

How to submit permission forms, photos and videos

We need digital files.

You can take a photo of each permission form or photo with your phone or camera. You can also scan permission forms on a scanner.

Once you have the digital files, you can submit them in one of two ways:

- **via the upload link** on the Instructor Dashboard
- **via email** to communications@rootsofempathy.org

How to submit via the upload link

Find the upload link on the Instructor Dashboard under “Communications Guidelines.”

It’s easy to use. Just click on the link and follow the instructions.

- You can **upload your files directly from your phone**, if that’s how you’re accessing it, **or from your computer**.
- Select your file(s). You can select and upload as many as you’d like at one time.
- You’ll be asked to **fill in some information** about the photos, permissions or video, such as country, city, school, etc. Some fields are mandatory and are marked by an asterisk. Others are not. Please fill out as much as you can though – it helps us to organize the files and tell the story later, and makes them searchable in our digital library.
- You’ll know you’ve uploaded your files successfully because **they will appear on your screen when you’re done**. We receive a notice that you’ve uploaded them, and we then file them in the right place in our digital library.

How to submit via email

Email your files to communications@rootsofempathy.org. Please send as attachments.

Please add information in your email to help us organize and use them well. Include:

- Date
- Location
- School
- Grade
- Instructor name
- Baby name and parent name if applicable

After your submission you will receive confirmation that we received your files.