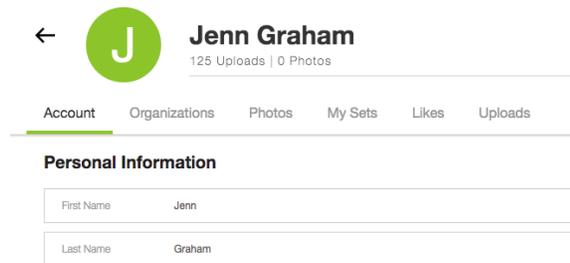


VIDIGAMI USER GUIDE

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

1 Activate Your Account

Vidigami is a members-only platform. Deerfield Academy 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!

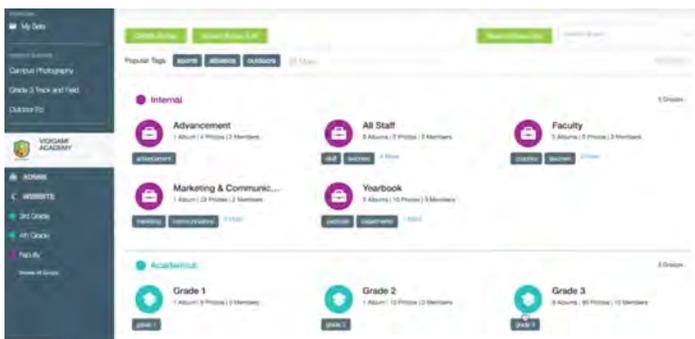
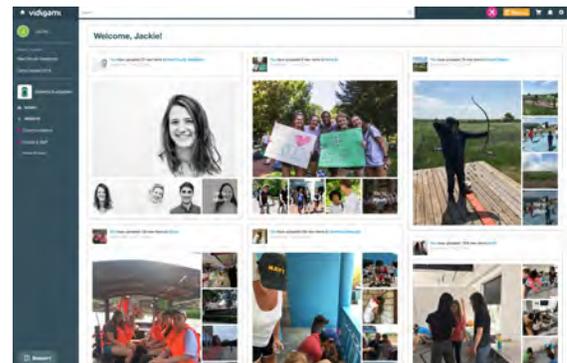


2 Update your Profile

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 Check out your Feeds

Your home page is called "Feeds". This is where the most relevant and updated photos are viewed. 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.



4 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.

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5 Browse Albums

Any media uploaded to Vidigami by Deerfield is added to Albums. Albums live under their groups, along with the members relevant to that group. Only members of the group will be able to access those albums.



6 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.

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 Download the mobile App!

Download the free Vidigami mobile App for iOS or Android to view photos from Deerfield on the go!