

## **HOW TO BOOK YOUR GRAD PHOTO SESSION**

### **Follow the steps below for online booking**

1. Go to **prestigeportraits.ca**
2. Confirm your portrait session by clicking on **locate your school**
3. Enter your **City and Province** and click search
4. Select **Hilltop High School**
5. Enter the students full legal **name** (as it appears in PowerSchool)
6. You will then receive an **appointment code** (write this code down) and continue scheduling your appointment
7. Enter your **email address** (*you will receive a confirmation email after booking*) and **select appointment day and time** and continue
8. Select your **session and continue**
9. Proceed to **payment** confirmation and provide your credit card details. (*A standard deluxe session is \$20.00*)
10. Confirm your session details are correct
11. **Print** your session details and **bring your confirmation to your appointment**
12. Consider viewing the Grad picture day checklist for tips on what to expect out of your Grad Photo session.

### **Important Information from Lifetouch for 2020:**

1. If you are experiencing any symptoms related to Covid-19, please reschedule your appointment.
2. Please **arrive only 5 minutes before** your scheduled appointment. Late arrivals will not be accommodated.
3. Only the graduate will be permitted in the photography area. **No family, friends or pets are permitted.**
4. Appropriate **props are permitted**. The use of props provided by Lifetouch is voluntary.
5. Sanitized gowns will be provided, however Lifetouch will **not** be providing graduation caps at this time.
6. Sitting fee can be paid online or in person with credit or debit only. **No cash.**