



ESHARE ADMIN

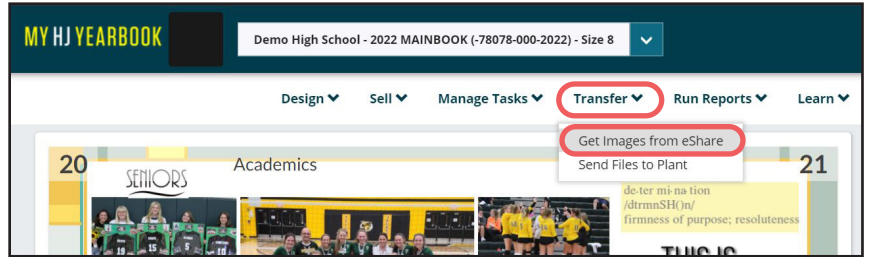
YOUR GUIDE TO USING EDESIGN

Using eShare is a great way to crowd source images from your community to provide images for your yearbook. This guide will show you how to setup eShare for your school.

ACCESSING ESHARE ADMIN SETTINGS

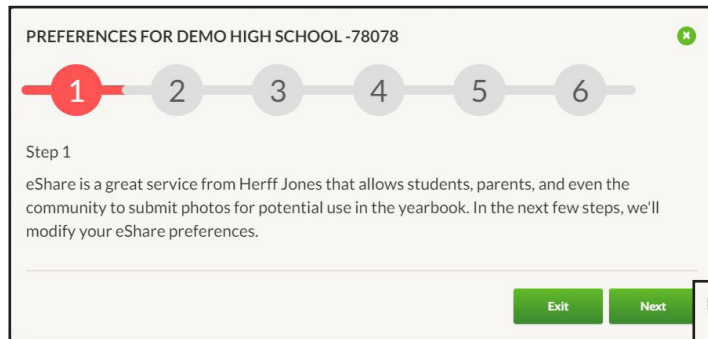
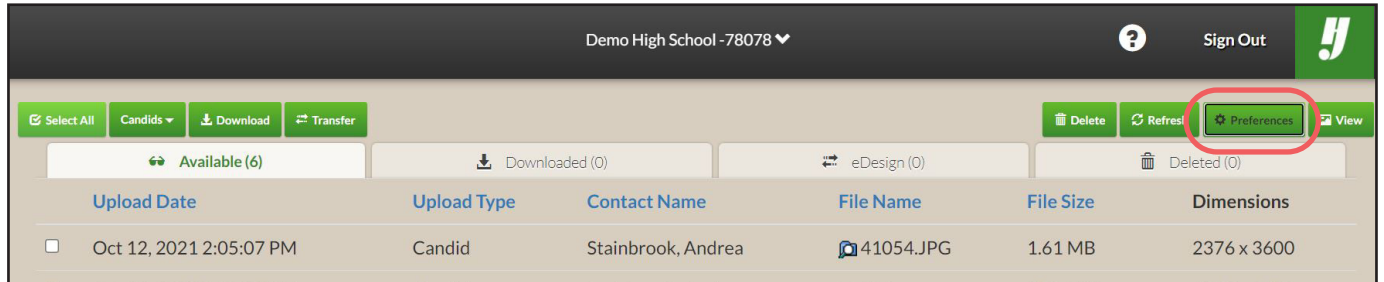
NAVIGATE TO ESHARE

1. To access eShare Admin Settings go to <https://www.myhjyearbook.com/>
2. Under the Transfer Menu, select "Get Images from eShare".

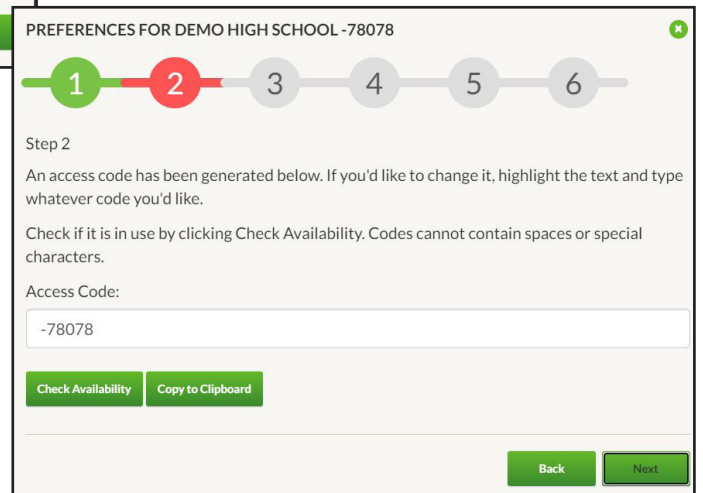


SETTING PREFERENCES:

1. Choose Preferences button to access Admin settings. The Preferences panel will open with a step by step wizard to walk you through the setup process.



2. The next window sets the access code for your school. This is the code that directs the images to your school. By Default the access code is your job number. You can change this code but the code is case sensitive and must be unique to your school, so be sure that you communicate that to your community. Be sure to check the availability of your new access code.



- In the next window, you can set your start and end dates for Candid image acceptance. By Default no end date is set on this option. Since there is no requirement to use photos that were shared by the community and only adds image options for your staff, many schools do not apply an end date and continue to accept candid images year round.

In this step, you can choose if you want to show your school's eShare link in the Order Center site so that parents can access eShare as they place their orders. You can also show the Yearbook Order Center link in the eShare site to connect your community to the Order Center.

PREFERENCES FOR DEMO HIGH SCHOOL -78078

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Step 3
Now let's setup when you would like eShare to be available for uploads. Select 'Start' and 'End' dates for the site below.

