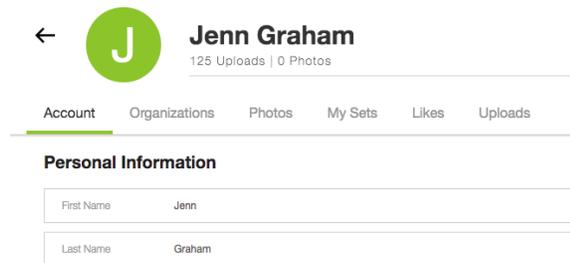


USER'S GUIDE

Let's get you started with Vidigami - a secure cloud-based photo management platform designed to give you a window into everything happening at school.

1 Activate Your Account

Vidigami is a members-only platform. That means your school will give you access to the system and all the groups within it that are relevant to your students, departments, or teams. To activate your Vidigami account, keep an eye out for the invitation email sent by your school's Vidigami admin. All you need to do next is set up your password and login. It's easy!

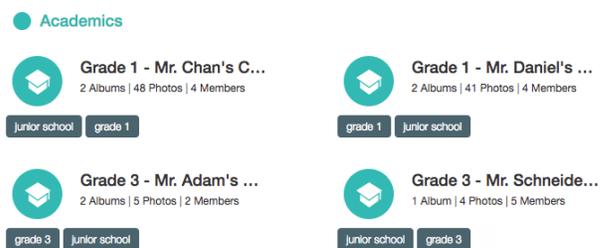


2 Update your Profile

As soon as you log in, you are now an activated Vidigami user. You can log in and out of Vidigami at any time from **My Account**, as well as update your password, personal details, and other information in your Profile Page.

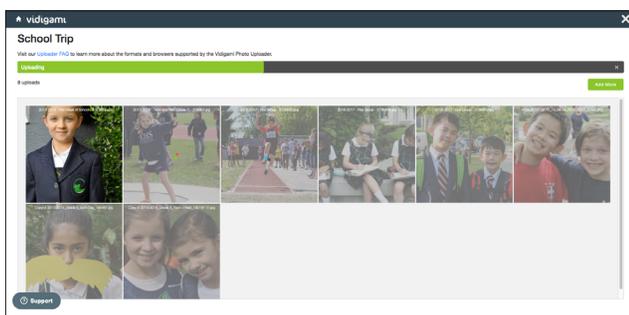
3 Explore your Groups

As a new user, you may already be added to certain 'groups' for the school year. Typically, the groups that your students, children or colleagues are a part of will be the most relevant to you. If you or other users are added to a group, or if any new photos are added, tagged or liked, you will receive a notification, and see the story in your Feeds (home) page.



4 Capture & Upload

Time to start adding photos to albums! Use the in-app camera on the mobile app to capture photos on-the-go and upload them to Vidigami. You can also easily batch upload photos by dragging and dropping them from your desktop file manager straight into the Vidigami Uploader. Next, give your album a refresh and see thumbnails of your latest photos.

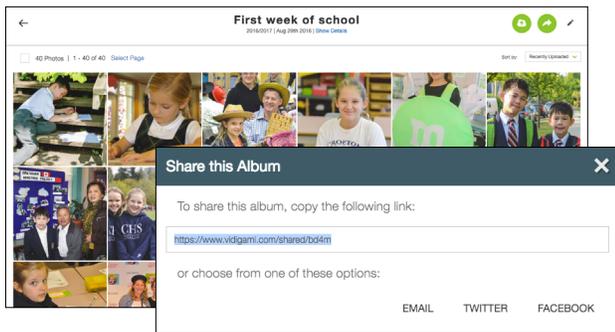
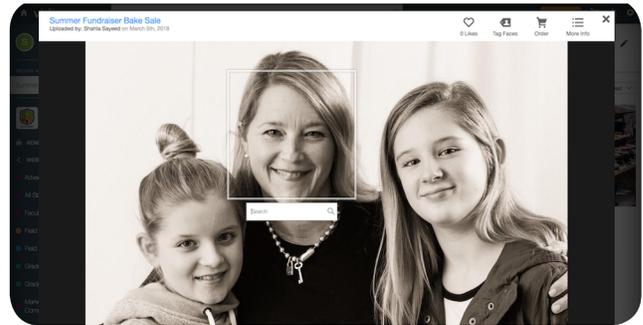


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5 Tag Photos

Open a single photo and select 'Tag Faces'. Then, select a face and start typing their name. If the user is part of the current group, the list will be narrowed down to those select few, speeding up the process. You can also add context tags to photos (e.g. team spirit). Tagging photos makes it easier for you to search for photos of specific students and colleagues, and by context too.

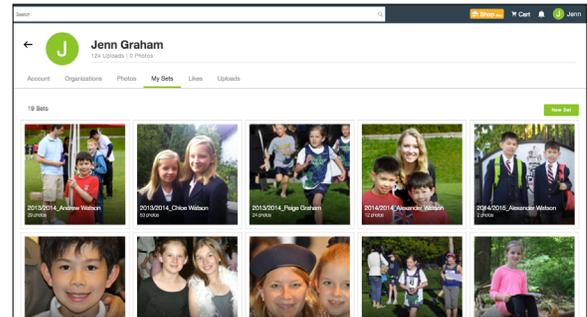


6 Privately Share Albums

Want to share an album with another Vidigami user? By selecting the Share Album icon within an album, you can privately share photos with other members of your school community, or, offer a secure location to collect more photos. It's a great way to share and contribute great photos! **For Administrators & Managers only*

7 Create Sets

Vidigami sets are collections of 'bookmarked' photos that can be saved at a personal or group level. Add your favorite photos to a set, which you can use to organize photos for printing, downloading, or other uses. 'My Sets' are private and personal to each user, while 'Group Sets' are visible to all members within a specific group in Vidigami.



8 Publish Slideshows

If you add the best photos from a shared album to a 'Group Set' and make the set 'public', you can then publish the set of photos externally via share or embed links as a dynamic slideshow. This can be posted to your school website, social media channels, and other third party platforms for hosting media. Its the best of both public & private sharing!