



Getting Started

We want to thank you for choosing YearbookLife to publish your school yearbook. We look forward to working with you and will strive to make your yearbook a huge success!

Below you will find some tips and suggestions on getting started with the yearbook process and what you can expect in the future when working with us. If you have any questions, please never hesitate to contact us at 888-680-0143 or help@yearbooklife.com.

- The year is full of great moments, so start taking pictures immediately of various school events. You will use some of these photos in your yearbook. Be sure to activate your Pictavo Community Photo Upload portal so students, teachers and parents can contribute photos for consideration in the yearbook. The more pictures you receive, the better chance you have of capturing that *Perfect Photo*!
- Obtain your student portrait CD, or link, from your school photographer. Contact your school or the photographer to be sure the files were requested in PSPA format.
- Start selling ads to parents and local businesses. The money you make from these ads will help supplement the cost of the yearbook. Be sure to activate your Pictavo Community Shop portal so parents and businesses can design, submit and pay for their ads online.
- Have a presale! This is really up to you, but these presales will give you a pretty good idea of how many books you are going to need. Be sure to activate your Pictavo Community Shop portal so parents, students and staff members can pay for their yearbooks online. Consider setting up tiered pricing, so books are sold at a lower price at the start of the year than they are at the end; this will entice early sales.
- Turn in your completed yearbook according to the submission date. For most schools, a 50% deposit is due when you submit your yearbook. The remaining 50% is invoiced upon delivery. Custom covers have a separate deadline, check your agreement.
- Once you submit your yearbook, you may receive a proof within 1-2 weeks if your agreement so indicates. The proof is for you to review the yearbook for any errors in spelling, identification of students, layout, etc. Complete instructions will accompany the proof.

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