SUBMITTING YOUR PICTAVO YEARBOOK –

HOW TO

PLEASE NOTE! *The number of books that will be printed is what appears on your Project Specifications page. If you want to order a different number of books, please call Customer Care at* **888-680-0143** *and confirm the quantity change before you proceed. If you sold books online, make sure the number of books you order meets or exceeds the total amount of books you sold online and through cash/check. You can find your project specs under MANAGE MY YEARBOOK > ADVISER CENTER > Project Specifications.*

Before you submit your yearbook pages, the yearbook Admin will have to approve the design of each page. This can be done as the page design is completed or it can all be done at once before you submit.

To Approve a Page

From the Ladder View:

1. Click once on the page(s) to select it. This can be done individually or by selecting the "*Select All*" button in the light blue bar at the top of the screen.
2. In the light blue bar at the top of the screen, click on the **Thumbs Up** icon to mark the selected page(s) as **APPROVED.**

3. Complete these steps until all pages are approved.

NOTE: Be sure to review any warning message on each page before approving the page.

To Submit the Yearbook - This can only be done once all pages are approved.

From the Ladder View:

1. Click on the blue **Submit your Project** button in the top right of your screen.

2. *Click on Submit Pages*
3. Complete the Submission Form (**NOTE***: Be sure the correct number of books is indicated. If you need to change that book quantity, cancel out of the submission screen, and contact us Customer Care at 888-680-0143 to change that field. The quantity must be accurate before you submit*.)
4. Accept the Terms & Conditions at the bottom of the form and click "*Submit Pages*"

   NOTE: Your book is not submitted into production until this form is complete.

   More detailed instructions for submitting your yearbook/pages can be found in the Pictavo Help menu. If you have any questions about the submission process or need assistance, please contact Pictavo Technical Support at 800-887-0414.