

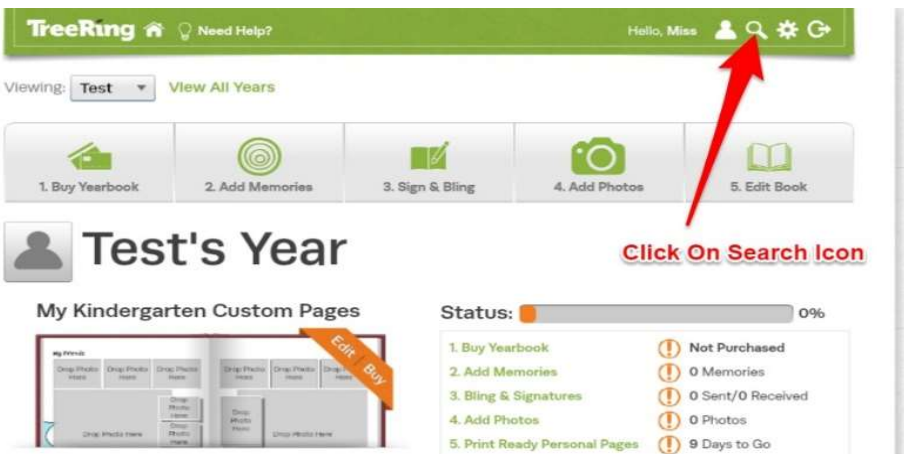
# Finding or Tagging Students in Yearbook Photos

We are attempting to tag students on the Tree Ring yearbook photos to ensure each student makes it into the candid shot pages of the yearbook. Additionally, parents can do a search for their child's name and add those photos to their child's personal custom pages.

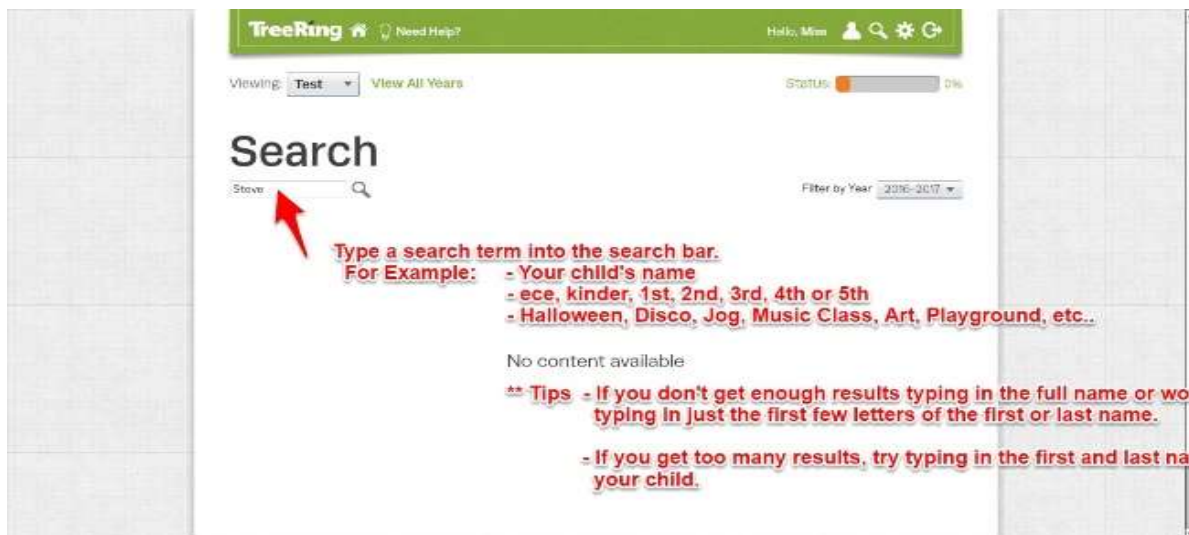
## Steps to find or tag photos of your children:

1. Sign into Your TreeRing yearbook account as usual at [www.TreeRing.com](http://www.TreeRing.com).

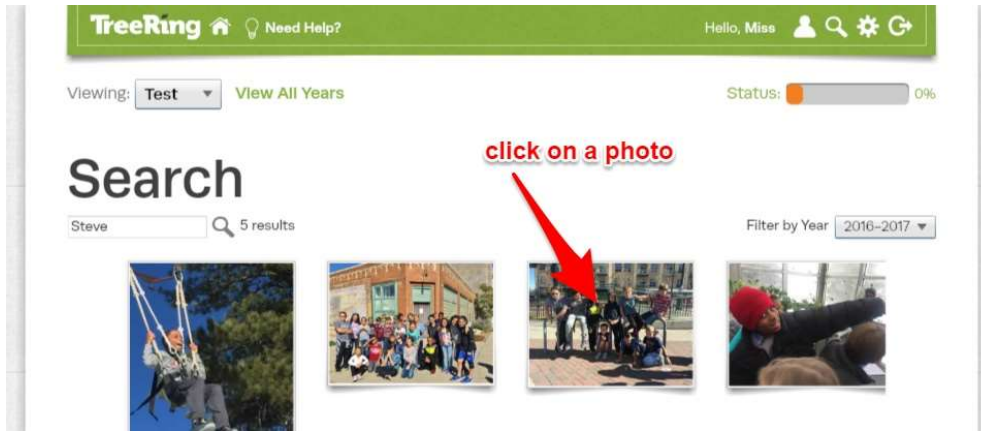
2. Click on **search bar** in upper right corner of home page



