

20 January 2016

Dear Sir/Madam,

We are delighted you have chosen to use CompassPhotos in 2016 and want to make the process as smooth and easy for you as possible. Below is a short checklist that we ask you to complete prior to your photo day. If you have any questions regarding any of these items please don't hesitate to contact us.

We are here to help and can be contacted by email at photos@compass.edu.au or by phone on 03 8640 9640.

Checklist

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	<p>Confirm your date, arrival times and start times</p> <p>It's really easy to confirm your photo date. Login to Compass, go to the tools menu (cog icon in the top right hand corner), and select Photo Management. Confirm your date is correct for your initial and catch up days. Check your photo day arrival times are correct, and ensure that the CompassPhoto team will be able to set up the equipment when they arrive. If there are any specific access requirements or contact details for the team on the day please email these to our team.</p>
	<p>Group photos</p> <p>If you require group photos to be taken on the day, please ensure that a list has been sent to our team detailing the groups required along with the number of students in each. As group photographs require additional equipment on the day, requests for group photos need to be made must be received no less than 2 business days prior to your initial photo day.</p>
	<p>Location</p> <p>Please ensure that a suitably cleared space is available on the day. Booths take up approximately 2m x 3m (as well as 1m each side for entry/exit). If you are unsure on the suitability of your location, please contact us. Setup time has been calculated based on setup and testing of booths and accordingly it is important that the selected room is cleared prior to photographer arrival so as not to impact the start time.</p>
	<p>Uniform</p> <p>Decide on uniform standards for students to be photographed. Where possible photography staff will assist in enforcing school standards for photos. However it is important that the school communicates these to the students. Details of uniform standards and expectations should be given to the photography supervisor on the day.</p>
	<p>Student Enrolment data</p> <p>We don't require you to send us any data for photo day, however, we do ask you to make sure your student and staff enrolment data is up to date in Compass. If you have any questions regarding this process, please contact our friendly Compass support team on 03 9005 5217.</p>
	<p>Excluded students and staff</p> <p>We understand that from time to time, for a number of reasons, staff or students may not wish to be included in form group, year level or whole school publications. It is important that the school mark any students in Compass accordingly. To flag a</p>

	<p>student/staff as 'excluded from publication', search for the student/staff, open their profile, select the personal tab and click 'Edit'. This will display the people management page for that user, under the Compass tab review and remove the tick in the 'Include in Compass Photos publication'. If you need any assistance with this process, please contact our friendly Compass Support team on 03 9005 5217</p>
	<p>Compass identity cards</p> <p>Please approve the designs for your school's ID cards for 2016 on the Card Approvals page (located under Administration Tools). This includes the Approve for Printing button at the top right of the approval checklist, which is a final step to finalise not just the card designs but also the integrity of the student data for the cards.</p> <p>If you have any custom flags that appear on your school's ID cards (such as buses or lunch passes), please ensure this data is up to date before you approve your cards for printing.</p>
	<p>Rapid Upload (Optional)</p> <p>We offer schools the ability to have student photos uploaded to the roll in real time. If you would like to take advantage of this option, please arrange for a wireless account that can be configured by your school technician the day of your school photos.</p>

Additional notes and information

- Students do not need to be photographed in any particular order, however please ensure that students are being consistently sent to be photographed. Please ensure that students are not crowding the studio areas, as this makes students uncomfortable while being photographed and may interfere with the equipment.
- Unfortunately, due to the time required for setup and configuration we are unable to take sibling and leadership photos during recess or before school. These photos can be taken at lunchtime or after the individual photos have been taken.
- Attached is the **2016 Photo Pack order form**. Photo teams will hand these out to each student on the photo day, and will leave spare copies with the front office. If you would like to distribute this flyer to parents prior to the photo day, please feel free to do so.

Again, we are here to help! If you have any questions or concerns, please do not hesitate to contact us.

Yours sincerely

Joanne Bishop
 General Manager – Photography and Identity