



YearbookLife

Tips for Your Best Digital Yearbook with FC Yearbook

It's important you follow a few guidelines to make sure your digital yearbook comes out perfectly...

- **Everyone**, staff & students, **who gets a digital yearbook** must have a **portrait** or a "not pictured" **portrait placeholder** in the yearbook. Their **name must be on the same page** usually under the portrait or on the right or left side of the same page. You can use [our placeholders](#) or your own. **Only people with a portrait or placeholder can access the yearbook.**
- These must be imported as **portraits** in your YBLive software. Portraits must have an associated *PSPA index file supplied by your photographer* and must be uploaded using the **Portrait Import** feature in the software. If you are unsure, please [contact us](#) before uploading your portraits.
- These portraits are what students "tap on" in the digital edition to sign yearbooks, so for example, a simple text list of "not pictured" students will not work.
- We suggest up to 25 portraits per page—50 max. After that the touchpoints are too small to tap individuals on a phone.
- YBLive comes with excellent tutorial videos and in-app help.

Tips for a Great Yearbook Day

- You will be provided with a list of private unlock codes for students and staff. There is one code assigned for each portrait. They are not assigned specifically to any portrait; any student or staff member can use any code. Codes cannot be shared or re-used.
- Digital yearbooks should be distributed to everyone with a portrait in the yearbook.
- The app can be downloaded [here](#) and includes a demo yearbook. It can hold yearbooks from multiple years and can allow siblings to log in and out from the same device.
- If any students or staff have any issues, they should tap the **support** link at the bottom of the opening screen of the app.



Don't hesitate to [Contact us](mailto:support@fyearbook.com) for technical help if you need it!