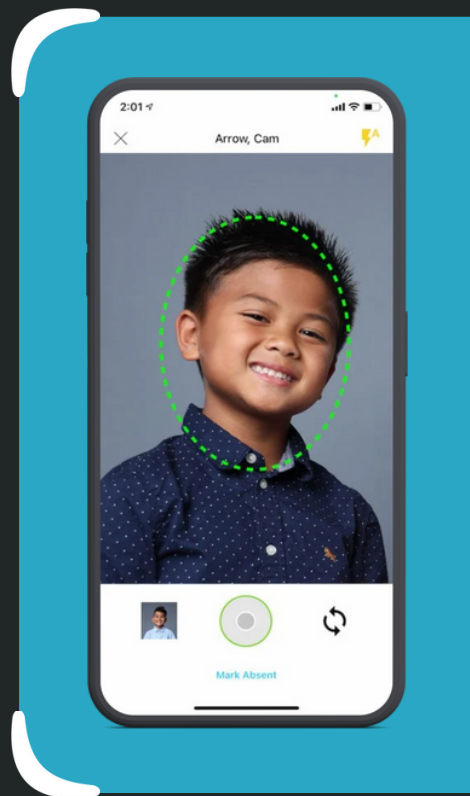


Resource Guide for Underclass Make-Up Days



We make it easy to streamline your volume photography with workflows that help your business succeed. This guide focuses on using private jobs and parent emails for underclass school photography.

Make-Up Day Checklist



Tips to ensure your underclass make-up day is a success!

When Picture Day is Over

Export Absent List

After Picture Day is over, mark all subjects not photographed as “Absent” in the Capture app. In the Studio Panel, under the Job > Services, create a Subject Data export filtered by **"Only Subjects Marked Absent."** Forward this list to the school contact and inform them of the number of students who missed picture day and may still require a yearbook photo. Also, check to see if there are any students who weren't satisfied with photos and offer retakes.

Communicate with School

Confirm Make-Up Day Date

Work with the school to confirm a make-up day date and time based on the number of subjects absent or requiring retakes. Please be aware that if you are using the original job, bulk shipping will not be an option if the job has been published for over 30 days.

One Week Before

Communicate to Parents

Send a manual pre-picture day flyer. Change the title to “MAKE-UP DAY: MM/DD/YY.” If you want to send only to those who were absent, choose the “Only Subjects Marked Absent” filtering option. Think about how many stations you'll need based on the number of subjects that were absent.

One Day Before

Get Ready for Picture Day

Call the school to confirm set up time, location, start time, and number of students. It's possible some of the students listed as absent no longer attend that school, so you can easily mark them off your final count! Open the PhotoDay Capture app to sync the most up-to-date data in the job. Invite additional staff as users in your account and train them on using Capture for check-in.

Make-Up Picture Day

It's Go Time!

Set up your equipment and prepare a check-in station. Provide a printed list to your school contact for calling students to the camera. Review the day's flow with your staff and the school, ensuring everyone knows where and when to direct students.

After Make-Up Picture Day

Edit and Upload Photos

Upload the final images to the job. Send a manual flyer to let subjects know images are online. You can filter manual flyers by check-in date to specifically reach the subjects photographed on make-up day. All other steps are the same as the original picture day, as seen in the [Underclass Resource Guide](#).

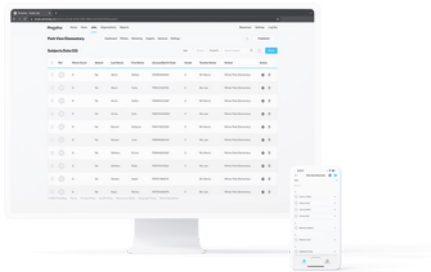
Need Help? Schedule a call with us!

Note: This checklist outlines a suggested best practice workflow when using private galleries. Your specific workflow might vary based on your unique requirements and circumstances. Adjust as needed to ensure a successful make-up day for your school.

Make-Up Day Best Practices

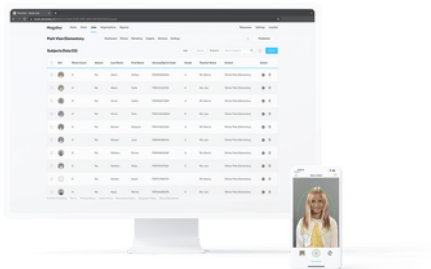


Below is detailed guidance for managing make-up and retake sessions. All other steps remain the same as on the original picture day and can be found in the main [Underclass Resource Guide](#).



Export Data

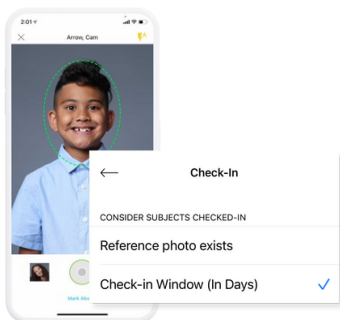
Inside the Job > Services > Exports, you'll want to export a list of subjects who were absent to share with the school so they are aware of how many students still need to be photographed for the yearbook. You can filter this export to **"Only Subjects Marked Absent."** If you need to reuse photos for reference photos in a new job, you'll also want to do a service item export.



