Pictavo Community is where parents, students and other community members can go to upload photos for consideration by the yearbook staff and purchase yearbooks, ads and other school products.

## USE PICTAVO COMMUNITY TO EASILY GATHER PHOTOS FROM OTHERS!
By involving community members in the process of collecting photos, you will increase your coverage and sales.

> **At this time, in order for community members to upload photos, you must first enable the Pictavo Community store. This step is necessary even if you will not be selling products through the online store—this requirement will be removed in future Pictavo Community releases. Until then, to enable Pictavo Community, go to Sales, then Manage Sales and click on the Enable Pictavo Community Sales button. (In future releases, this button will also be moved to the Store Setup area so if you cannot see it in Manage Sales, go to Store Setup.)**
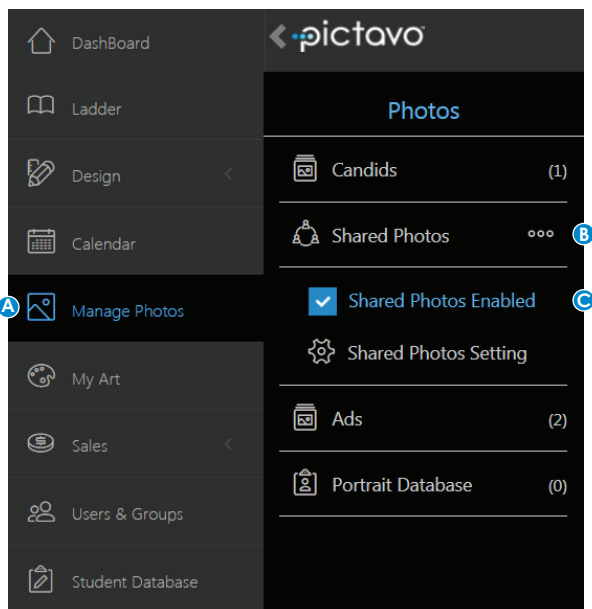

After the Pictavo Community Sales button is enabled, click or tap on Manage Photos(Ⓐ), then the three dots(Ⓑ) next to the Shared Photos album. Check the Shared Photos Enabled button(Ⓒ) to allow community members to share their photos with you.

Once community members have uploaded photos, staff members authorized to view shared photos will find them in the Shared Photos album. From there, they can be moved into the desired albums in the Candids area for placement on a page!
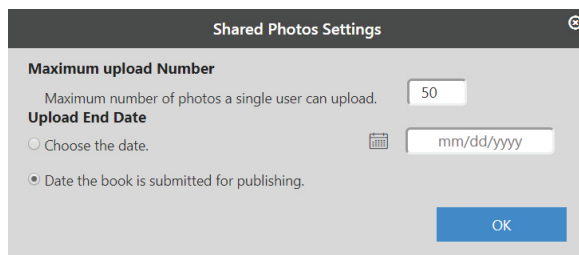
If you want to limit the number of photos each user can submit or you would like your cutoff date for receiving them to be different than your book submission date, change the Shared Photos Setting.
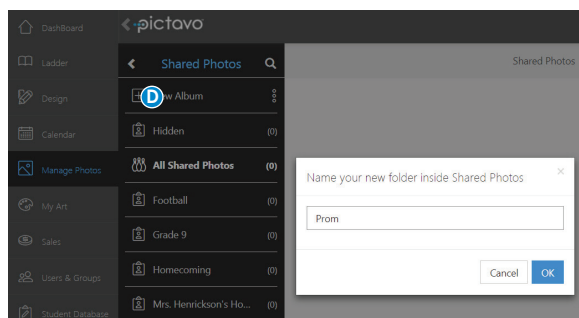
To create specific albums for community members to use when uploading photos, click or tap on Shared Photos(Ⓓ) and then New Album to create any number of them. Album names can range from events (e.g. Homecoming, Prom, etc.) to sports (e.g. Football, Girls Track, etc.) to grades and/or homerooms.

Once your Pictavo Community is set up, direct parents and students to **commpe.pictavo.com** to start uploading and purchasing.

PICTAVO COMMUNITY IS ALSO GREAT FOR SELLING YOUR YEARBOOK, ADS AND OTHER PRODUCTS ONLINE!

If you want to sell products online, offline or both, Pictavo Community can help you easily account for every sale paid by credit card, check or cash.

To enable Pictavo Community Sales, go to Sales, then Manage Sales and click on the Enable Pictavo Community Sales button. (In future releases, this button will be moved to the Store Setup area so if you cannot see it in Manage Sales, go to Store Setup.)

