



Select Yearbook Pose and Purchase Portraits Online

Selecting your portrait for the yearbook and purchasing a package online is easy if you follow these instructions. Your portrait will be placed online approximately 14-21 business days after your portrait session.

YOUR STUDENT ID# IS THE KEYWORD/PASSWORD TO ENTER YOUR ONLINE ACCOUNT.

Some things you need to know!

- Selecting a pose for the yearbook **DOES NOT MEAN** you are going to receive a print or digital portrait package. You are simply selecting the picture you would like placed in the yearbook. All products must be purchased separately.
- The yearbook picture must be selected **TWO-WEEKS** prior to the dates below or we select for you!
- If you wish to order prints you can do so by choosing a print package (digitals are available, but only as an ADD ON to a print package).

You must select a pose TWO WEEKS PRIOR to these dates:

TWHS: Oct 3 • CPHS: Oct 17 • ORHS: Oct 17

- Go to: www.blumoonphoto.com
- Click: **ORDER PORTRAITS** (at the top of the page)
- Click: **ORDER SENIOR PORTRAITS**
- Click: 0021- **'YOUR SCHOOL' SENIOR YEARBOOK ONLY** →
- Enter the keyword (**keyword = student ID#**)



- Create a personal user account (top right) or login if you already have one.
**This is like any other online store. You can browse as much as you like, but you must have an account to do anything else!*
- Save a pose to your favorites by clicking the heart in the upper right corner of any photo or click on a photo and then click **ORDER PRINTS/SELECT YEARBOOK POSE** on the bottom right to place an order.

SELECTING THE YB POSE:

- Click: The photo thumbnail you would like as your yearbook pose.
- Click: **ORDER PRINTS/SELECT YEARBOOK POSE**
- Click: **YEARBOOK POSE SELECTION HERE**
- Click: **SELECT YEARBOOK POSE *Yellow Box*** and then **ADD TO CART**. **You will "order" your yearbook pose just like a print package, except the total will be \$0.00.**
- Review your order and click **PROCEED TO CHECK OUT**.
YOU MUST FULLY CHECK OUT EVEN THOUGH YOU ARE ONLY SELECTING THE YEARBOOK POSE!!!
- Enter the required information and then click **NEXT**.
- Review your order (**make sure this is the pose you want in the yearbook**).
- Enter the senior's first and last name in the designated location.
- For shipping, select **STUDIO PICK UP**. Add any comments and then click **PLACE ORDER**.

ORDERING A PRINT PACKAGE:

- Click: The photo(s) you would like to order.
- Click: **ORDER PRINTS/SELECT YEARBOOK POSE**.
- Click: **PRINT PACKAGES** and select a package.
- Click: On each item in the package and then click **ACCEPT**.
- Click: **ADD TO CART**; Continue shopping or proceed to check out.
Click 'continue shopping' to ADD ON to your package. Retouching and digitals are only available as an add on. Portraits will NOT receive any retouching unless you add it here.
- Enter the required information and then click **NEXT**.
- Review your order and enter credit card information as well as shipping method.
**Your credit card billing information must match the address your credit card is billed to.
If shipping address is different, you must enter it in the 'ship to' box next to your billing address.
- Enter the senior's first and last name.
- Enter any **COMMENTS OR SPECIAL INSTRUCTIONS**. Then click **PLACE ORDER**.
- The last page will be your receipt. Scroll to the bottom of the page and click **PRINT**.

>> If you followed the steps correctly, you will immediately receive an email confirming your order. If you do not receive an email, your order did not go through and you must resubmit.<<