

Hello U of M Graduate,

We are excited to announce that Lifetouch will be taking Graduation Photo Sessions at the University of Manitoba Campus **Monday, March 29 – Thursday, April 1.**

Photos will be taken on the 2nd Floor University Center (UMSU – Fort Garry Campus) in Room# 210 Killarney and Room# 214 Neepawa.

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.

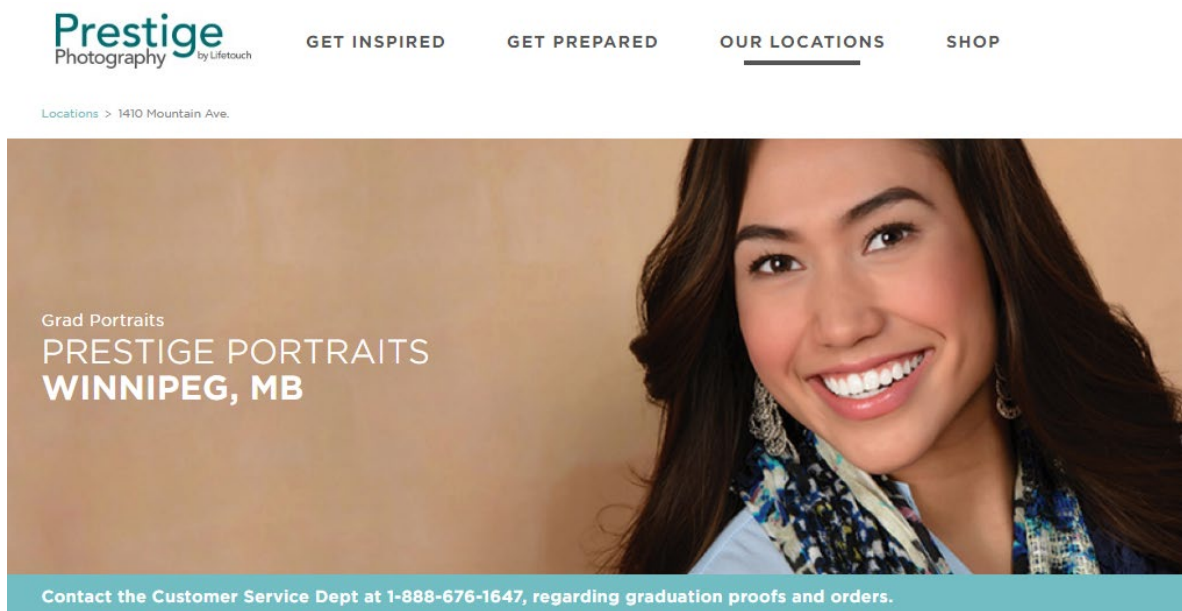
Please read the following points outlined below:

- 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/
- **The University of Manitoba has a mandatory 3 ply mask policy (disposable or reusable). Masks are mandatory and can only be taken off when directed to do so. You will be turned away if you are not following these protocols.**
- 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.
- It is recommended that your Session Fee is paid by debit, credit or cheque only –cash not accepted.
- Only the graduate will be allowed at the appointment; no friends or family members will be permitted.
- 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.

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

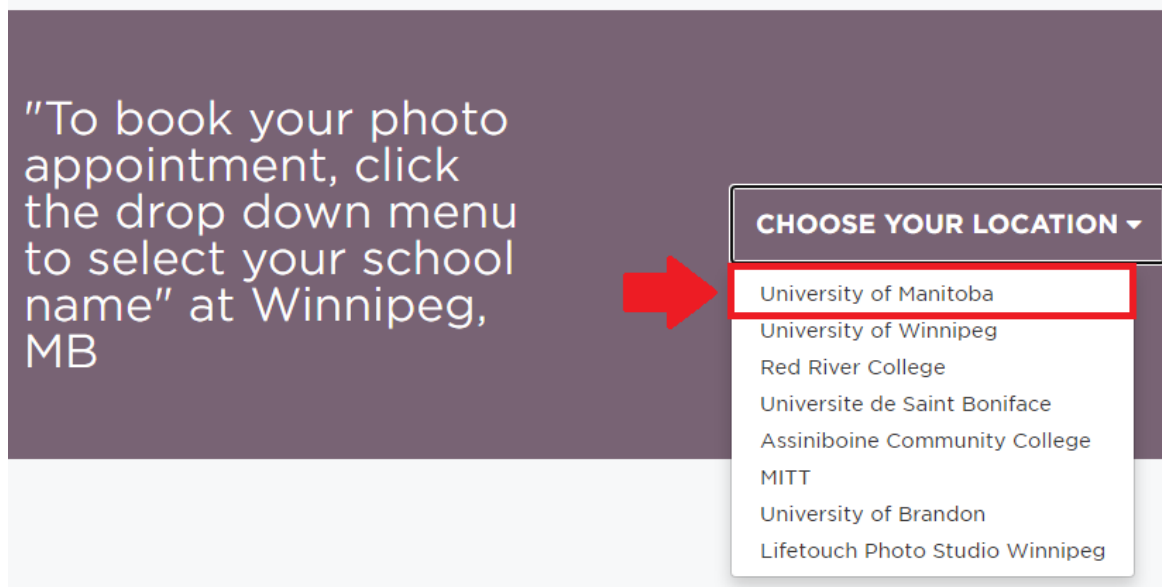
STEP 1:

