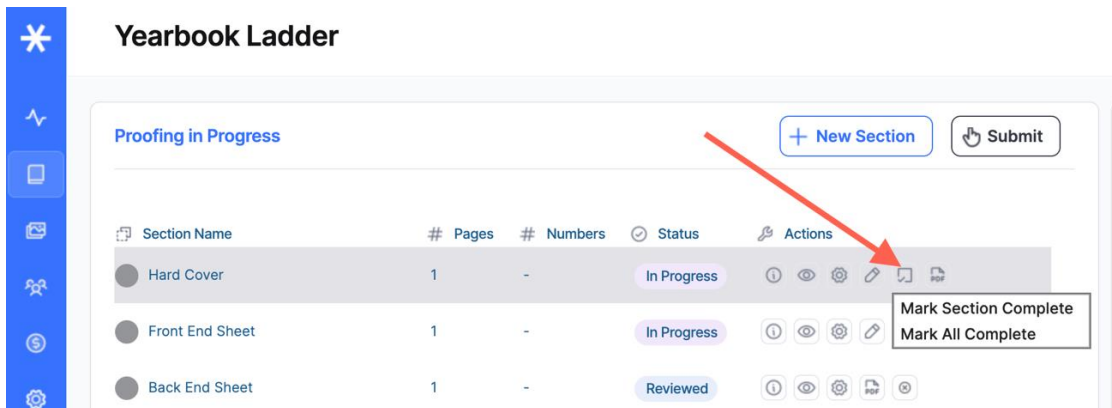


## How to Submit your YBLive Yearbook

**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.

### Follow these steps to submit your yearbook:







1. Log into your YBLive account and navigate to the yearbook Ladder by clicking on the Yearbook icon.
2. Mark each section complete by clicking on the "Mark Complete" icon. You can do each section individually or all sections at once. This will change the section status from "In Progress" to "Complete".



**Yearbook Ladder**

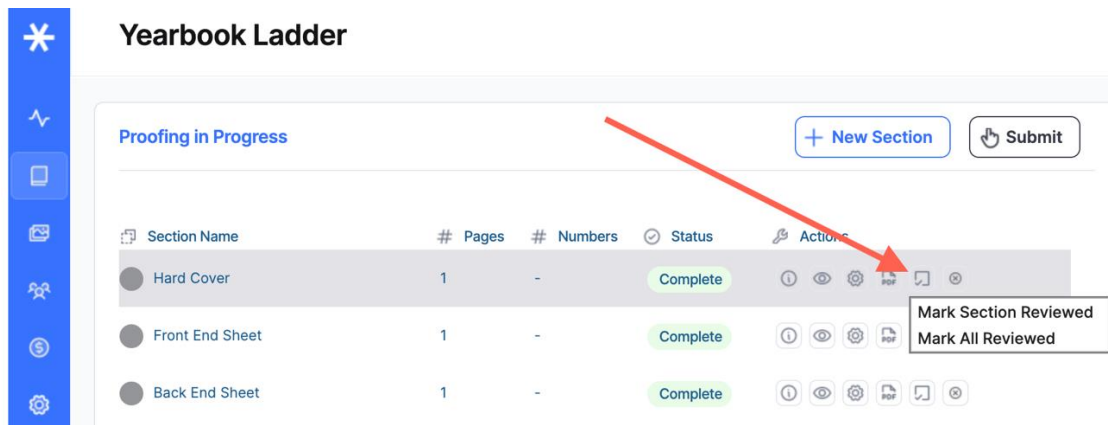
Proofing in Progress

+ New Section Submit

Section Name	# Pages	# Numbers	Status	Actions
Hard Cover	1	-	In Progress	 
Front End Sheet	1	-	In Progress	 
Back End Sheet	1	-	Reviewed	 

Mark Section Complete  
Mark All Complete







3. Mark each section reviewed by clicking on the "Mark Reviewed" icon. This will change the section status from "Complete" to "Reviewed".



**Yearbook Ladder**

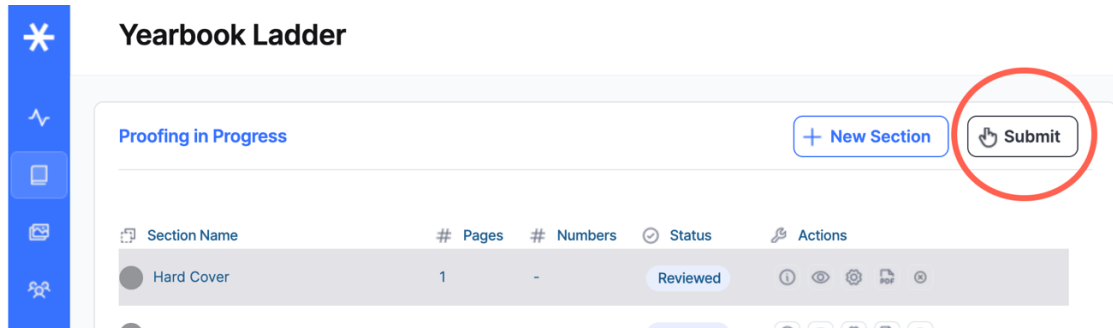
Proofing in Progress

+ New Section Submit

Section Name	# Pages	# Numbers	Status	Actions
Hard Cover	1	-	Complete	 
Front End Sheet	1	-	Complete	 
Back End Sheet	1	-	Complete	 

Mark Section Reviewed  
Mark All Reviewed

4. Click the **Submit** button.
  - If your agreement indicates No Proof or Online Digital Proof, go to step 5.
  - If your agreement indicates Hard Copy Proof, jump to step 6.



5. **No Proof or Online Digital Proof:** Clicking the Submit button will open the submit dialog box for you to follow the prompts. A PDF will then render for you to open in a new window for your immediate review.
6. **Hard Copy Proof:** Once you click the submit button, the proof book will be shipped for your review in about one week. 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 with no further editing allowed.

If you have any questions about this process, contact our YBLive Technical Support team at 888-680-0143.