



How to Submit your YBLive Yearbook

NOTE: Your account is set up to print the number of books on your agreement. If you want to order a different number of books, please call Customer Service at [888-680-0143](tel:888-680-0143) to change the quantity of books before you proceed.

1. Log into your YBLive account.
2. Click on "Manage & Design Book" and make sure every section has been completed and that "Mark Complete" has been clicked through for each section. Clicking "Mark Complete" is what sends it to the Adviser for review and submission.
3. Go to "Adviser Review" - Here you can review and then **Approve** or **Reject** each section of the book. Once all the sections have been Approved, the book is complete and can be submitted.
4. If you've sold yearbooks through the online storefront, from the "Adviser Review" section, check the "E-Commerce" tab for the total number of books sold. Make sure that your online yearbook sales, plus any additional cash/check sales not entered into the system, do not exceed the number of books on your agreement. If they do, contact Customer Service immediately at [888-680-0143](tel:888-680-0143) before continuing.
5. Click the "Submit Proof" button. **That's it for now; you're done!** Do NOT click on accept or decline proof until you have received your hard copy proof.

A proof book will be shipped for your review within 5 business days. You will receive notification and further instructions on how to complete your order once that book ships.

During the proofing process, the book will be locked down with no further editing allowed.

If you have any questions, please contact us at 888-680-0143.