

# HOW TO GUIDE FOR ONLINE PROOFING FOR PHOTO DAY COORDINATORS

**Proofing your MSP Photography school photos is now an easy online process.**

## **Account Setup**

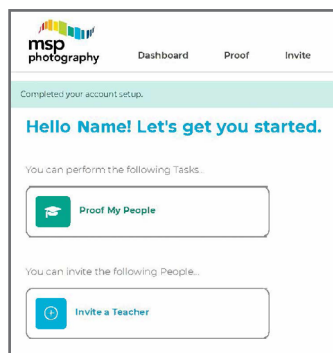
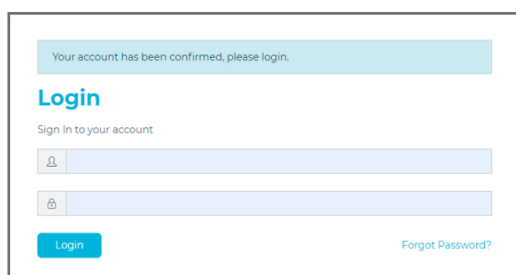
By clicking the **SETUP MY ACCOUNT** button on the email provided, a new Blueprint webpage will open.

**Step 1:** Check your details that have been pre-filled.

Create a new password.

Click **Complete Setup**.

**Step 2:** A new webpage will open confirming your account setup, with options to **Proof My People** or **Invite a Teacher**.



### **Quick Tips**

- Ensure each student or staff member's name is spelt correctly.
- Ensure each student is in the correct class.
- Check that correct staff members are listed for each class – please include job titles e.g. “Teacher: Jane Smith Education Support: Sam Jones”.
- Group photos – the version shown on the online proof may not be the final image as image editing may be required (cropping, eyes closed, etc may be required for the final group photo).
- If prompted, please add in row names for group photos.
- Check for absentees.

### **Share the load**

Using MSP Photography's Online Proofing portal it's easy to share the proofing process with others.

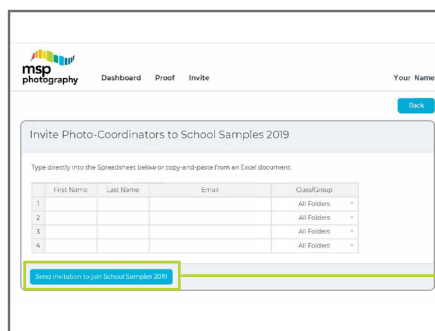
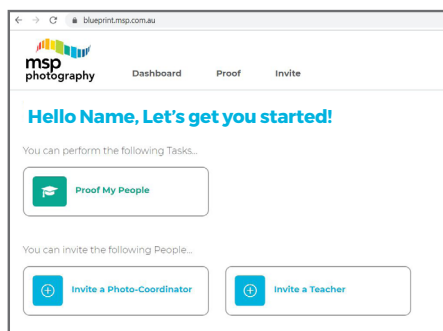
Will you share the Proofing coordination role with other staff members?

Ask teaching staff to check the names of their students and group photos?

## Nominate your Photo Coordinators

**Step 3:** To share the proofing process with other staff members click the link to **Invite a Photo-Coordinator**.  
To add only one coordinator, click **Single**.  
or  
To share with more than one staff member, click **Multi**.

**Step 4:** A new online form will open.  
Type in the contact details for Photo Coordinators.  
Nominate which Class or Groups they will proof.  
For Single Share: set start and end dates for their coordination role.  
For Multi: lists can be a copy + paste from an Excel spreadsheet.  
Click **Send invitation to join**.  
Invited staff will receive an automated email, prompting the user to set up their own account and password.

The screenshot shows the 'Invite Photo-Coordinators to School Samples 2019' form. It has a title bar with 'msp photography', 'Dashboard', 'Proof', 'Invite', and 'Your Name'. Below the title bar, there's a 'Tasks' button. The main content area says 'Type directly into the Spreadsheet below or copy-and-paste from an Excel document.' and contains a table with columns: 'First Name', 'Last Name', 'Email', and 'Class/Group'. The table has 4 rows. Below the table, there's a button 'Send invitation to join School Samples 2019'. A green line connects this button to a callout box on the right.

