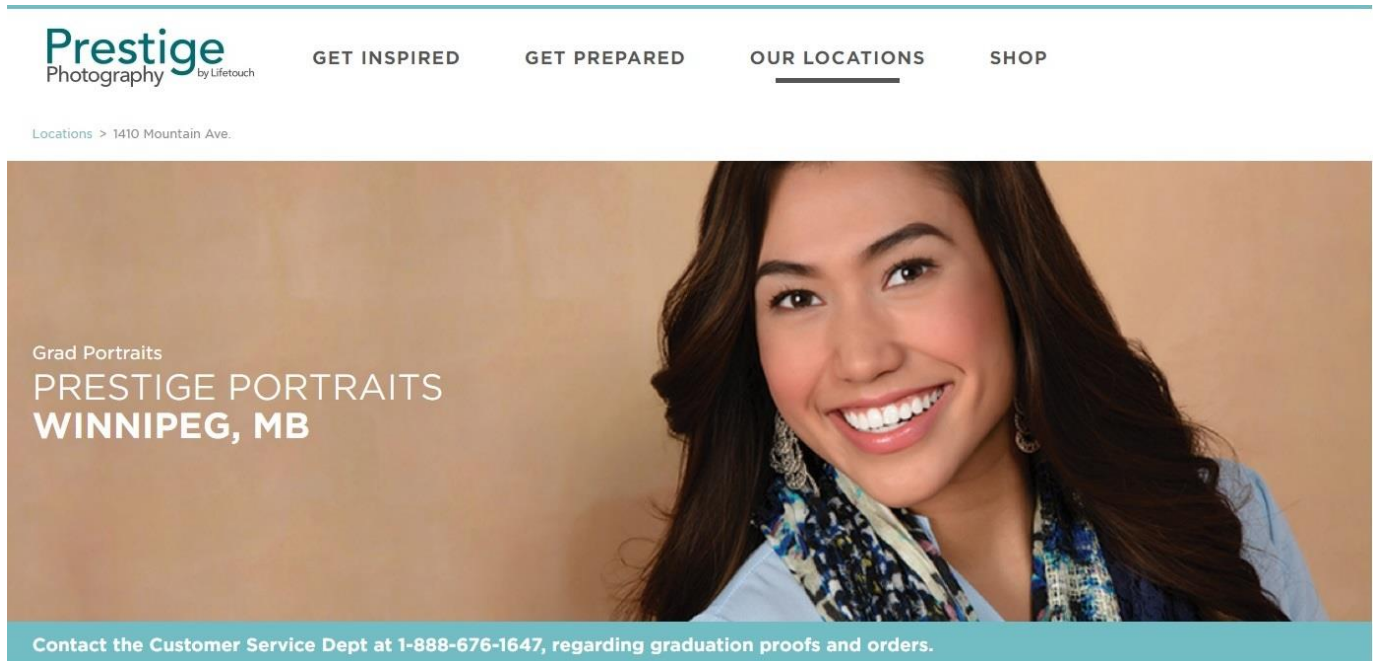


# How to Book Your HIGH SCHOOL Grad Photo Appointment (step by step):

## **STEP 1:**

- Visit the following online link: [www.lifetouch.ca/wpgsales](http://www.lifetouch.ca/wpgsales)

