



SUBMITTING YOUR PERSONALIZATION LIST

You will need to submit your list of personalized names when you submit your cover. Check your cover due date in the Adviser Center of Pictavo. Without this list, your cover will not be considered as submitted on time for production and will cause production & delivery delays of your yearbook.

How did you sell your personalized covers?

1. Storefront - Complete the process below.
2. Offline - Email your list in spreadsheet format to production@yearbooklife.com when you submit your cover. The text on the cover will appear in Upper and Lower-case letters as you indicate on your spreadsheet. Be sure the text appears on your spreadsheet exactly the way it should appear on the cover. Emojis are not acceptable.

IMPORTANT NOTE: *The minimum order for personalized covers is 25 books. You will be invoiced for 25 books if you submit fewer. You will be invoiced for the exact count if you submit 25 or more.*

If you sold your personalized yearbooks through the Pictavo storefront, follow these instructions to submit your personalized list before submitting your cover:

1. Log into your Pictavo software.
2. Go to the Adviser Center and verify your Personalization color & placement by clicking on the pencil icon in the Personalization field. Click Save.
3. Go back to your Pictavo Home page.
4. Go To Book Sales.
5. Below the summary panel, click on the "Submit Personalization List" link. This will submit your list to our production team.


Current Sales Total: ▼

JOHN'S HOMESCHOOL GROUP 12 Books 21 Ads 2 Shoutout Ads 0 This Week 0 Today \$95 Total Sales

Products ▼

Product Offered	Number of Products Ordered				Total Orders	Sales			
	Credit Card	Cash	Check	Total Orders		Credit Card	Cash	Check	Total Sales
2023-2024 Yearbook	6	1	3	11	\$0.00	\$0.00	\$95.00	\$95.00	
Direct Ship Hard Cover Yearbook	1	0	0	1	\$0.00	\$0.00	\$0.00	\$0.00	
Personalization	1	0	0	1	\$0.00	\$0.00	\$0.00	\$0.00	
Full-Page Student Ad	12	0	0	12	\$0.00	\$0.00	\$0.00	\$0.00	
Half-Page Student Ad	2	0	0	2	\$0.00	\$0.00	\$0.00	\$0.00	
Quarter-Page Student Ad	2	0	0	2	\$0.00	\$0.00	\$0.00	\$0.00	
Eighth-Page Student Ad	5	0	0	5	\$0.00	\$0.00	\$0.00	\$0.00	
Well-Wisher Lines	1	0	0	1	\$0.00	\$0.00	\$0.00	\$0.00	
Soft Cover Yearbook	1	0	0	1	\$0.00	\$0.00	\$0.00	\$0.00	
					\$0.00	\$0.00	\$95.00	\$95.00	

Orders ▼

Sheet 1 | Sheet 2 Job Number: 20102(22-23)  Submit Personalization List Export to Spreadsheet Search

Show 10 entries

Purchaser Email	Purchaser First Name	Purchaser Last Name	Student First Name	Student Last Name	Grade / Homeroom	Amount Paid	Personalization
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FOR MORE DETAILED INSTRUCTIONS, PLEASE REFER TO THE PICTAVO HELP MENU OR CALL THE PICTAVO TECH SUPPORT TEAM AT 800-290-0036.