- Visit the following online link: www.lifetouch.ca/wpgsales
**** Please note that photo appointments can only be booked online ****



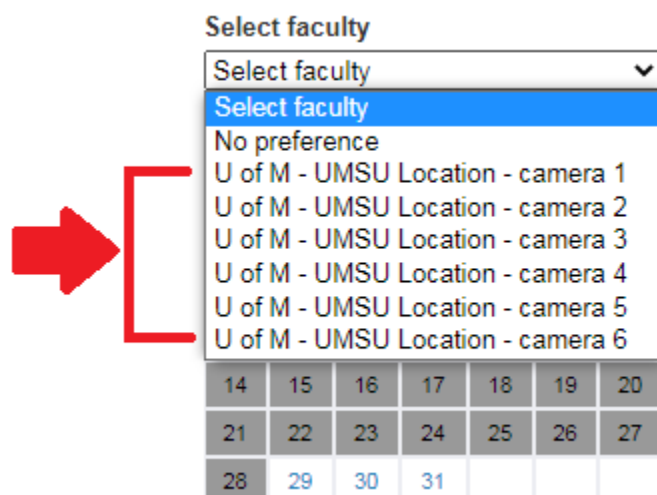
STEP 2:

- Scroll down to the purple banner and in the drop-down menu, select “**University of Manitoba**” in order successfully book your grad photo appointment.
****NOTE:** You cannot select any other option in the drop-down menu!**



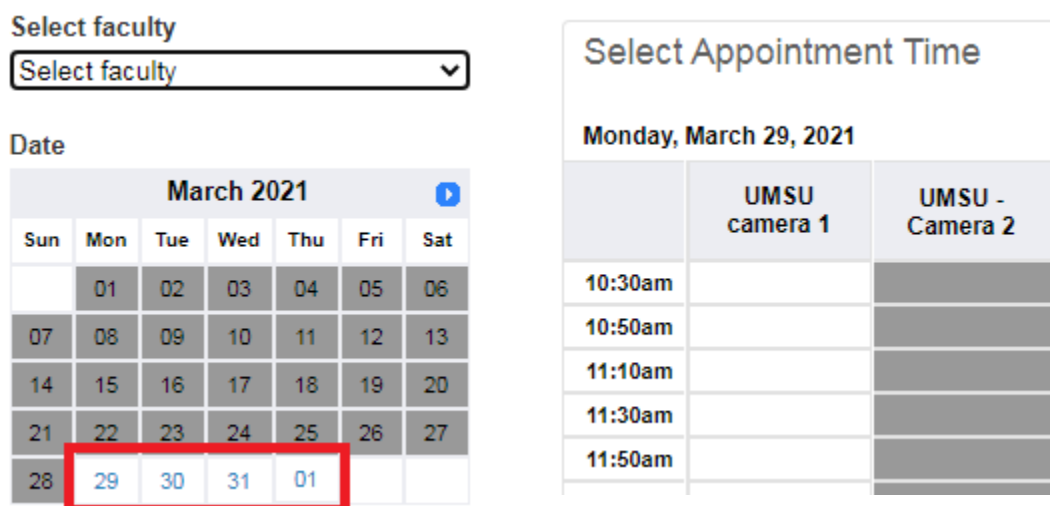
STEP 3:

- When you see the calendar, please select option “**U of M - UMSU Location**” in the drop-down. There are multiple cameras (1 – 6) to choose from to schedule your appointment and you can choose any camera to book your appointment; there is no difference between cameras.



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 a specific date then that means the day has been fully booked. If all appointments are fully booked for each camera, please be patient for more dates to become available at the “**Lifetouch Photo Studio Winnipeg**” option in the drop-down menu on the website.



STEP 5:

- Select **“New User”** and fill in the required fields.
- When booking your appointment, please include the following information in the **“Special Instructions”** box. **This is very important information that our photographers require!**
 - * Faculty name
 - * Degree (bachelor, masters, PhD, etc)
 - * Graduation year (are you a 2020 grad or 2021 grad?)

Special Instructions *(include school name/faculty, grad year and if this is your original photo or retake photo):*



E-mail Confirmation and Reminders

Confirmation and reminder e-mails for this appointment will be sent to (separate additional e-mail addresses by commas):

Finalize Appointment

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

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!