

***Carlton Comprehensive High School* ….**

**Book your graduation photo appointment online!**

 **Photos Scheduled for April 20-24, 2020**

**Photos located at your School in Community Room**

**Visit:** <https://schedule.prestigeportraits.ca/schedule/home.html> **to book your appointment.**

Graduation Appointment Scheduling Notes:

Below are the steps to book your time for graduation photos.

 (If you have questions or your name does not appear, please contact our Saskatoon office at 306.956.3040)

1. Visit    <https://schedule.prestigeportraits.ca/schedule/home.html>
2. If this is your first time scheduling an appointment see “No Code?/Locate your school”. Select province & city.
3. Select your individual school.
4. Click on – Schedule Now and create an account
5. **Step 1** – Select your school

**Step 2** – Enter your legal name – Listed the way your school has it recorded

**Step 2** – Click - Schedule your appointment
**Step 3** – Enter email address – add 2nd address if you wish (ie: parent’s email)

**Step 4** – Include mobile phone number to receive reminders (optional)
**Step 5** – Grad appointment can be paid in advance – this makes check in easier at your grad session

**Step 6** – Retain your Appointment Code in the event changes are required. This will be emailed.

**Step 7** – You will receive a confirmation notice to your email address.

**Prepare for your session by reviewing the information that is emailed to you.**

 