eShare Instructions

eShare is a website owned and operated by Herff Jones, Inc (our yearbook vendor) where parents/guardians and faculty can upload school-related photos for the 2018-2019 Yearbook.

Access to eShare: www.hjeshare.com

The St. Matthias School access code to get to the school's eShare site is **HJ13430**.

TO UPLOAD IMAGES:

Step 1: Go to www.hjeshare.com

Step 2: You will be prompted to type in the access code above (HJ13430) for St. Matthias School. After typing in the access code, select the green button and it will automatically take you to the school's eShare site.

Step 3: Fill in your information (name, email address, phone number).

Step 4: Click on the box next to the words "I agree to the terms and conditions below"

Step 5: Click on the "Select Images for Upload" green button to select your images for upload. It will automatically take you to where you can upload your images. Select the "Browse for Images" blue button to browse for your images.

Step 6: Once you have selected your image to upload, then please fill in the following information about your image and afterwards select the "Upload Images" blue button to upload the image:

- Grade(s) of Students
- Student(s) shown
- Description

Step 7: After receiving the message from eShare that your image has loaded successfully, it will then ask you if you want to upload more images. If you have more images to upload, then select the "Browse for More Images" blue button. If you are done uploading your image(s) just close your browser window and you are done.

Please Note:

- The image file format must be ".jpg" or ".jpeg" in order to work with the eShare website.
- Please select high quality images (for best reproduction in the yearbook). Low resolution images may not be used.
- There is a maximum of 10 images that can uploaded per person.
- The Yearbook staff will determine the final selections of images for publication in the yearbook.
- Submitted images are not guaranteed to be included in the yearbook.