SCHOOL INFORMATION
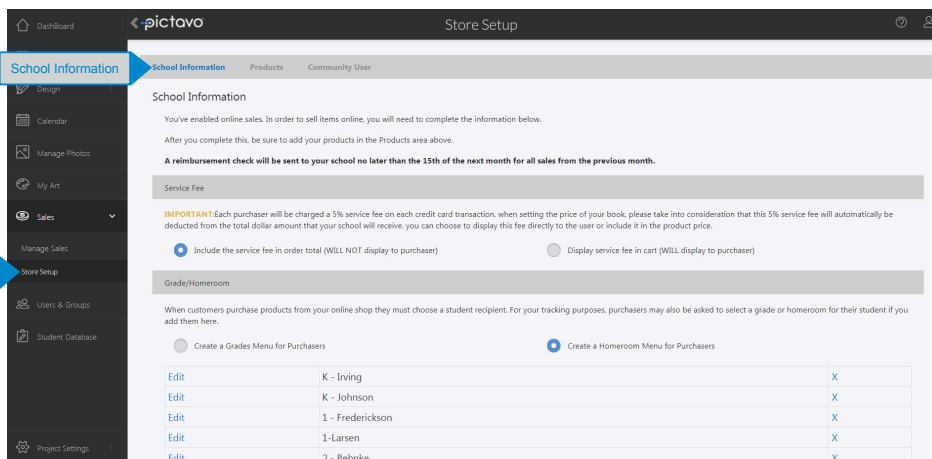
In the **SCHOOL INFORMATION** area, you will:

- Indicate if you would like the required 5% service fee to be displayed to customers.
- Create a menu of Grade or Homeroom options that purchasers will use when choosing a student recipient of any product(s) they buy.
- Add the required sales tax rate, if applicable.
- Enter the address where the monthly reimbursement check will be sent for money collected through Pictavo Community.
- Create Custom Discount Codes (if applicable) to be used by qualified purchasers.

PRODUCTS
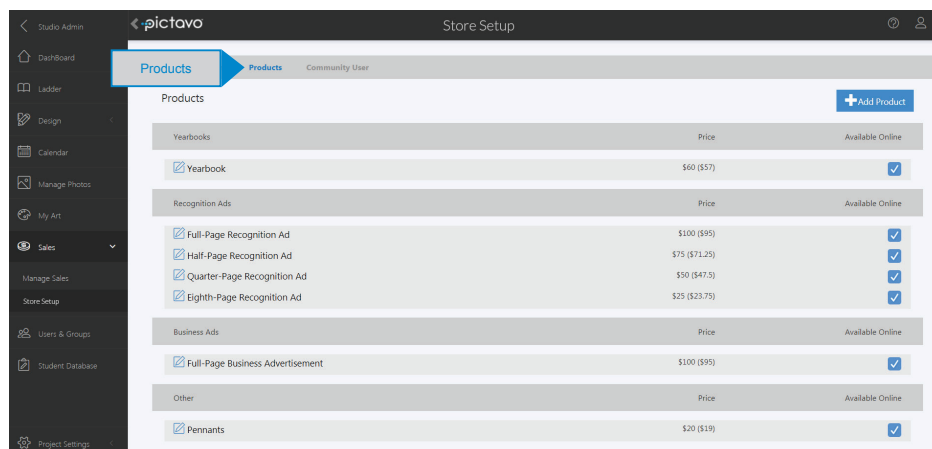
In the **PRODUCTS** area, you will:

- Define the product(s) available for purchase. Options include yearbooks, recognition ads, business ads or other products you wish to offer.
- Include a custom product description, delivery message and thumbnail image if you want.
- Set a price for each product and set tiered prices to encourage early sales.
- Set a deadline for ordering.
- Set the maximum number of products available for purchase.

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MANAGING SALES

Keep a constant pulse on sales by glancing at the Sales area on the Dashboard.

For more detailed sales reporting, go to the Manage Sales area.

VIEWING ORDERS

- Easily review all data collected from each order.
- Filter data to see only the information you're interested in.
- See the amount of tax collected, if applicable, so you can submit it as required by law.
- Mark whether each purchaser has received their product(s).
- Export data into Microsoft Excel for even greater report customization.

ADDING ORDERS

- Add offline (cash or check) orders to conveniently track all sales in one place.
- Make a note of any individual circumstances related to a particular order (e.g. special delivery instructions).

Contact Pictavo Technical Support at **800-290-0036** with any questions!

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