

Dear community,

We really appreciate your help uploading pictures from school events.

To upload your photos:

- Point your web browser to: <http://sw.balfour.com/tops-services/publicupload/loginForm>
- Enter the school's project number: **919633**
- Enter the password: **northwood**
- Include your name and contact information in case we need additional information about the photo(s).
- Review and accept the Terms and Conditions then click **Next** .
- Ensure you are seeing the correct school name at the top of the page.
- Browse and select one or more images from your computer to upload (*see reminders below*).
- Enter the photo **caption** (*event, grade, teacher*).
- Click **Begin Upload** to upload your photo(s).

You can also, upload the pictures through your phone

- Download the **Balfour ImageShare** app on your phone
- Create an account.
- Enter the school's project number: **919633**
- Ensure you are seeing the correct school name at the top of the page.
- Browse and select one or more images from your phone to upload (*see reminders below*)
- Enter the photo caption (*event, grade, teacher*)
- Click **Upload** to upload your photo(s)

Please e-mail [Yearbook@northwoodpta.com](mailto:Yearbook@northwoodpta.com) once you have completed an upload, or if you have any difficulties.

*The Yearbook Staff will review all photos and determine final yearbook content. We cannot guarantee that all submissions will be used in the book.*

Image Specs:

- Images should be in JPEG format, RGB
- Maximum file size is 8MB per image
- Submitted photos cannot be retouched after uploading