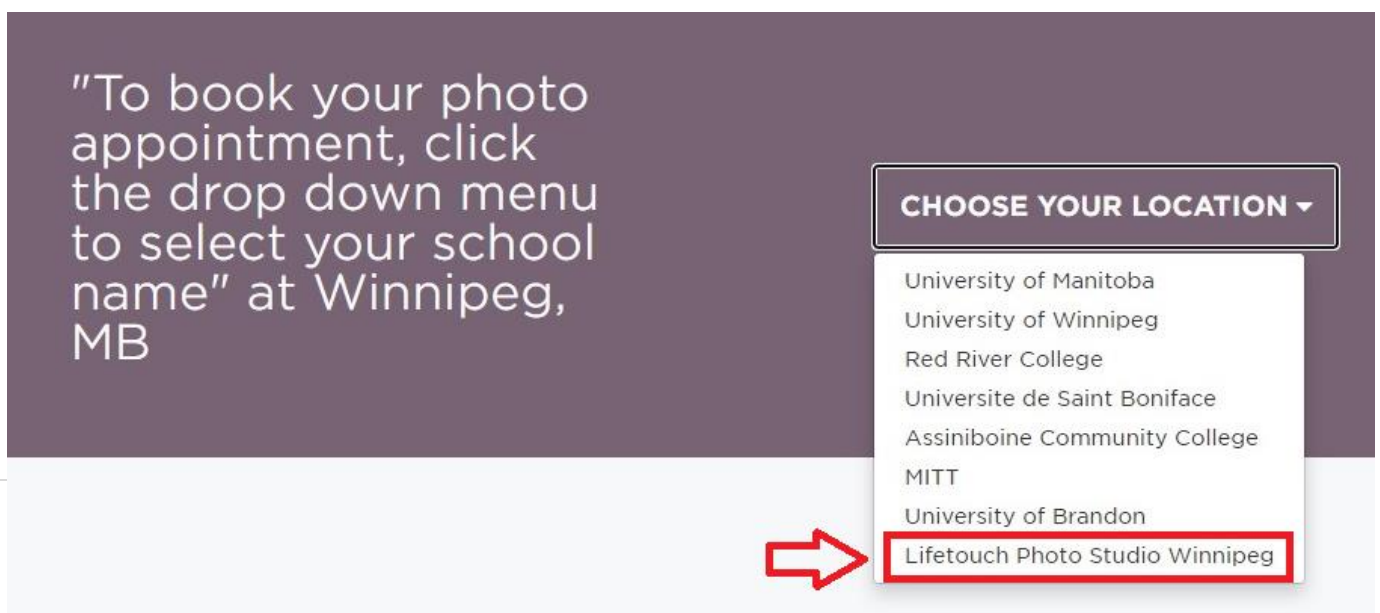
**\*\* Please note that photo appointments can only be booked online \*\***



## **STEP 2:**

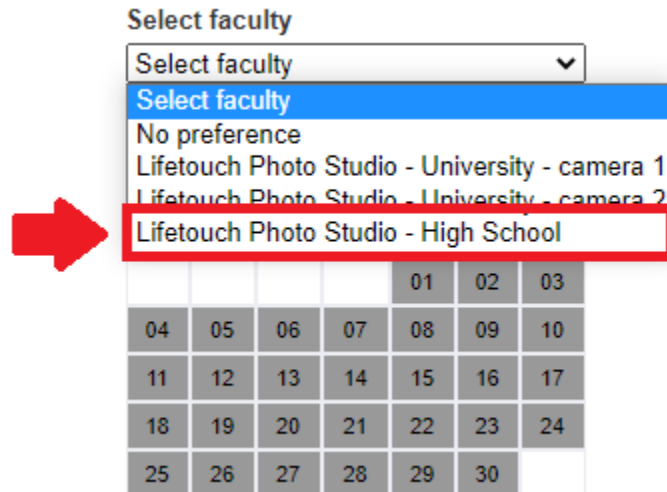
- Scroll down to the purple banner and in the drop-down menu, select “Lifetouch Photo Studio Winnipeg” in order successfully book your grad photo appointment.

**\*\*NOTE:\*\* You cannot select any other option in the drop-down menu!**



### STEP 3:

- When you see the calendar, please select option “Lifetouch Photo Studio – High School” in the drop-down menu.



### STEP 4:

- Select your desired date and time. If there are available appointments, then the date will show up blue on the calendar. If the day has been fully booked, then the date will show up grey on the calendar.
- Appointment availability is limited. If there are no openings showing up online for this date, that means the day has been fully booked. **Please be patient for future dates to be posted online.**

