

BASIC PHOTO UPLOAD

ACCESS

WWW.REPLAYIT.COM

---or---

WWW.RESPTO.COM/YEARBOOK

(Click "Yearbook Photographers")

CREATE LOG-IN

(first time only)

- Go to WWW.REPLAYIT.COM
- Click yellow button at top-right to "*Find your school to register*"
 - Enter Rockenbaugh and select school from drop-down list
 - Enter your name and email at the bottom
- Check your inbox for email to activate
 - Click link in email
- Enter password and retype password:
 - Rockenbaugh (case sensitive)
 - Click activate

STEPS TO UPLOAD

1. Log-In at **WWW.REPLAYIT.COM**
2. Click either **ADD A PICTURE** or **UPLOAD**
 - Located within picture collage, or at upper right
3. Click **CHOOSE**
 - Browser will appear
 - Select pictures to upload
 - ✓ Upload multiple pictures by holding the CTRL key (on PC) or the COMMAND key (on Mac) while selecting photos
4. **IDENTIFY** each picture by entering one or more **TAGS** in the first white box.
 - Enter Event (select existing or create). Click with cursor or hit return.
 - Enter Grade and/or Class (select existing or create). Click with cursor or hit return.
 - Alternative-- separate tags with commas. For example, by entering *1st Grade, Boosterthon* the photo will be tagged in two categories.
 - Not necessary to identify individual students
5. Click **SHARE WITH SCHOOL** button
6. **UPLOAD SUCCESSFUL** will appear when you are done!

POSSIBLE PHOTO REJECTION

1. Replay It has an automated function to review photos for inappropriate content.
2. Occasionally, the program will reject a photo due to the appearance of an object and it will email a notice.
3. If this happens, email photo to RockenbaughYearbook@gmail.com and we will upload using another program.