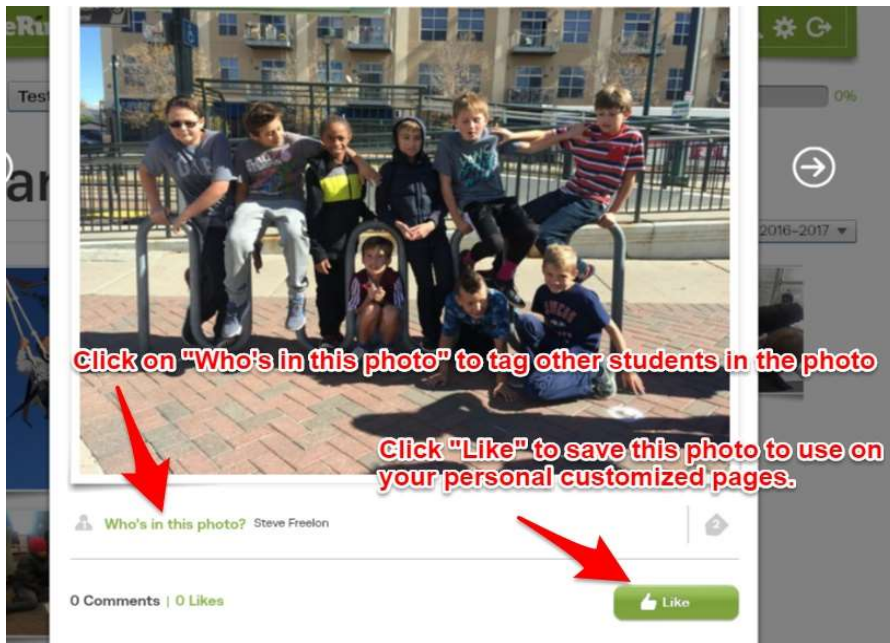
3. **Type the first name** of your child in the search bar. Other popular searches are the grade level or subject of the photo.



4. Click on **photo** you are interested in tagging or saving.



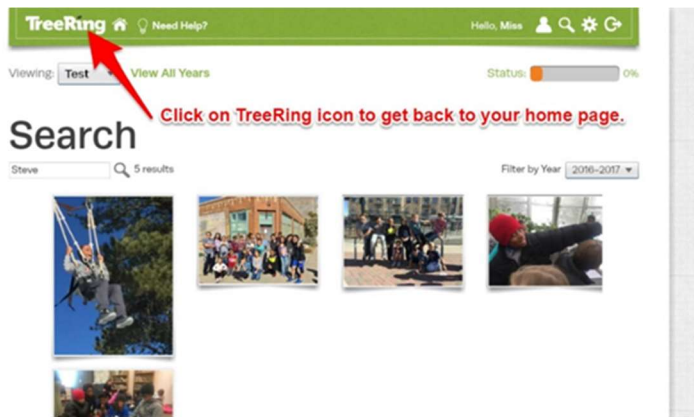
5. Click on **“Who’s in Photo?”** to tag students or click on **“Like”** to save this photo to use on your personal pages.



6. Click on one of the **arrows** to tag or “Like” the next photo.



7. When you are finished tagging or saving, Click the TreeRing icon in the top left corner to go to the home page.



8. To customize your child's book, click Edit.



9. Click on page to zoom in and customize or click on the + sign to add more custom pages.





13. To access over 1000 of the Steck Yearbook Photos to use on your child's personal pages, follow instructions in the image below.

The image shows a screenshot of a photo gallery interface. At the top, there are several grey boxes with the text "Drop Photo Here". A red arrow points from the text "Change this to 'Shared Photos/Folders' to access all the yearbook photos taken this year" to the "Shared Photos/Folders" dropdown menu. Another red arrow points from the text "Change this to the specific yearbook folder you are looking for such as: - Emailed in from parents - 1st Grade Class shots - 2nd Grade Disco Photos - Etc....." to the "E-mailed in from Parents" dropdown menu. Below the gallery, there are several photo thumbnails. At the bottom, there is a filter bar with "69 Items", "Show: 2 Rows 3 Rows All", and "Showing All Photos from 2016-2017".

**Change this to "Shared Photos/Folders" to access all the yearbook photos taken this year**

**Change this to the specific yearbook folder you are looking for such as:**

- Emailed in from parents
- 1st Grade Class shots
- 2nd Grade Disco Photos
- Etc.....

Photos | Shared Photos/Folders | E-mailed in from Parents | Add a Photo

69 Items | Show: 2 Rows 3 Rows All | Showing All Photos from 2016-2017