#### 00 Date

May 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

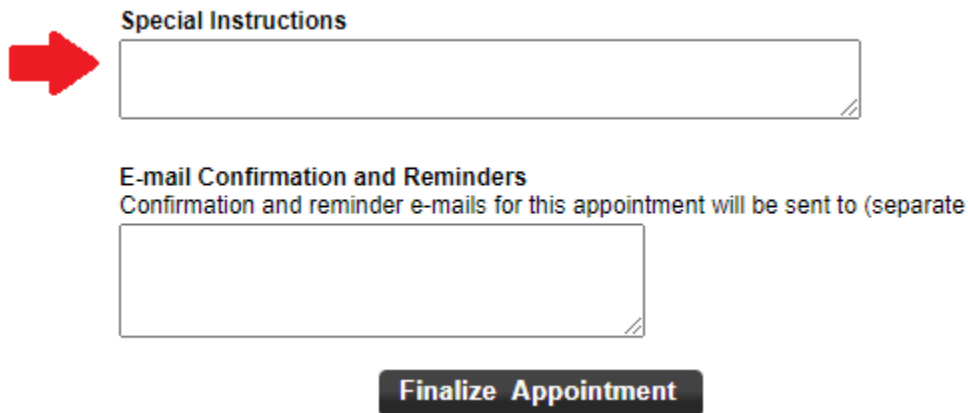
Select Appointment Time	
Monday, May 3, 2021	
	Lifetouch Photo Studio - High
10:50am	
11:10am	
11:30am	
11:50am	

## STEP 5:

- Select “**New User**” and fill in the required fields. Please only enter in **one email address**; do not enter multiple email addresses.
- When booking your appointment, please include the following information in the “**Special Instructions**” box. **This is very important information that our photographers require!**
  - \* High School Name
  - \* Graduation Year
  - \* If this is your riginal session or retake session

**Example: Dakota Collegiate - 2021 Original**

**Example: Dakota Collegiate – 2021 Retake**



The screenshot shows a web form for booking an appointment. A red arrow points to a text input field labeled "Special Instructions". Below this field is another text input field labeled "E-mail Confirmation and Reminders" with the text "Confirmation and reminder e-mails for this appointment will be sent to (separate" above it. At the bottom of the form is a dark button labeled "Finalize Appointment".

Once you have booked your appointment online, you will receive a confirmation email with important information; please read through it carefully.

Please remember the login and password you create when booking your appointment. Any appointments that need to be rescheduled or cancelled must be done online, using your login and password.

Thank You!

**NOTE:** If you are graduating from any of the following schools, please note that Lifetouch does not carry your school grad attire, so you must contact your school and bring the required attire to your appointment at Lifetouch:

Centre scolaire Leo-Remillard	Sash and Tassel
College Churchill	Sash
Ecole comm Real-Berard	Sash
Ecole Powerview	Sash
Fisher River High School	Sash
Miami School	Sash and Tassel
Niverville High School	Sash
Peguis Central School	Sash
The King's School	Sash
William Morton Collegiate	Sash

In order to ensure your safety and that of our staff, we have made a few adjustments to our daily operations to ensure a safe environment, including mask usage, no touch posing, no assistance on grooming and social distancing.

### **Please Read the Following Points!**

- If you are experiencing any symptoms related to COVID-19 as outlined by the Province of Manitoba, please do not come to your appointment and we will be happy to reschedule you at a later date. You can refer to the Health Canada Screening Tool website to take a self-assessment test at: [sharedhealthmb.ca/covid19/screening-tool/](https://sharedhealthmb.ca/covid19/screening-tool/)
- **Masks are mandatory and can only be taken off when directed to do so.**
- **Please ensure you are practicing safe social distancing at all times.**
- Hand sanitizer will be provided upon arrival to your appointment; the refusal of using sanitizer will result in voluntary cancellation of your appointment.
- Please arrive 5 - 10 minutes prior to the start of your scheduled appointment time. Anyone who is late will not be photographed and cancellations must be done online within 48-hours.
- The studio door will remain locked. **Please wait in your vehicle until the photographer calls you and directs you to the Unit # 3 door.** We are limiting the number of customers and staff in our office, so please be patient with us.
- You can park in any stall between # 6 - # 13. These stalls are located in front of the Unit # 3 Studio door. Please be mindful of the vehicles around you and how you park in the stall.
- Only the graduate will be allowed at the appointment; no friends or family members will be permitted inside with the graduate.

- **Photographers will provide the grad gown, cap, tassel and v-stole/hood for your appointment. We have a strict sanitation procedure set in place for all grad attire to ensure it is completely safe to use.**
- **We are unable to provide dress shirts and ties, so please come prepared already dressed in this attire. Please ensure your tie is pre-tied before your appointment or use a clip-on tie. Graduates who prefer to not wear a dress shirt with or without a tie, we suggest wearing a v-neck shirt.**
- There will be no public washroom or change rooms available.