

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.

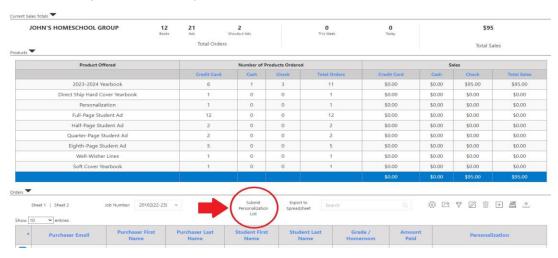
How did you sell your personalized covers?

- 1. Storefront Complete the process below.
- Offline Email your list in spreadsheet format to <u>production@yearbooklife.com</u> 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.



FOR MORE DETAILED INSTRUCTIONS, PLEASE REFER TO THE PICTAVO HELP MENU OR CALL THE PICTAVO TECH SUPPORT TEAM AT 800-290-0036.