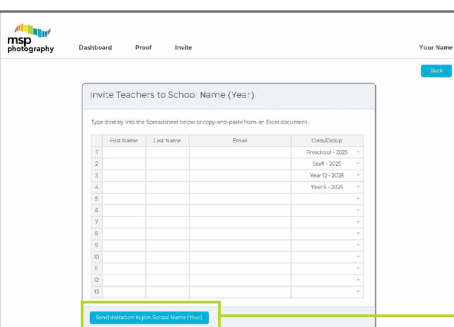
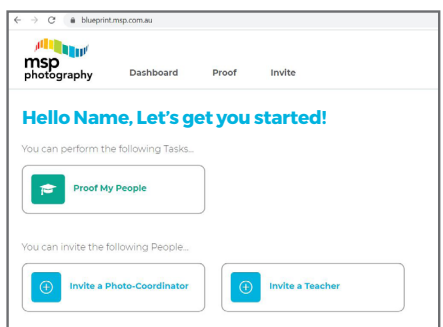
Send invitation to join  
School Name (Year)

## Nominate Teachers

**Step 5:** To invite teaching staff to check the images and names for their class or a school group, click **Invite a Teacher** from the Dashboard.  
To add only one Teacher, click **Single**  
or  
To share with more than one Teacher, click **Multi**

**Step 6:** A new online form will open.  
Type in the contact details for Teachers.  
Nominate which Class or Groups they will proof.  
*For Single share: set start and end dates for their coordination role.*  
*For Multi: lists can be a copy + paste from an Excel spreadsheet.*  
Click **Send invitation to join**

**Step 7:** A new webpage will open, with confirmation of invitations sent.  
Additional invitations can also be selected.  
Invited staff will receive an automated email, prompting the user to set up their own account and password.

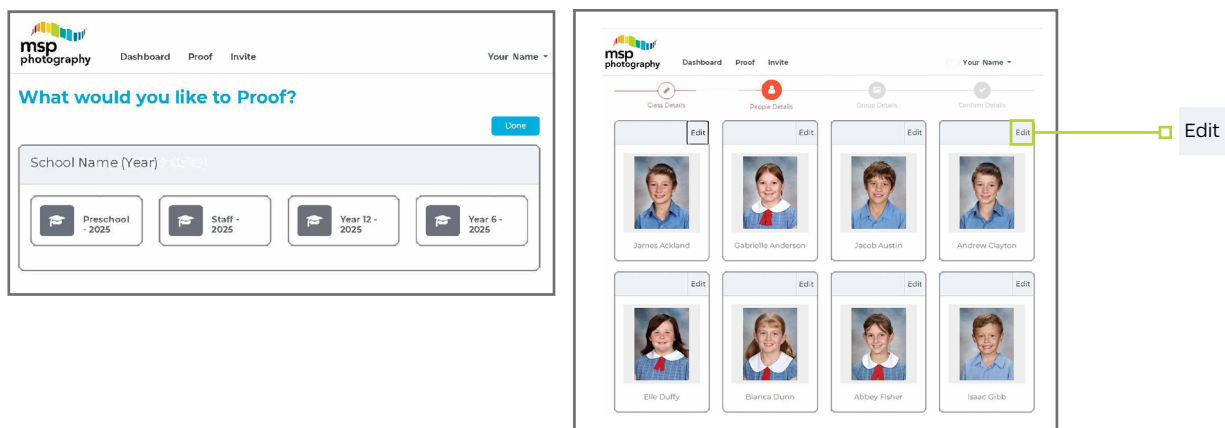
The screenshot shows the 'Invite Teachers to School Name (Year)' form. It has a title bar with 'msp photography', 'Dashboard', 'Proof', 'Invite', and 'Your Name'. Below the title bar, there's a 'Tasks' button. The main content area says 'Type directly into the Spreadsheet below or copy-and-paste from an Excel document.' and contains a table with columns: 'First Name', 'Last Name', 'Email', and 'Class/Group'. The table has 10 rows. Below the table, there's a button 'Send invitation to join School Name (Year)'. A green line connects this button to a callout box on the right.

