

School Photo Day 2024

SCHOOL PHOTOS ARE **FRIDAY AUGUST 9** (TERM 3, WEEK 3)



School Photos - Ordering Online

Our school photographers, MSP, use a paperless ordering system, with orders and payment submitted online. Students no longer require an ordering envelope.

The paperless ordering option for school photographs simplifies the ordering process, reduces impact on forests, and cuts energy use.

Photo Day information, ordering and payment instructions will be **emailed directly** from our photographers, MSP. We will also continue to provide an **envelope option** (obtainable from the Front Office) for families who wish to make payments in cash, rather than online. Please note that MSP will use your email address **ONLY for the sole purpose of communicating the ordering of school photos**, replacing the printed envelope that would normally be provided. MSP-Adelaide North guarantees that the information supplied will be used solely for the purpose for which it is intended, namely the supply of school portraits, class group photographs, Student ID cards or authorised special requests. **The steps below explain the ordering process.**

Should you prefer to use cash and an ordering envelope, please contact the Front Office on 8261 3377, or email office@cedarcollege.sa.edu.au.

HOW TO ORDER YOUR SCHOOL PHOTOS

All student contacts (generally Contact 1 and 2) will receive an email directly from MSP Photography, via the email address you have supplied to Cedar College. This email will contain all of the details, links and shoot keys that you will require to place your order.

The online ordering and payment process is the same as previous years. As there are no envelopes, you no longer need to return the envelope to school with the payment reference.

To order photos, enter the shootkey from the information provided to you and click on Open.

Please enter your Shootkey

➔ Open

HOW TO PAY FOR YOUR PHOTOS

Payment for online orders is made via credit/debit card at the time of ordering.

Follow the steps online to select the pack(s) you would like, and then pay for your order online with a credit/debit card.

Pack Orders (Basic, Essential, Value, Classic, Premium) come with a personalised **8-page booklet** (shown as the "Group Photograph" during the ordering process) which includes a class photo (Primary School) or year level photo (High School) printed **within** the booklet.

ORDERING FOR MULTIPLE CHILDREN

If you have multiple children at Cedar, you'll need to order for each child, using the shoot key that was emailed for each individual child.

For orders above \$125, a 15% discount applies to the **entire** order, equating to an approx. 50% discount on the 3rd and 4th pack order.

HOW DO I ORDER FAMILY PHOTOS?

If you have multiple children attending Cedar College, you may also choose to have a **family photo** taken and **order a separate family pack**. To facilitate this, you will also be emailed a separate **Family Photo Shoot Key**. Select the pack and quantity required, and **pay separately** for this. **Family Photos will be taken BEFORE school on Friday August 9 from 8am-8:45am, in the Sports Centre.**

CAN I STILL PAY WITH CASH, IF I DON'T WANT TO ORDER OR PAY ONLINE?

Yes! We understand that some people prefer not to order and pay for things online. Simply come into the Front Office to collect a paper envelope, which you can use to place your order(s) and enclose a cash payment. Alternatively, you can email office@cedarcollege.sa.edu.au and request an envelope be sent home. You can also request a family envelope this way.

WHAT IF MY CHILD IS UNWELL/AWAY?

If your child is unwell on Photo Day, do not send them to school. Catch-up day is Tuesday August 13, for individual photos, which will be added to the photo booklet. If your child is unable to attend, you will receive a refund.

WHAT IF I DON'T WANT ANY PHOTOS?

Should you decide **not** to order School Photos, **you do not need to do anything**, MSP will have a record of those who ordered.