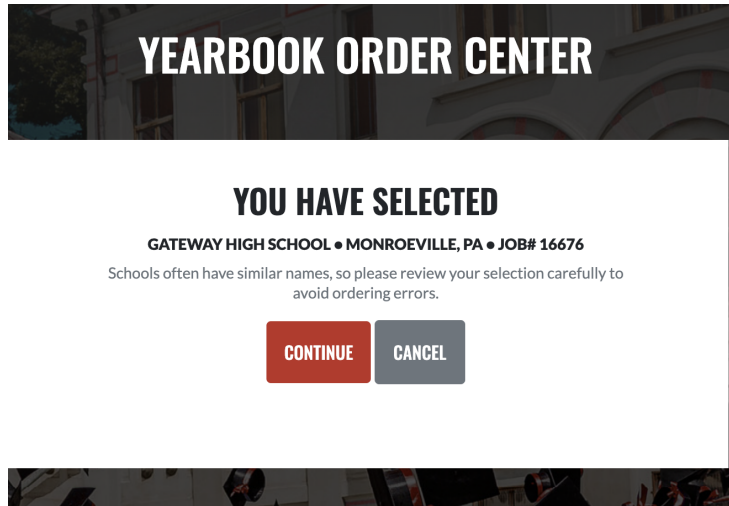


## Frequently Asked Yearbook Questions 2023-2024

### Q1: How do I order a yearbook?

A: Go to the [Yearbook Order Center](#) and enter JOB# 16676



### Q2: How do I send my senior picture into the yearbook? Can I email it?

A: No, you can not email the picture. You simply upload your senior picture -or any group picture from a school event or activity that you feel is yearbook-worthy- to ["eShare"](#)



Thanks for selecting eShare to submit photos to the yearbook staff! You can submit photos for general use in the yearbook, or photos for the yearbook staff to create your ad (if requested by your yearbook adviser).

### Q3: How do I submit my picture?

A: You will add your contact information and which type of photo you are submitting for approval and possible usage in the yearbook.

**1. YOUR CONTACT INFO**

First Name\*

Last Name\*


Email Address\*

Confirm Email Address\* Please fill out this field.


Phone Number\*

I agree to the terms of the [terms and conditions](#).

**2. WHAT ARE YOU UPLOADING?**



**Upload General Photos**  
Share pics of classmates at sports events, concerts & more!



**Upload Your Portrait**

### Q3B: For a Senior Portrait:

- Name your photo file as follows: YourLastName\_YourFirstName\_Year.jpg
- The name should look like this: **Smith\_John\_2024.jpg**
- Go to [hjeshare.com](https://hjeshare.com) to upload your photo.
- Use the Code 'gators24': This is a special code for the upload process.
- No Email Submissions: Please do not email your photos. We are excited to share a direct way for you to contribute these pictures to the yearbook!

#### Q4: What are the requirements to give to my photographer?

- A: Headshot Required: Please provide a photo of your face, taken from the chest upwards. If you send a full-body picture, we will need to crop it, which may not result in the best look.
- Colorful Photos Only: Your photo should be in color. Please avoid black and white or sepia tones.
- Clear and Slightly Edited: Make sure your photo is in focus. A little bit of editing is fine to enhance the picture.
- Vertical Orientation: Your photo should be taken with the camera held upright. Sideways or tilted photos are not suitable.
- Well-Lit: Ensure your face is well-lit, without dark shadows, and look directly into the camera. Please don't wear hoodies or hats.
- Solo Photos: The photo should be of you alone, without other people, animals, or objects like sports equipment.
- No Selfies: Please do not submit selfies. Those are better suited for platforms like Snapchat.
- High Resolution: Inform whoever takes your photo that it needs to be **high-resolution, preferably in JPEG format, 300 pixels per inch (ppi), and the file size should be between 2MB and 5MB.**
- Please follow the same uploading format (See Q3 and Q3A)**

#### Q5: I have a question regarding the actual photo -who do I contact?

A: Herff Jones is our yearbook company. The school photographer is through Bardsdale.

