

How to Validate Photo & Message Submissions

All submitted photos and messages will show in the **Photo/Message to be Validated** view.

To access this view, go to **Graduates** from the Administrator home page, Load All Graduates, then select the view within each of your ceremonies.

This screenshot shows the top navigation bar with 'Search', 'Add', and 'Export' buttons. Below it is a search bar containing 'Test Ceremony for RSVP, Photo, Message' and a 'Quick Search' button. The main content area features a 'Photo/Message to be validated' filter and a search input field. A table lists two records:

Validated	Full Name	Photo	Personal Message
No	Kathleen R. Brooks		It was a long well-traveled road, but the destination was worth ##!!
No	aaa test		Thank you mom and dad!

At the bottom, there is a 'View 25 per page' dropdown menu.

Messages can be viewed directly from the view. If a message needs to be edited or removed, click the blue edit icon to edit directly in the graduate record.

Search Add Export

This screenshot is similar to the one above but includes a callout box. A red circle highlights the photo editing tools (rotate and delete icons) for the 'aaa test' record. A watermark of a graduate is visible in the background.

When you hover the mouse over the submitted photo, the image will enlarge. If the orientation is wrong, use the rotate tools to fix this before approving. If you need to delete the image, click the blue edit icon to remove the image directly in the graduate record.

If both photo and message are approved, click the **No** icon to validate/approve.

This will change the icon to **Yes** and remove the record from your queue. All validated/approved records can be seen in the **Validated Photo/Message** view.

This can take place at any time after your site opens, you do not need to wait until the registration deadline. If you validate a message, and the grad returns to change their submission, they will populate back into the Photo/Message to be Validated view.