MarchingOrder: How to Upload Photos for your Graduates

Step 1: Log-in at https://admin.marchingorder.com/ - Click "Ceremonies" -> Select the Ceremony by clicking the small blue icon

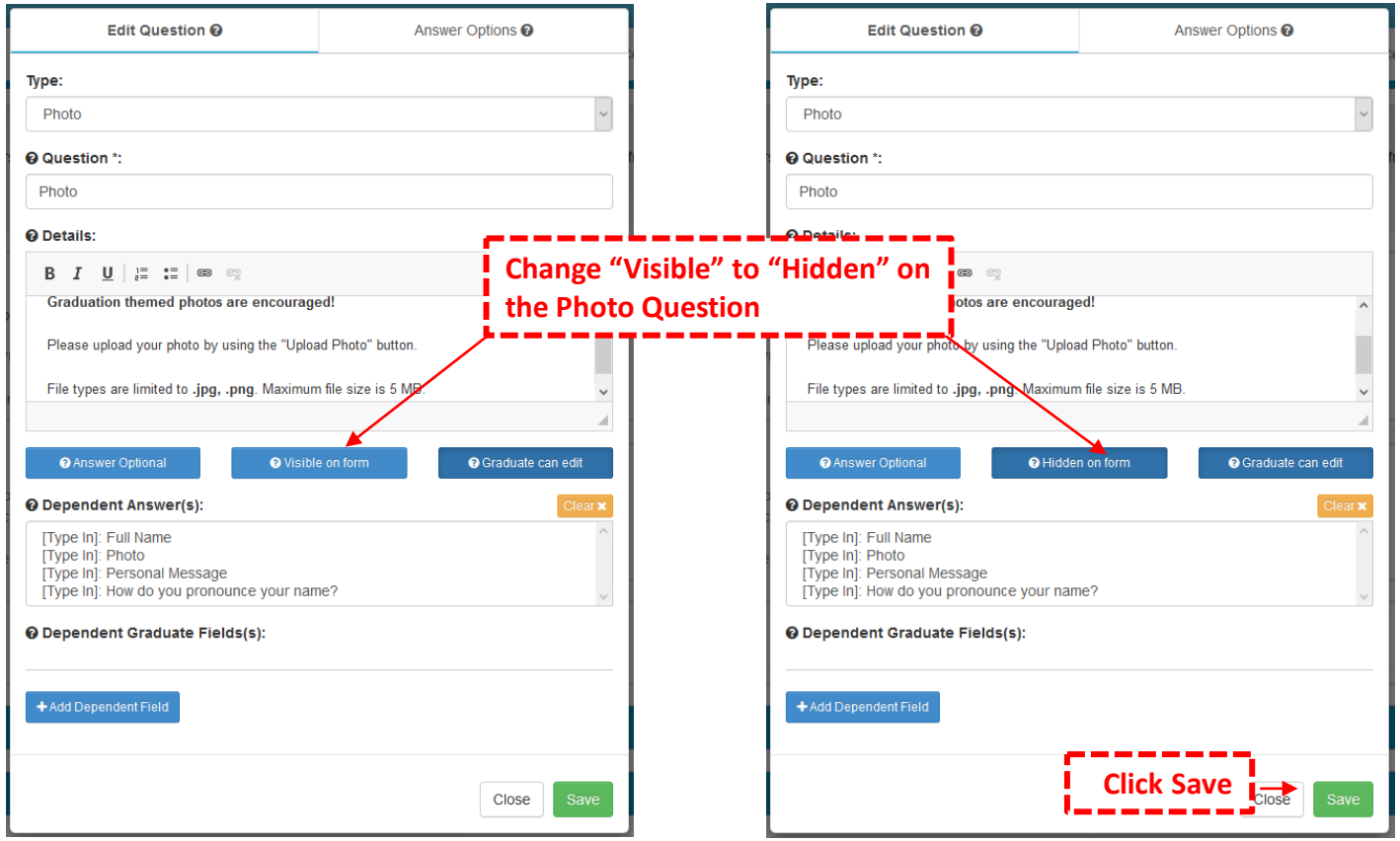
Step 2: Select the Tab called "**Website**" and then select the Tab called "**Registration Form**"

Step 3: Scroll to the Section titled "**Create Your Personal Graduation Slide**" and expand it to show the Photo and Personal Message questions.

Step 4: Click on the small edit icon to open the window for editing the question.

Step 5: Click on the button that says "Visible on form" to change it to say "Hidden on form". Click Save. See Example below.

- To edit or remove existing photos, you will need to go to the Validation view and click the blue edit button to the right of each row. You can view a training video that shows you how to access the Validation view and edit or remove photos here: **Training Video – How To Validate**



Important: After saving the question, be sure to scroll to the bottom of the page and hit Save for the entire Form.

Once the photo question is hidden from your Graduate Registration Form, you can upload a photo to their account by going to Graduates, editing their record, and scrolling down until you see the Upload Photo button.

Please Note:

- After making the question hidden, it will be hidden from the graduates view only. The administrator will still be able to view and modify the question but the graduates will not see the question or be able to upload a different photo.
- There is no bulk upload option for graduates photos at this time. The photos will need to be uploaded one at a time for each graduate.