



## HOW TO COMPLETE YOUR CLASS GROUP IDENTIFICATION

➔ Please follow these important directions to identify students in your class group photo. Please type your students names in an email (without sample photo), and send to us at [Groupphotos@budwhite.com](mailto:Groupphotos@budwhite.com)

➔ Please use the format below. DO NOT USE YOUR RETURN KEY ! You will be typing as one long string.  
First name space last name comma space etc,etc for each name as shown below.

➔ Your email REPLY subject should read: Your school name, Your Last name and grade ( Subject space for email = Central School, Mrs. Johnson, grade 4 )

➔ This is how the BODY of your email should look: ( photo not needed ) (LIST LEFT TO RIGHT)

Mrs. Johnson Grade 4 Central School 1st row: John Smith, Betty Boop, John Smith, John Smith, John Smith, John Smith 2nd row: John Smith, John Smith, John Smith, John Smith, John Smith, John Smith, John Smith, John Smith, John Smith, Harry Houdini, 3rd row: John Smith, John Smith, John Smith, John Smith top row: John Smith, John Smith, John Smith, John Smith, John Smith, John Smith, John Smith, John Smith, John Smith. Absent: Bradley Pitts

➔ DO NOT SEND A WORD DOCUMENT. TYPE DIRECTLY INTO THE BODY OF YOUR RETURN EMAIL

In the past, our lab has received names on paper and then retyped to fit in the space below the photo.

We don't want the lab to make a mistake so they will use what you have typed, copy and paste into the title space. Please call the bottom row "1st row: " and top row " Top row: "

-Thanks !