must* be entered. If only a phone number exists, the student information will not be imported correctly.
- The "Group" column should contain the grade of the student.
- The "Teacher" columns should contain the homeroom teacher's name or homeroom number.

4. On the following page, **make sure the values to import match the fields in the column on the right** (e.g., first names match the "Firstname" field, email addresses match the "Buyer email" field, etc.).

Back

Organization Test Job
10/17/2024

Upload different list

Confirm columns

Review your data (1/2)

Please match the columns below before processing the import.

Columns to import	Values to import	Field to match to
Firstname	Lou , Chang, Nick...	Firstname
Lastname	King, Estralla, Hester...	Lastname
Gender		Gender
Birthdate		Birthdate
Institution		Institution
Identifier	569828, 569829, 569830...	Identifier
Group	7, 7, 7...	Group
Teacher	Nachtigal, Ebsen, Louis...	Teacher
Expires		Expires
Street		Street
Zip		Zip
City		City
State		State
Buyer Firstname	Elliot, Liza, Brad...	Buyer firstname
Lastname1	King, Estralla, Hester...	Buyer lastname
Buyer Email	elliott.king@gmail.com, liza.estralla@gmail.com, brad.hester@gmail.com...	Buyer email
Buyer Phone		Buyer phone
Buyer2 Firstname	Wanda, Elias, Victor...	Buyer 2 firstname
Lastname2	King, Estralla, Hester...	Buyer 2 lastname
Buyer2 Email	wanda.king@gmail.com, elias.estralla@gmail.com, victor.hester@gmail.com...	Buyer 2 email
Buyer2 Phone		Buyer 2 phone
Access Code		Access Code

Confirm columns

5. Then, confirm by clicking the blue **Confirm columns** button.

6. After confirming, the system will process the data. This can take a few moments, depending on how many students are in your roster.



 Log out (Plainville HS)
  English (US)

Plainville HS (School Portal Demo) 09/26/2024

Upload different list
 Delete all records

List of names: School_Photography_Template School Portal.csv

Your list is being processed. Please wait...

Uploaded rows: 9 Processed rows: 0

7. Once the data has been processed, click the blue **Start import** button on the upper right of the screen:



 Log out (Plainville HS)
  English (US)

Back Plainville HS (School Portal Demo) 09/26/2024

Upload different list
 Start import

Review your data (2/2)

Please review the data below.

Net	Zip	City	State	ID	Buyer firstname	Buyer lastname	Buyer email	Buyer phone	Buyer 2 firstname	Buyer 2 lastname	Buyer 2 email	Buyer 2 phone	Buyer 3 firstname
					Elliot	King	elliot.king@gmail.com		Wanda	King	wanda.king@gmail.com		
					Liza	Estralla	liza.estralla@gmail.com		Elias	Estralla	elias.estralla@gmail.com		
					Brad	Hester	brad.hester@gmail.com		Victor	Hester	victor.hester@gmail.com		
					Tom	Knapp	tom.knapp@gmail.com		Brava	Knapp	brava.knapp@gmail.com		
					Christie	Cahoun	christie.cahoun@gmail.com		Bastian	Cahoun	bastian.cahoun@gmail.com		
					Bella	Grant	bella.grant@gmail.com		Vira	Grant	vira.grant@gmail.com		
					Tor	Harrison	tor.harrison@gmail.com		Stephanie	Harrison	stephanie.harrison@gmail.com		
					Friedman	Henson	friedman.henson@gmail.com		Leila	Henson	leila.henson@gmail.com		
					Jenna	Hall	jenna.hall@gmail.com		Emma	Hall	emma.hall@gmail.com		

8. Once the import has been completed, click the blue **Done** button in the upper right of the screen, and then close the window.

CAPTURED

Log out (Plainville HS)

English (US)

Back

Plainville HS (School Portal Demo) 09/26/2024

Upload different list

Delete all records

Done

List of names

Name: School_Photography_Template School Portal.csv

Photo job: Plainville HS (School Portal Demo)

Uploaded rows: 9

Processed rows: 9

Names: 9

search...

Search

Source	Institution	Group	Teacher	Identifier	Lastname	Firstname	Gender	Birthdate	Expires	Street & House number	Postal code	City	State	Access Code	Barcode
CSV		7	Nachtigal	562328	Cahoun	Lynn				***	***	***	***	dqws6z8	168776265
CSV		7	Ebsen	569829	Estralla	Chang				***	***	***	***	qr7pfzbc	373280755
CSV		7	Nachtigal	569869	Hall	Mitch				***	***	***	***	mttv759q	310514755
CSV		7	Louis	569830	Hester	Nick				***	***	***	***	7x78c2gt	462174945
CSV		7	Nachtigal	569828	King	Lou				***	***	***	***	5dnhqh74	742333275
CSV		7	Louis	569878	Knapp	Miles				***	***	***	***	vmlp69cf	485544355
CSV		8	Brummer	569864	Grant	Barron				***	***	***	***	wnvmchhl	545058045
CSV		8	Brummer	569328	Harrison	Max				***	***	***	***	r6lmwmk7	213560575
CSV		8	Hansen	569855	Henson	Sid				***	***	***	***	9whxrqgv	114421845

That's it! Thank you for uploading your student data via the School Portal.