



Dear Columbus Academy Families,

Please read this letter fully for information about your School Photo Days (Middle School on August 19, Upper School on August 19-20, Lower School on September 9 and retakes on September 23).

We want to start by saying the first round of sports photos went VERY well, and we cannot wait for you to see the finished products (keep an eye out in your emails over the next few days, we will be sending out links)!

The sports photos, however, had a few glitches we were not expecting. For some reason the site that hosted our store decided to just not be compatible with Safari on Apple products. Because of this, we have revamped our store, so everyone SHOULD be able to view the new store for school preorders.

We have a couple different ways for you to order your packages:

- 1) **PREORDER:** This is the preferred way for everyone to order. It allows for credit card processing and a quicker ordering time, since all of the info is given to us in advance. Then we just need to pick the photo and send it off for print. This can be done through this link:

<https://www.irisheyesphotography.net/columbus-academy>

ALL ordering and viewing will start with this link. You will see the option to order packages or individual prints and products. You can preorder through this website up until the day of the sessions. It would be helpful if you could print out your order receipt and send it in with your child, but if you don't it is not the end of the world... we will match you up. And don't worry if you forget to order via the preorder, we have you covered! PLEASE NOTE: The new online form asks for your student's name, grade and teacher.

- 2) **DAY-OF OPTION 1:** You can print the order form (see next page) and send a check in with your student. We ask that the day of the sessions, you only send checks. Cash can take too long to count and make change, and credit card processing is difficult when we have so many kids to get through in a short amount of time. So please send a check along with the form.
- 3) **POST-SESSION ORDERING:** This IS an option; HOWEVER, the package prices will be slightly higher. Extra images and packages can be ordered after the session through the viewing gallery. However, we HIGHLY suggest picking a package before, because it will make for quicker delivery, a smoother process, and you save a few dollars.

Email is how we will communicate when packages are ready for pickup, when we deliver your files and galleries for download and viewing, if there are any issues that arise with your order, and any other messages we may need to relay. Please feel free to contact me personally if you have ANY questions or concerns. Thank you so much for allowing us to work with your families, and we hope this is the start of a beautiful partnership.

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