



How to Submit your DIGITAL/FOREVER CONNECTED YBLive Yearbook

1. Log into your YBLive account.
2. Click on “*Yearbook*” and make sure every section has been completed and that the “Mark Complete” icon has been clicked through for each section. Clicking “Mark Complete” is what sends it to the Adviser for review and submission.
3. The Adviser must now go to “*Yearbook*” to 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. Click **Submit Proof**.
5. An Online PDF proof will immediately render and open in a new window. Follow the online instructions to review and approve the proof or make the necessary edits.
6. Once you are sure your file is accurate, click **Accept Proof**. This will render your final. Your final book file will be available through the Forever Connected app by the date on your agreement.

You will receive your access codes to be distributed to the students before that date. Distribute these codes to every child that purchased a Digital/Forever Connected yearbook.

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