Start Date:
10/12/2021

End Date:

Note: leave the 'End' date blank if you'd like the site to always be available. Please be aware that the community could submit photos, ads, and other materials after the book deadlines have passed.

Don't show eShare in the Yearbook Order Center options
 Show link to Yearbook Order Center site

Back Next

- The next step allows you to setup portrait submission options. If you would like to allow portrait submissions using eShare you will need to select the "Show Portrait Upload Button." This will make it an option for the community to upload a portrait. Once that is selected the other options for portrait submission will appear.

Next, you will set a Portrait collection end date. Portraits differ from candid images because you need portraits to complete specific pages. It is best practice in order to keep your book on schedule, to create a submission window in which portraits must be submitted.

In an effort to keep your portrait images similar looking, you can enter guidelines for the community for taking portrait images. A standard set of guidelines is already populated for you but these are editable if you want to change them to fit your needs. These guidelines will be readable by the community when they submit their photos.

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Step 4
Now let's configure your portrait photo options.

Show the portrait upload button.

Portrait Collection End Date:
11/12/2021

Note: Please leave the date blank if you'd like portraits to always be available.

Portrait Guidelines:

Color photos only
Plain/neutral background preferred
Full face view, facing forward
Clothing and jewelry must fit school dress code guidelines
No creative filters or photographic treatments
No weapons or hand signs of any kind

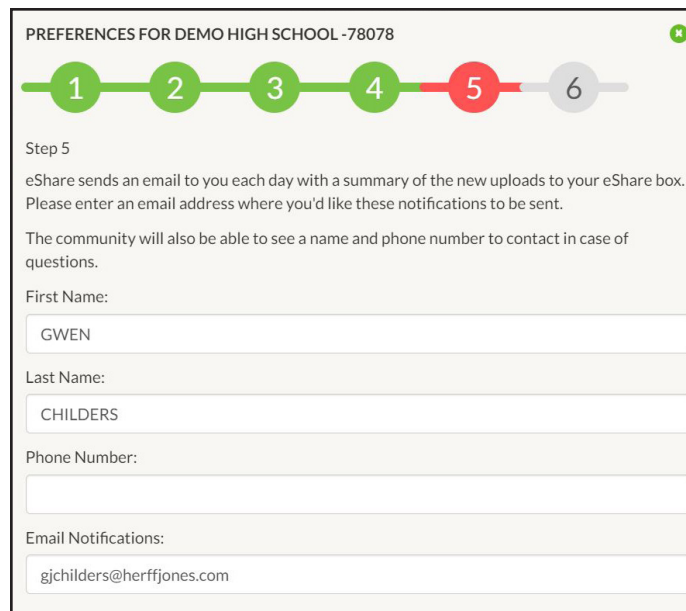
Show Student Grouping Label (for categories other than grades).

Student Grouping Label (Example - Teacher/Homeroom/Team/Others):
Teacher

Back Next

Portraits can be grouped in many different ways within a book such as teacher or grade. These groups are created using labels when the image is submitted. In order to do these groupings you need to select the "Show Student Grouping Label" box. You then need to label your grouping. When the community submits their image they will be required to fill in the label. For example, if you chose Teacher in the label, the user would need to type in the name of the student's primary teacher.

5. This is the window where the name and information of the primary contact will be entered. This person will receive a once daily email whenever there are images that have been submitted.



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Step 5

eShare sends an email to you each day with a summary of the new uploads to your eShare box. Please enter an email address where you'd like these notifications to be sent.

The community will also be able to see a name and phone number to contact in case of questions.

First Name:

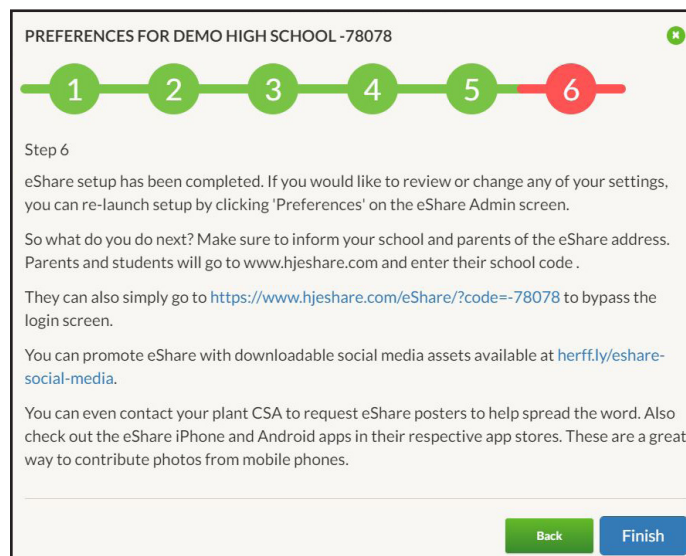
Last Name:

Phone Number:

Email Notifications:

6. This is the final window of the wizard. This window explains how users can access the eShare site. There is also a direct link that will take the user straight to eShare without having to enter a code.

If at any time you need to make changes to your settings just re-enter the preferences wizard by using the preferences button in Step 1 and make your changes.



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Step 6

eShare setup has been completed. If you would like to review or change any of your settings, you can re-launch setup by clicking 'Preferences' on the eShare Admin screen.

So what do you do next? Make sure to inform your school and parents of the eShare address. Parents and students will go to www.hjeshare.com and enter their school code .

They can also simply go to <https://www.hjeshare.com/eShare/?code=-78078> to bypass the login screen.

You can promote eShare with downloadable social media assets available at herff.ly/eshare-social-media.

You can even contact your plant CSA to request eShare posters to help spread the word. Also check out the eShare iPhone and Android apps in their respective app stores. These are a great way to contribute photos from mobile phones.