

# HOW TO BOOK A SESSION

## NEOCITY ACADEMY

### SCHEDULING ROAD SHOOTS

- Go to [www.cady.com](http://www.cady.com) and select seniors (in the bar), schedule my photos, and click "Start"
- Now" Type in: NeoCity and/or select it the pops up and then click "Select"

### STEPS FOR THE SIMPLE SESSION (YEARBOOK POSE AND ONE SCENE)

- **Step 1: Choose Your Favorite Scenes:**
  - Yearbook scene will be selected (required) Select any additional scene that interests you. The website will suggest the best package based on your interests. **Scroll down** and click "Continue"
- **Step 2: Choose Your Session:**
  - Scroll **all the way down** to choose which session best meets your needs.
    - If the "Elite" upgrade pops up, select "No thanks" unless the student wants to go to a studio for the hair, make-up, and premier experience.
- **Step 3: Confirm Scenes:**
  - Look over and make sure you are selecting the correct amount of scenes according to the session you are interested in. **Choosing additional scenes will upgrade you.**
  - The next window will pop up and ask if the student and/or parent wants to upgrade the session from Simple to another one. Select, "No Thanks" if you are not interested.
- **Step 4: Add Your Extras:**
  - Select to add outdoor scenes if interested and click "Continue"
  - If you DO NOT want retouching **UN-SELECT** it by clicking the pink button and click continue.
- **Step 6: Select Your Date:**
  - If you have selected any STUDIO ONLY scenes, you will NOT be able to complete your session at your campus. Please ensure you have selected SCHOOL scenes if you wish to be photographed on campus.
  - Select date and time that you would like to visit the studio or campus and click continue
- **Step 7: Review Your Session:**
  - If you DO NOT want to double your proofs, **DESELECT** and create an account if you have not done so already.
  - This will complete the booking process

*\*If students and/or parents want more than one casual scene, they can select two or three, and upgrade the package and choose either "Legacy" or "Standard" instead of "Simple"*