



Getting Started

We want to thank you very much for choosing YearbookLife to publish your yearbook. We look forward to working with you this year and will strive to make this year's book a huge success.

Below you will find suggestions on getting started and what you can expect in the future when working with us. If you have any questions, please do not hesitate to contact us at the office at 888-680-0143.

1. Start taking pictures immediately of the different events within the school. You will use some of these photos in your yearbook. The year is full of great photo moments. Pictavo Users: Be sure to activate your Community Upload Portal.
2. If you believe you are missing any portion of your yearbook kit, please call us for any additional supplies.
3. Obtain your individual portrait's yearbook CD and class pictures from your school photographer. Contact your school photographer and be sure your school has requested a "PSPA Yearbook CD-rom" and/or "class picture CD" for the yearbook.
4. Start selling ad pages to community businesses and student ads to parents within the school. The money you make from these ads will help supplement the cost of the yearbook. Pictavo Users: Be sure to activate your Community Shop Portal.
5. Have a pre-sale for the yearbook. This is really up to you, but these pre-sales will give you a pretty good idea of how many books you are going to need.
6. Turn in your completed yearbook according to the submission date. For most schools, a 50% deposit is due when turning in your yearbook.
7. Once you turn in your yearbook, if your agreement indicates you will be receiving a proof, you can expect it within 1-3 weeks from the date you submit. This proof is for you to review for any errors in spelling, identification of students, layout, etc. Complete instructions will accompany your proof.
8. Within 3-4 weeks from the date you turn in your proof copy to us you will receive your yearbook. This is an exciting time for you and the students so have fun and enjoy the experience. The 50% balance is due upon delivery of your yearbook.

Thank you again for choosing YearbookLife and remember, we are here for you every step of the way!