

# BE A PART OF YOUR SCHOOL'S YEARBOOK PROCESS...

Go to [www.PictavoCommunity.com](http://www.PictavoCommunity.com)



PictavoCommunity.com



Mobile App

## UPLOAD YOUR PHOTOS

Click on 'Upload Photos.'

Create an Account.

Find your school using the drop-down menus:  
Select the state, city and school name.

Verify that the school is correct.

Enter your personal information.

Agree with the Terms and Conditions.

Verify your account.

Click 'Upload Photos.'

Select the photo(s) you want to upload from your computer or mobile device.

Enter details about the photo(s):

- Who's in the photo(s)
- Category/folder into which the photo(s) should be placed
- Date(s) taken

## CONGRATULATIONS!

Your photo(s) have now been uploaded for consideration in your school's yearbook!



## PURCHASE YOUR YEARBOOK

Click on the blue bar: 'Shop your School.'

Find your school using the drop-down menus: select the state, city and school name.

Select 'Yearbooks,' click 'Order' and 'Add to Cart.'

Enter your student's name and select their Grade/Homeroom.

Agree to the Pictavo Terms of Sale and proceed with 'Checkout.'



## DESIGN & PURCHASE YOUR YEARBOOK AD

Click on the blue bar: 'Shop your School.'

Find your school using the drop-down menus: select the state, city and school name.

Click 'Recognition Ads.'

Select the ad size you want to purchase and click 'Order.'

Click 'Design It Now!'

Log in to Pictavo Community or click 'Create an Account.'

Click 'Start your Design.'\*

Save your project and when finished, add it to your cart to purchase.



\*Refer to the Help menu in the upper right hand corner for instructions on how to upload photos and design your ad.