



## SmugMug FAQ

❖ What is SmugMug?

SmugMug is the website that Peninsula Montessori has chosen to facilitate photo sharing throughout the school year.

❖ What is the URL?

<http://pvpms.smugmug.com/>

❖ How do I access the site?

You can either type the URL into your web browser, or you can click on the link from the Peninsula Montessori website.

❖ Do I have to pay a fee?

No, there is no fee required from parents to view, upload, or download images. If you choose to purchase a print directly from SmugMug there will be a fee.

❖ Do I need a password?

In order to keep the images of our children safe from random internet access, there is a password required to access the photos. The password is maintained by Peninsula Montessori and is the same for everybody. For security reasons the password is not included in these FAQs because the URL is also listed. The password is sent via email several times during the school year, but if you forget the password you can contact [photos@pvpms.com](mailto:photos@pvpms.com) to request a reminder. Please be prepared to let the administrator know which class your child is in.

❖ How are the photos used?

The site is for photo sharing. Parents who are able to attend class or school events can share their pictures with those parents who are unable to attend; the yearbook committee chooses pictures from SmugMug for use in the yearbook; the photos on the school website are pulled from SmugMug; photos can be used for class projects.

❖ Who can upload pictures?

Anybody can upload pictures. Everyone is encouraged to upload pictures.

❖ How do I upload photos?

Find the appropriate campus, classroom, and gallery. Click on the gallery name. In the upper left hand corner click on the link that says "Click here to upload photos to this gallery." If your browser supports it, you can drag and drop your files. Otherwise click on the "Browse" button to select the files you would like to upload and then hit "Open." The upload starts automatically.

❖ Can I upload videos?

Yes, just follow the same procedure listed above to upload photos.

❖ Can I create galleries?

No, only the administrator can create galleries.

❖ What do I do if I do not see an appropriate gallery?

If you need to upload to a specific gallery that does not currently exist, please contact the administrator using the "Request a Gallery - PV" link under the Peninsula Montessori header, or send an email to [photos@pvpms.com](mailto:photos@pvpms.com). When requesting a new gallery please specify the classroom and a name for the gallery.

❖ Can I move photos from one gallery to another?

No, only the administrator can make any changes to the pictures once they are uploaded. If you need to make changes contact the administrator using the "Help/Feedback" link, or send an email to [photos@pvpms.com](mailto:photos@pvpms.com).

❖ Can I delete photos?

No, only the administrator can make any changes to the pictures once they are uploaded. If you need to make changes contact the administrator using the "Help/Feedback" link, or send an email to [photos@pvpms.com](mailto:photos@pvpms.com).

❖ Who can download pictures?

Anybody can download pictures.

❖ What size images can I download?

All downloads occur at the original resolution/size.

❖ How do I download photos?

When viewing the pictures in a gallery you can hover your mouse/cursor over the large photo on the right and a toolbar will pop-up on the right-hand side. Click on the "Save Photo" icon at the bottom of the toolbar (a green arrow pointing into a file folder). A message will pop-up at the bottom of your screen asking if you would like to open or save the file. Click on the arrow next to "Save" and choose "Save as" to save the file in the desired location on your computer.

❖ What if I only take pictures of my child(ren)?

You are still encouraged to share your pictures. The yearbook committee chooses pictures from SmugMug to use in the yearbook. The photos on the school website are also pulled from SmugMug. Additionally, some parents use the pictures to make gifts for the teachers. Finally, some teachers appreciate having the photos to remember their students by.

❖ How long are the pictures saved?

The photos are kept until August 31 every year. On that date all photos from the prior school year are deleted to prepare for the new, upcoming school year.

❖ Are the photos archived?

No, the school does not archive the photos past August 31.

❖ Who can I contact for questions or more information?

Send all inquiries to [photos@pvpms.com](mailto:photos@pvpms.com) and the photo administrator will answer your questions.