

Greetings Birchtree Parents!

The online portrait preview galleries are making their way online a few at a time as they are finished, so I wanted to take a minute and give out some basic instructions for online proofing and/or ordering. Please note that these are still in the process of being uploaded so if you only see one of your child's portrait galleries, (or an empty folder for their grade level) just check back, they'll all be up soon!

**First of all the main link:**

<http://crosslightphotography.zenfolio.com/birchtreespring2014>

If you click on this link (or copy & paste depending on your browser) it should take you to the home page of the Birchtree Spring Portrait galleries... on this page you will find the grades listed separately (and the sibling/classroom galleries as well). Open the gallery that corresponds to your child's grade level and you will find individual student galleries within, they are identifiable by your child's last name + 1st initial.

*Note: This structure is a bit different than the Fall galleries, due to privacy concerns the school has asked that each student be given their own password-protected gallery, rather than the classroom galleries originally used for everyone from the same class.*

*----The password to your students individual gallery is: (their lowercase first name + 2014) For example - "suzy2014" or "johnny2014"*

*If you have any concerns or can't get your password to work, please email or call me!----*

**IF you have already PAID FOR YOUR PHOTOS:**

Please do not "add the photos to your cart" or re-purchase your packages. All you need to do is email me which image you've chosen for each child's packages, either by telling me which #you want (i.e. "I'd like photo #2 out of the three shown for Suzy Q.") or alternatively, you may make an account on the website and then the site will allow you to add image(s) to your "favorites" collection which you can then "share" with me - i.e. the site will send me a link to view the images you've chosen.

*(If it is easier for you, you are also welcome to call me at 907.775.2721 for personal assistance)*

**IF you HAVE NOT PAID for your photos (or chosen a product yet):**

You have 2 choices-

(1) Decide which portrait(s) you'd like, choose your product and check out in the online store, easy peasy! BUT be aware that when the print lab fulfills your order directly you will have to pay a shipping charge, because the portraits will be shipped directly to YOU and not to ME to deliver to the school - so to avoid shipping charges, choose option #2....

(2)Decide which portrait(s)/product(s) you want and **email or call** me directly to arrange direct payment to me, I will then add your order to the others going in from the pre-paid orders and will deliver your photos to your child at school at no extra cost.

NOTE: As stated on the original order forms, I can only accept debit/credit payments for your photos IN PERSON, so if you marked "credit" on your order form but did not come in person to picture day to swipe your card, you need to contact me to arrange a time to meet or your order will not be placed.

(\*\*\*Remember: Digital CD's are only fulfilled directly through ME, not my print lab - you can pay for them on the site, but you will still need to contact me to say which image(s) you want on the disc\*\*\*)

**IF you are ordering CLASSROOM photos:**

Please be patient, these will follow the individual gallery uploads and may take a bit longer due to the complex editing process of compositing multiple classroom images together to create as good a classroom portrait as photographically possible! (You know, one with everyone actually looking forward & smiling.... or at least as close to that as possible with 20+ people in each one!)  
Thank You!

(If you didn't get the info about class portraits originally, my apologies! They are \$5 each and you can contact me directly to add them to an existing order and/or leave payment at the front desk in a sealed envelope specifying your child's name, classroom and a phone# AND email you are reachable at - please let me know if you are leaving a payment so I can be sure it gets picked up)

\*\*\*RETAKES\*\*\*

If you missed out the first time (or would like to have your child's photo retaken) retakes will be at Birchtree on Tuesday, April 15th beginning at 10am. If you have a child in Ms. Phillips 7th Grade class, this will be their class portrait day as well, due to Ms. Phillips absence on the original date, so come dressed up! :)

Ordering will close on Friday, April 25th to ensure all portraits are delivered before school lets out for the year!

(If you need retakes and your child will be absent that day with the 4th/5th grade honor choir, please contact me to make alternative arrangements)

Thank you again for your business, and again, if you have any questions or concerns about ANYTHING, please don't hesitate to email or call me!

-Erin Cross

Crosslight Photography

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907.775.2721