

Submitting Orders and Personalization

If your school is offering personalization and you qualify to have your yearbook accessories packed individually by student, your orders must be submitted online.

- 1 Go to **Sell** and click on **Submit Personalization**.
- 2 Select the payment statuses you want to include when submitting your orders. The site will default to include **Paid in Full** and **Partial Pay** orders.
- 3 Review the section of the report for missing personalization. If you have any students listed in this report, click on the student's name and complete their personalization information before submitting your orders.
- 4 You will see a summary of the total number of orders and personalized orders being submitted.
- 5 Complete the section titled **Box Books Alphabetically By**. You can choose to have your books boxed by school, grade or homeroom. If you choose grade or homeroom, this information must be supplied on the orders entered in the **Yearbook Sales** section.
- 6 Click the **Submit** button.

Note: You will not be able to make changes online once your orders are submitted. If you need to add any additional items or make changes, please contact your plant consultant.

1) Select the payment statuses to include in your personalization submission:

Paid in Full
 Partial Pay
 Not Paid

2) Confirm results and submit personalization:

- 1 student(s) missing personalization
- 0 student(s) missing icons

Student Name	Missing Data
Doc, Jane	Line 1

Total Student Records	# of Student Records w/ Personalization
9	7

Box Books Alphabetically by:

Alpha
 Grade
 Homeroom

*Student orders must contain this information to be applied

Submit

Prior to selecting "SUBMIT" be sure that all missing personalization has been corrected. Submitting personalization can only be performed once.

Additional Information

- If you choose to include **Not Paid** orders, you will receive personalized yearbooks for students that have ordered but have not made a payment.
- Before submitting your orders be sure to confirm what orders are being submitted by going to **Sell, See Reports, Yearbook Sales Report** and reviewing the orders by payment status.

Questions:

Contact Tech Support at 1-800-328-2435

