



How to Submit your YBLive Yearbook

NOTE: Your account is set up to print the number of books on your YBLive Home **Activity** page. If you want to order a different number of books, please call Customer Care at [888-680-0143](tel:888-680-0143) and confirm the quantity change before you proceed. If you sold books online, make sure the number of books on your **Home/Activity** page, under Yearbook Info, meets or exceeds the total amount of books you sold online and through cash/check.

1. Log into your YBLive account.
2. Click on **Work on My Book/View Ladder** 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 **Work on My Book/View Ladder** 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 the "**Submit**" button. **That's it for now; you're done!** Do NOT click on "Accept Proof" or "Rejec" until you have reviewed your proof.

See the proofing options below:

- **Does your Agreement indicate you will receive a Hard Copy Proof?** If so, A proof book will be shipped for your review within 5 business days. You will receive notification and further instructions on how to complete your order once that book ships. DO NOT CLICK ACCEPT OR REJECT PROOF UNTIL YOU RECEIVE THIS HARD COPY PROOF. During the proofing process, the book will be locked down with no further editing allowed.
- **OR Does your Agreement indicate No Proof or Online Digital Proof?** If so, a 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 to your book before you click "Accept". Accepting the Proof immediately moves the file into the production process.

For more detailed submission instructions, refer to the online YBLive Help menu.