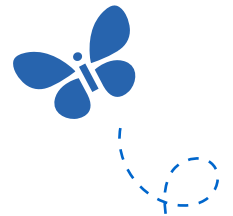


Let's Make This Year's Yearbook *the Best Ever!*



Anything You Need?

We're here to support you throughout the yearbook creation process. If there's anything you need help with, don't hesitate to reach out to your yearbook coordinator. It's our goal to make this as easy as possible for you!



Important Reminders and Action Items

We know that sometimes there are changes to classes and teachers at your school. So that you can ensure everyone is included, we recommend taking the following steps:

- ✓ Compare your yearbook to your school's most current list of students.
- ✓ Check to be sure that all students are included, with special attention to new students, students who may have missed picture day and any other changes.
- ✓ Carefully review each name to be sure it is spelled correctly.
- ✓ Things to watch out for (besides typos) include differences between a formal name in the student database versus the name the student actual goes by. (For example, William Smith in the database, but student is actually known as Billy Smith.)
- ✓ It is easy to add, remove, and change portraits, names, grades, and classes directly in your yearbook software.



Before You Submit Your Yearbook . . .

Just a gentle reminder that once your book is submitted, no further changes can be made. There may have been changes to students, classes and teachers at your school. **Therefore, it is imperative that you carefully review and approve the entire book before submitting.**



We Are Here For You!

Have questions? Need help? Whether we serve your school for Picture Day or Yearbooks (or both!), just let us know if there is anything you need. We are here for you.