#### Q6: I would like to order copies of my school picture -who do I contact?

A: Herff Jones is our yearbook company. The school photographer is through Bardsdale.

### SCHOOL PICTURES

Please direct any questions about your child's school pictures to Bardsdale customer service who will be happy to assist.

Bardsdale contact Information:

[service@barksdalephoto.com](mailto:service@barksdalephoto.com) - 800-220-7667

**Q7: I am a coach, club sponsor, booster parent, or I just have some great pictures to share from my group. Who do I email?**

A: Please do not email pictures. We are excited to share a direct way for you to contribute these pictures to the yearbook!

**How to Contribute:**

1. **Visit the eShare Website:** [Click here](https://www.hjeshare.com/eShare/home?code=gators24) or navigate to <https://www.hjeshare.com/eShare/home?code=gators24>.
2. **Upload Your Photos:** The platform is user-friendly. Click "Upload" and select the pictures you want to share.
3. **Provide Details:** Please ensure you add a brief description to each photo, mentioning the class or club and any other relevant information. The small report helps our yearbook team understand the context and ensures accurate captions.

**Q8: What do I tell my photographer about how to submit my senior portrait?**

A: Students are to visit: <https://www.hjeshare.com/eShare/home?code=gators24>

Name your photo file as follows: YourLastName\_YourFirstName\_Year.jpg

The name should look like this: **Smith\_John\_2024.jpg**

Go to [hjeshare.com](https://www.hjeshare.com) to upload your photo.

Use the Code 'gators24': This is a special code for the upload process.

Please do not email your photos. We are excited to share a direct way for you to contribute these pictures to the yearbook! (Please see Q3 and Q3A for more info)

**Q9: Who is the representative from Herff Jones**

A: David T. Bollman | Sales Representative, Representing Herff Jones

Yearbooks and Graduation Consultant- Yearbook and Graduation Divisions | Herff

Jones, A Varsity ACHIEVEMENT Brand

His email is: [dtbollman@herffjones.com](mailto:dtbollman@herffjones.com)

**Q10: Who is the Gateway Yearbook Faculty Advisor?**

A: Eve Dudek [edudek@gatewayk12.org](mailto:edudek@gatewayk12.org)

**Q11: When do senior portraits need to be uploaded?**

A: The deadline for submission is Dec. 15. (Please see Q3 and Q3A for more info)

Your support in this endeavor is invaluable. The more contributions we have, the more representative our yearbook will be of our incredible year.

Thank you in advance for sharing your moments with us.

GHS Yearbook Staff 2023-2024

## 🎓📷 Here's Your Senior Photo Guide! ✨

- **Strike a Pose!** 😊 - Let's see that lovely face! Photos should be **HEAD SHOTS**, from the chest up. If you send a full body pic, we'll have to crop it and it might not look as fab.
- **Color Me Fabulous** 🌈 - Rock that vibrant look! No black and white or sepia.
- **Sharp & Snazzy** 🎯 - Keep it in focus with just a touch of editing magic.
- **Stay Upright** 🔄 - Vertical shots, please! Sideways or tilted photos might give us a neck cramp.
- **Shine Bright** 💡 - Illuminate that face! Ensure there's good lighting, no dark shadows, and eyes gazing into the camera. Leave the hoodies and hats for Insta!
- **Solo Spotlight** ✨ - Just you, superstar! No buddies, bunnies, or baseball bats.
- **No Selfies Zone** 🚫📱 - As tempting as it is, save those for Snapchat!
- **Quality Matters** 🖼️ - Tell your photographer: "High-res, please!" Images should be JPEG, 300 ppi, and between 2MB-5MB.
- **Name it Right** 📁 - It should look like this:  
Lastname\_Firstname\_2024.jpg (For example, Rockstar\_Jamie\_2024.jpg).
- **Upload in a Snap** 📷 - Head to [hjeshare.com](https://hjeshare.com) and share your masterpiece!
- **Secret Code** 🧑‍🎓 - Type in: gators24 (Shhh! It's our special code).
- 🚫 **Emails? Nope!** Please DON'T email photos.



**SENIOR PHOTOS ARE DUE  
FRIDAY DECEMBER 15, 2023**

