

Dear Coaches,

We are reserving Kokanee Elementary on two consecutive Saturdays for team photos: **12/03/2016** and **12/10/2016**. Coaches – you are responsible for picking the right time slot so please choose the time slot that will allow your team to arrive at their game on time. The first time slot available each day is 8:00 am; the final time slot available is 3:30 pm.

Sign-ups run through 12/1 for photos on the 3rd and 12/8 for photos on the 10th – sign up early to get the best slots.

We encourage each team to participate in the free photography session as you will be able to browse and review each player and team picture before buying. Below are instructions if your team would like to participate in team photos this season.

1. Sign up for a photo session, instructions for signing up can be found at: www.maltbyphotography.com/nyba. Coaches do not need to be the contact. Just make sure that you provide a valid email contact who will receive ordering instructions from Maltby Photography.
2. Maltby Photography will send an email to the team contact with instructions for browsing and ordering. The team contact will forward the ordering instructions to all members of the team. The team contact will also be responsible for providing the names for all players and coaches in the team photo. An email will be sent from the photographer after picture day requesting this information.
3. Each team will have a dedicated, secured web site where families can browse and order merchandise online directly from Maltby Photography. Payment options will be credit card or PayPal.

Merchandise will be shipped directly to each family, not the coaches.

For questions, please send an email to david@maltbyphotography.com

We've worked hard to streamline and automate this process as much as possible and would love to hear how it's working for you.

Sincerely,

NYBA Board & Maltby Photography