HOW TO SUBMIT YOUR PICTAVO COVER

Please check the Cover Due date on your Pictavo Project Specifications page. This can be found by going to MANAGE MY BOOK > ADVISER CENTER > Project Specifications.

If you sold personalized covers through the Pictavo online storefront, follow these directions first to submit your personalization list:

When the cover design is complete, it needs to be reviewed by your yearbook Admin and marked as Approved. Here's how:

From the Ladder View:

1. Click once on the cover page to select it.
2. In the blue header bar at the top right of the Ladder, click on the "Thumbs Up" icon to mark the cover as APPROVED.
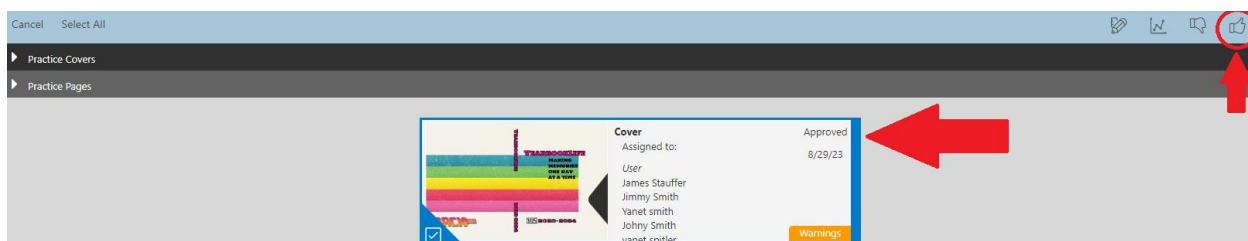
3. Click once on the cover page to deselect it.

Ready to Submit your Cover for production?

1. From the Ladder View, make sure your cover is approved as stated above.
2. Click on the Submit your Project button in the top right of your screen.

3. Click on *Submit Cover.*
4. Complete the Submission Form. Be sure to complete all of the questions and selections.
5. Accept the Terms & Conditions at the bottom of the form and click *Submit Cover.*

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

FOR MORE DETAILED INSTRUCTIONS, PLEASE REFER TO THE PICTAVO HELP MENU OR CALL THE PICTAVO TECH SUPPORT TEAM AT 800-887-0414.