HOW TO SUBMIT YOUR PICTAVO COVER

Check the Cover Due date on your Pictavo Project Specifications page. This can be found from the home page under MANAGE MY BOOK/Adviser Center.

> **NOTE**: *If you sold personalized covers through the Pictavo online storefront, [follow these directions first](#) to submit your personalization list before submitting your cover.*

Step 1: 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 gray header/icon 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.

Step 2: 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 black Submit Your Project button on the top right of your screen.

3. Click on *Submit Cover.*
4. Complete the Submission Form. Be sure to complete all 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 800-290-0036.