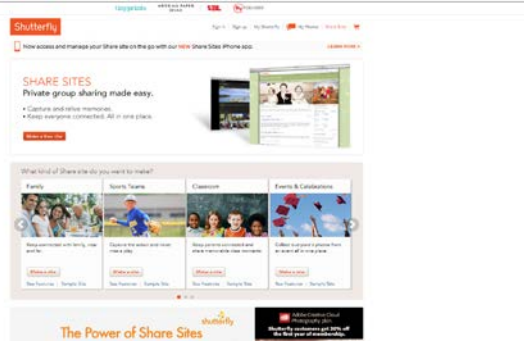


Instructions for Sycamore Creek Room Parents

Creating a Shutterfly Classroom Page

Set up or log into www.Shutterfly.com and click on the SHARE SITES link at the top of the page.



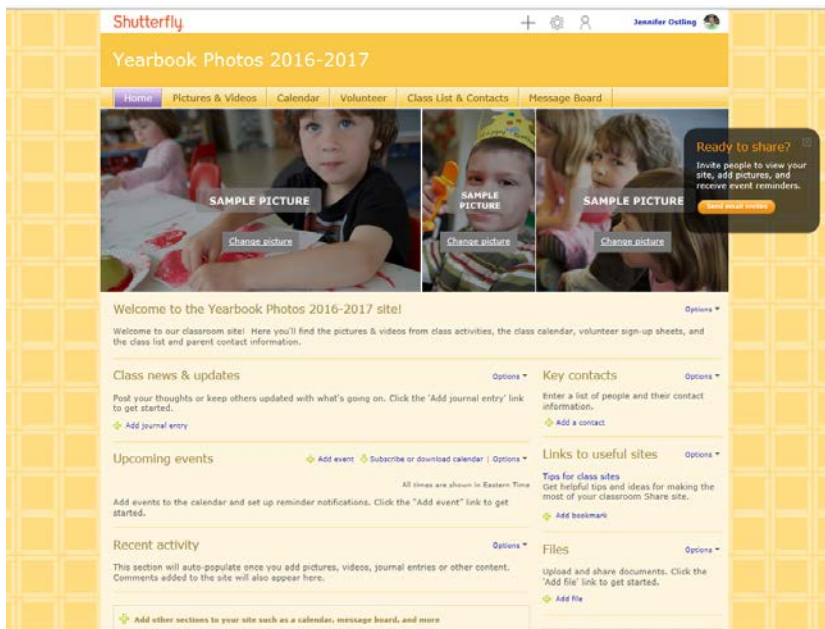
2. Go to CLASSROOM and click on "Make a Site" box.
3. Choose Site Category = Classroom
4. Your Role: Room Parent
5. Enter Grade
8. Name of your site: For example: Ms. Teacher's Kindergarten Class 2016-2017
9. Click on the Continue button at the bottom of the page
10. Select a design
11. Click on the "Create site" button at the bottom of the page
12. You have the option of viewing a tutorial of the site or you may continue without the tutorial guide by clicking on the "No thanks, I can do it" link.

How to link the Yearbook Committee to your Classroom Shutterfly

Once you have set up your Shutterfly Classroom page, we would appreciate it if you would add the Yearbook Committee as a Member. This is the best way to ensure your classroom photos make it into the yearbook.

Yearbook Committee Access:

To share photos with the Sycamore Creek Yearbook Committee you will need to add the yearbook email as a member. Click on the outline of the person at the top right. Select Add Member from the dropdown.



1. Add scesyyearbook16@gmail.com in the To: section
2. Edit the email contents or leave the generic message.
3. Click the Send button and you're done!
4. Now anytime you upload photos to your Classroom site, the yearbook committee will have access to those photos immediately.

Please share with your parents that there is a Shutterfly Share Sites app. The Shutterfly Share Sites allows you to upload photos straight from your phone to your classroom page at any time.