

## Shutterfly Membership Instructions

To join the SJS parent-administered Shutterfly account to share, or to view and download, existing photos, here is what you need to do:

1. Visit this Shutterfly page titled, "St. James School: Parents & Friends":  
<https://stjameschoolsports.shutterfly.com/>
2. Please read the introduction on the site. Then, click on the link that says, "Sign Up" to become a member.
3. You will be approved for membership by an account administrator within 24 hours. You will receive approval via email. Then, you may follow the link to sign in (using the personal user name and password you set up when applying for membership to Shutterfly) in order to access photos currently in Mrs. Almany's repository.
4. To add your photos: Click on the "Pictures & Videos" tab at the top of the page.
5. Under the "Pictures" sub-heading on the page, click on "Add Album" to add your SJS photos.
6. Be sure to title your album with the group, event, and year. Please check existing albums if you are unsure how to label. (Note that you can also add you photos to an existing album if the images are from the same event—e.g. a particular sports game.)
7. To view photos: You are also free to view and/or download photos from the 34 albums currently on the site.
8. Please note that photos on the site are available to any member, including School administrators, for public use. Please do not upload copyright-protected images. And, we ask that you keep your albums organized.