

Yearbook photo collection guide

Copy this document, replace everything in [brackets], and share it with your teachers and room parents. From Rethink Yearbooks. Free for any school, whichever company makes your yearbook. rethinkyearbooks.com/resources

Collecting photos is the hardest part of the yearbook, and the only part nobody outside your school can do for you. This guide covers the folders, the sharing rule and the note to send.

1. Set up the folders

Build the folders before the first event, not after it. Make one shared folder called Yearbook Photos, with two folders inside it:

- School-wide Photos, with one folder per event: Back to School Night, Halloween Parade, Walkathon and so on.
- Class-wide Photos, with one folder per grade (Kindergarten, 1st Grade...) and one folder per class inside each grade, for example “K – Room 4”.

School-wide events with mixed classes (walkathon, parade, assemblies) go in a folder named after the event under School-wide Photos. Class or grade moments (daily life, field trips, classroom parties) go straight into that class’s folder. One folder per event, not one big dump.

2. Share it with specific people

Share the folder with the named teachers, room parents and volunteers who are collecting, and add people as they join. Do not use “Anyone with the link”: a link set to “anyone” leaves children’s photos reachable by anyone who ever receives the URL, such as a forwarded email or a screenshot of a group chat.

Keep official portraits from your school photographer in a separate folder that only the yearbook team can see. Your agreement with the photographer usually limits how those can be shared.

For photos from families, do not widen the folder. Use an upload link that lets people add photos without seeing anyone else’s.

3. Send this note to teachers and room parents

Add your folder link and your photo deadline, and send it at the start of the year.

Taking and uploading photos for the yearbook

What to photograph

- Small groups of children, with faces easy to see, instead of twenty children squeezed into one frame.
- Whole or half class photos at events such as Halloween, field trips and the winter party. They don’t need to be as polished as the official class photo.

- The life of the classroom: decorations, bulletin boards, desk groups, the teacher with the class. Families want to remember where their child spent their day, not only the children.

How to upload

- Upload everything to the yearbook folder shared with you: [folder link]
- School-wide event with mixed classes? Put it in that event's folder under School-wide Photos. A class or grade moment? Put it straight in your class folder.
- Go through your camera roll once a month. Please don't wait until the end of the year: it gets busy, photos from the first semester get hard to find, and some pages are already designed by then.
- Before uploading, delete duplicates and blurry shots and keep the best of each moment.
- Photo deadline: [date]. Photos after this date may not make it into the book.

Need help? Ask another teacher or room parent, or contact the yearbook coordinator: [name and email].

4. Keep photos coming all year

- Ask within a day or two of each event, while the photos are still on the home screen of the phone.
- Send a monthly reminder. The further into the year, the harder first-semester photos are to find.
- Say what is missing, not "send photos". "We have nothing from the 3rd grade science fair" gets a reply.
- Ask teachers differently from parents. Teachers have the classroom photos nobody else has, and the least time.