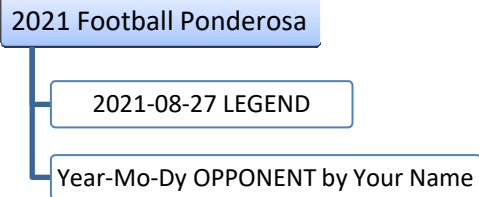
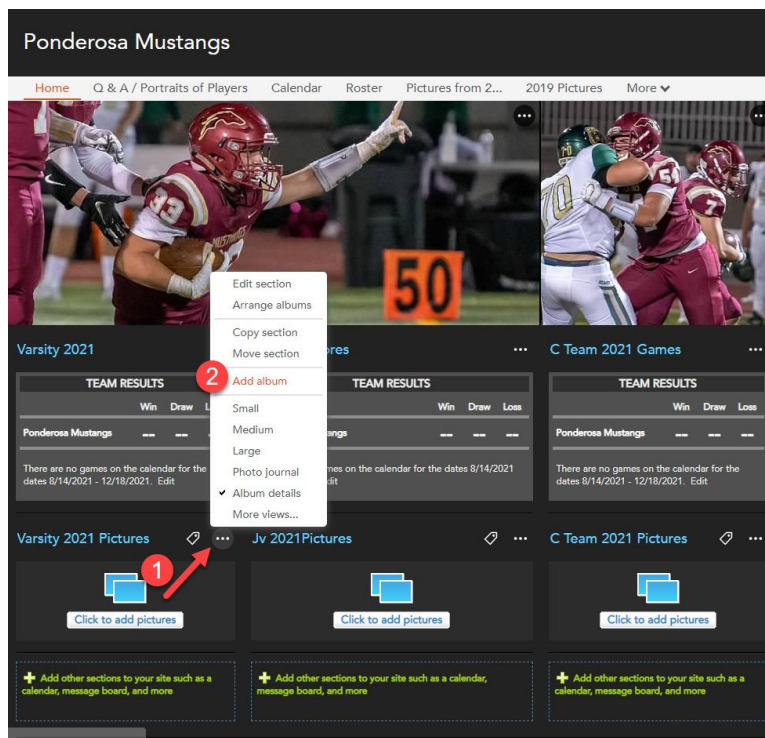


HOW TO UPLOAD PHOTOS TO SHUTTERFLY

1. Copy your pictures to a folder on your computer and file them like so:

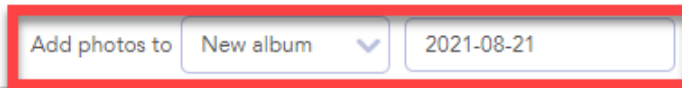


2. Edit your pictures in the folder
3. On the Shutterfly Website (<https://ponderosamustangs.shutterfly.com/>), choose the correct column that you would like to add your photos to, hover over the three dots next to the section name and click “Add Album”.



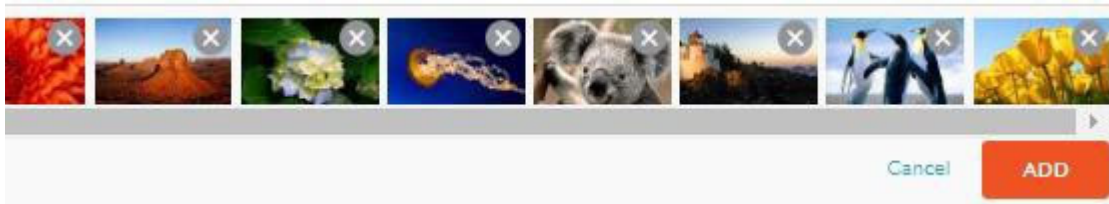
HOW TO UPLOAD PHOTOS TO SHUTTERFLY

4. In the new window, choose “new album” and name your album as “YEAR-MO-DY OPPONENT LASTNAME”. If you are returning to add photos to an album you’ve already created, choose “Existing Album”



5. Click **CHOOSE PHOTOS** and go to your named folder on your computer, highlight 100 photos at a time and press **Open**. You will see your photos on a film strip along the bottom.

6. Click the **ADD** button.



7. You will see your number photos are being uploaded. Patiently wait while it is being done.

Your 16 photos are being imported...



CANCEL

8. If you get blocked out, make sure you have a fresh sign in on the Shutterfly or choose fewer photos at a time.