




How to Submit your YBLive Yearbook

NOTE: *Your account is set up to print the number of books on your YBLive Home page. If you want to order a different number of books, please call Customer Care at 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 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 go to the Yearbook Ladder.
- 2) Mark all sections Complete and Reviewed (see icon circled in red , then click Preview to review your book.
- 3) While previewing, check for Warnings or Errors (bottom right). If needed, return to the Ladder, reject the section, make edits, and mark it Complete and Reviewed again.
- 4) When ready, click Submit Proof. If your agreement indicates No Proof or Online Digital Proof, go to step 5. If it indicates Hard Copy Proof, skip to step 6.

No Proof / Online Digital Proof:

- 5) Click Next to generate a PDF. Review it, accept the terms, and submit for printing.

Hard Copy Proof:

- 6) A proof book will be shipped within about one week. Wait to review it before accepting or rejecting. Editing will be locked during this process. You will receive notification and further instructions on how to complete your order once that book ships.

If you need assistance, contact us at 888-680-0143 or email yblive@yearbooklife.com.