

Yearbook Guidelines

- Login to the School Annual site

<http://www.schoolannualonline.com>

Select "Staff", Year: 2010, Job number: 776698, Password: soccer10

To Upload Photos:

- Once into the site, click on "Create" in the gray bar
- Click on "Upload images"
- Click on "Select images"
- Select your photos to upload (use "Shift-Click" to select multiple images)
- Select a folder to upload the photos into (folders are already created for events). Events are separated out as Referees, Coaches, Goolies, Soccer Buddies, Soccerama, Orange Smiles and Coaches Game. Photos for teams are sorted by Division then team numbers
- Click on "click to upload" (Note: if you are uploading multiple photos of large file size, this may take 30-45 seconds per photo)
- When uploaded, you will get a message stating "Your images have been successfully uploaded"
- If you have more photos to upload, click "Upload more images"
- If not, click on "Go to Image Library" and confirm your photos are in the correct folder

To Create bottom half of your Team Page:

- See examples completed on page 14 & 15.
- From the Home page, click on "Create" in the gray bar
- Click on the "pages button" at the right of the screen
- Scroll down to find your page as a thumbnail view, Click on thumbnail to bring up your page.
- Click on "images" in the bar at the right
- Click on Activity at the top then scroll down and select the folder you need
- The images should appear below.. Simply drag and drop the photos into the blue photo boxes (**bottom half of page, underneath the team photo**)
- To modify the placement of the photo box: place the cursor on any edge and when you see the "plus sign," drag and drop the photo box.

- To change the size of the photo box: place the cursor on one corner and when you see the diagonal arrow, click and drag to either enlarge or reduce the size
- To crop the photo, once it's on the page, double click on it and drag the bar that appears above it. You can also adjust the placement of the photo in the box

To enter team name, members, coaches and sponsor names/info and players names to the team photo:

This section is tricky. As you add your names, do not try to move information around, or enlarge areas. Use a smaller font size to fit names. You'll want to see the orange outlined box as you work on naming areas. Before you leave the page you will be asked to save your page, please save it. To enlarge the page size so that you can see what your typing click on the Zoom Drop Down above the pages button and choose 75 or 100%. Please place ALL your team's information onto the Team Page. It doesn't need to look perfect. I need correct spellings and placement of information. I can touch up the final appearance.

- Add your team name next to your team number
- To add coaches and sponsors, click underneath these words and begin entering information
- If you have a team sponsor, click and drag logo into empty black bordered photo box below coaches information. If no team sponsor, put banner or any team photo
- To add players names click after back row and type the back row. Do the same for middle, front and missing rows

If you have questions, please contact Suzy Colton
Suzycolton@yahoo.com or (650) 208-1200 cell