

## Coffee Pond Photography Retake Day Instructions

CPP will be at your school on 3/15/21 for retake day in the lower center.

### **If your child was an Absentee, they are already on the retake day list.**

If your child was photographed on picture day and you would like additional photos, you have the opportunity for a retake for \$10.

Please sign up no later than 2 days before your school's scheduled retake day if you are interested in attending.

- 1) In order to sign up for retake day families need to go to our website [www.coffeepond.com](http://www.coffeepond.com)
- 2) There are 2 ways to sign up. You can go to the "Photo date finder" or you can look up your child's individual portraits.
- 3) Under the Photo Date Finder you will need to identify your town & school to access the sign up form.
- 4) You will see this text: If you want to sign up for retakes, click here.
- 5) After you have clicked on the text. The retake day sign up form will open, and you will need to fill in the information and use a credit card to pay the 10\$ sign-up fee.
- 6) If you need help signing up CPP customer service can be reached at: 800-632-2323 x0 or [lifeguards@coffeepond.com](mailto:lifeguards@coffeepond.com) they can assist you with signing up for the retake day list.

You can also sign up on the page where you look up your child's individual photos.

- 1) will need your child's individual password to continue.
- 2) The passwords were sent to families on 2/19/21. If you have lost the email or do not have it check your spam folder first, or you can reach out to coffee pond's customer service department to request the password [lifeguards@coffeepond.com](mailto:lifeguards@coffeepond.com)
- 3) If you have your password: Go to our website [www.coffeepond.com](http://www.coffeepond.com). Select "place an order" and click on "school portraits" in the drop-down menu. You will need to follow the steps to access your child's pictures and will need to enter your child's image password. Please note that they were photographed in 2021 so you will need to enter to correct year.
- 4) When your child's pictures are viewable on-screen right underneath the images is this text: If you want to sign up for retakes, click here.
- 5) After you have clicked on the text. The retake day sign up form will open, and you will need to fill in the information and use a credit card to pay the 10\$ sign-up fee.
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