



HOW TO SUBMIT YOUR PICTAVO COVER

These steps are completed by the cover designer:

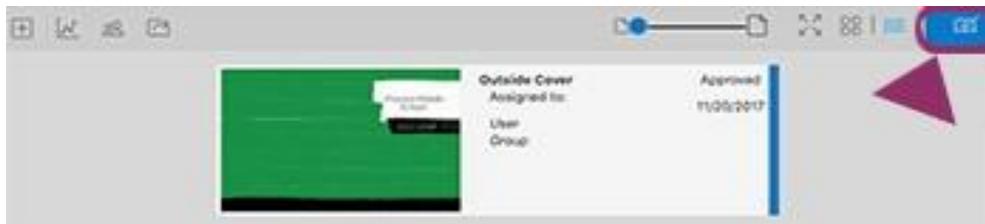
Log into your book and go to the Ladder View

1. Click once on the cover page to select it.
2. In the blue header bar at the top of the ladder page, click on the "check mark" icon – this will mark the cover as "Ready for Approval."

These steps are completed by the yearbook Admin:

From the Ladder View

1. Click once on the cover page to select it.
2. In the blue header bar at the top of the ladder page, click on the "thumbs up" icon to mark the cover as "Approved".
3. Click once on the cover page again to deselect it.
4. Stay in Ladder view and click on the "Submit your Project" icon in the top right of your screen. This is the blue button that is represented as a book with a checkmark on it.



5. A thumbprint view of your cover will appear. Click on the "Submit Cover" button.
6. Complete the online submission form. Remember that any cover options you select may incur additional charges. Contact us at 888-680-0143 or email sales@yearbooklife.com for information.
7. Accept the Terms & Agreements at the bottom of the form and click "Submit Cover".

If you have any questions or need assistance with the submission process, you can contact our Technical Support Team at [1-800-887-0414](tel:1-800-887-0414).