Send invitation to join  
School Name (Year)

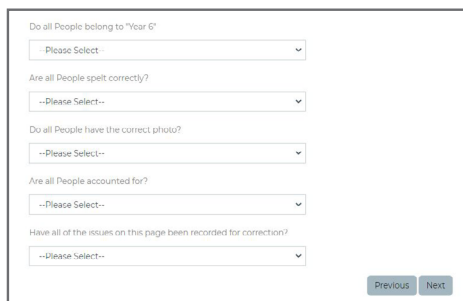
To proof your assigned class/es or groups, click **Proof My People** on the Dashboard.  
This will open a new webpage with links to each class.

**Step 8:** Click on an assigned **Class**, this will open a new webpage.  
Click **Next**. View each student's individual photo and check spelling of their names.

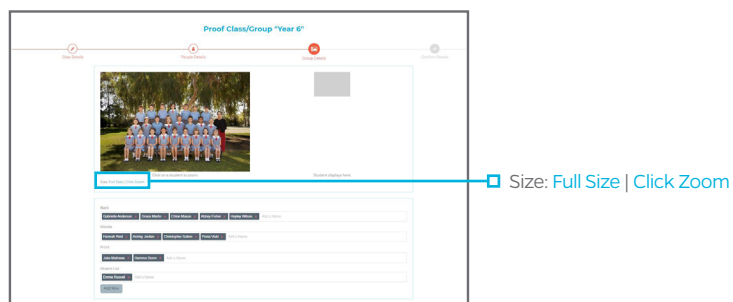
**Step 9:** To make corrections to images, click on **Edit** at the top right of each image.  
Select the issue to be corrected from the **dropdown box** at right.  
Type edits or select **dropdown boxes** options as needed.  
Click **Submit Issue**, report additional issues, or click **Close**.



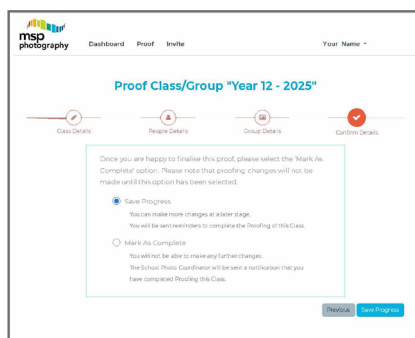
**Step 10:** View and make corrections for each student as needed, then scroll to final questions at the bottom of the webpage.  
**Select** each question response from dropdown boxes at right. Click **Next**.



**Step 11:** A new webpage may open to a class photo. (If not, move to Step 12.)  
Use **Full Size** or **Click Zoom** to view each class member.  
Click **Add a Name** and select each student's name from the dropdown list which appears or click **Red X** to remove a name from the order.  
Student Names to be listed from Left to Right.  
To create a new row, click **Add Row**.



**Step 12:** A new webpage will open with options to **Save Progress** to complete the proof at a later stage.  
Or **Mark as Complete** to finalise your proofing.  
Select your option.  
If opting to continue proofing, click **Save Progress**.  
If complete, click **Mark as Complete**.  
A new pop-up window will open, click **OK** to confirm your edits.



**Step 13:** Repeat Steps 8 to 11 for each assigned Class or Group. Then click **Done**.  
An automated email will then confirm completed actions.



**When all Proofs are confirmed as Done, MSP Photography will commence printing School Photos.**

## TO LOG BACK IN

**Step 1:** Go to [blueprint.msp.com.au](https://blueprint.msp.com.au)

**Step 2:** Type your username and password into the Login window.  
Then click **Login**.

**Note:** Your username will be your email address supplied to MSP.

If you have forgotten your password, click **Forgot Password** and follow the prompts to reset your password.