Prepare Job and Marketing

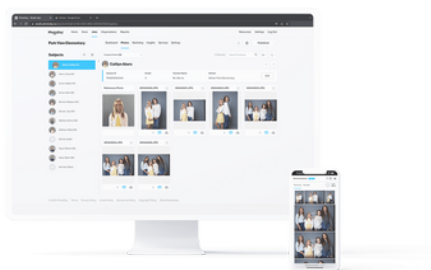
Use manual flyers to notify subjects marked absent about the make-up day by filtering the flyers to "Only Subjects Marked Absent." If you're setting up a new job for make-up day, make sure to import the full subject data file to capture all absentees and those needing retakes. For retake subjects, you can upload original picture day photos as reference images to skip this step in Capture.

Note: If you're using the original picture day job, bulk shipping is unavailable if the gallery has been published for more than 30 days.



Capture Reference Photos

On picture day, use Capture to take reference photos of any subjects who were absent during the original picture day to check them in. If you allow retakes (whether you're using the original job or a new one with imported data and reference photos) be sure to change your check-in settings to "Check-In Window (In Days)." This will let you easily check in subjects who already have reference photos and are there for retakes in addition to taking new reference photos. Once done, you'll be able to sort the make-up/retake day by "check in date" when exporting data or creating manual flyers.



Uploading

Upload final photos and let FaceFind work its magic again ✨ Capture will sync the new reference photos and check-in date to PhotoDay. New photos will auto-match to each of the subjects. If you need to send a new export to the school or send manual marketing flyers, be sure to filter the subjects by check-in date so you are only working with subjects from make-up day. Don't forget for any subjects that did a retake—you'll want to update their featured photo to be used in the yearbook.

Resource Links

Below are links to helpful resources as you begin setting up your first Underclass Job in PhotoDay!

Webinars

[Private Galleries & Capture](#)



[Driving Order Urgency](#)



Blog Posts

[Solutions for Early Sales](#)



[Bulk Shipping Made Easy](#)



Support Articles

[Using the PhotoDay Capture App](#)



[Using Emails and Flyers](#)



[Using Existing Images as Reference Photos](#)

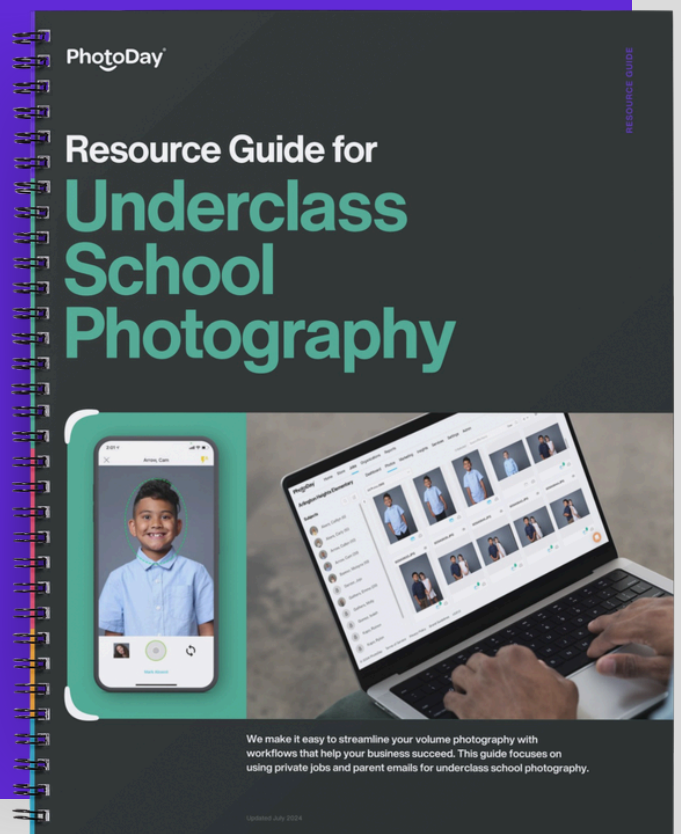


Resource Guide for

Underclass School Photography

Looking for the main Underclass School Photography guide?

[View Here](#)



Thank You!

We hope you've found a lot of great information in this resource guide! We've researched consumer habits, trends, industry standards, and what works best on our platform to put together this resource guide that we know will help you rock your photography business.

Remember, some of the information presented here is only a suggestion. You may need to adjust it to fit your specific needs, workflow, and business model.

We're stoked to be on this journey with you and can't wait to see you succeed! If you have any questions or need any help, feel free to message the bubble or schedule a time to meet with us.

-Studio Success Team

[Need Help? Schedule a call with us!](#)

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