

How do I submit my Yearbook?

Date : February 22, 2016

Creating an Online Proof

Once you are ready to submit a proof of your Yearbook, select the **Admin** tab, then under the Yearbook Submission heading click the **Create Proof** button.

The screenshot displays the YearbookFusion Admin interface. At the top, there is a navigation bar with tabs: Book, Photos, Portraits, Team, and Admin. The Admin tab is selected, indicated by a red arrow. Below the navigation bar, the main content area is divided into two columns. The left column has a heading 'Yearbook Submission' and a message 'There are no proofs for your yearbook to show'. Below this message is a blue button labeled 'Create Proof', which is highlighted by a red arrow. The right column has a heading 'Cover Submission' and a message 'Add a cover to your yearbook to submit a proof'. Below these headings, there are two sections: 'Page Overview' and 'Book Settings'. The 'Page Overview' section contains a pie chart showing the status of the yearbook pages. The 'Book Settings' section contains a list of settings: Book Size: 8.5x11 Saddle Stitch Softcover Yearbook - edit, Page Numbering: On - edit, and Page Limit: 4 / 60.

Book Photos Portraits Team Admin

Yearbook Submission

There are no proofs for your yearbook to show

Create Proof

Cover Submission

Add a cover to your yearbook to submit a proof

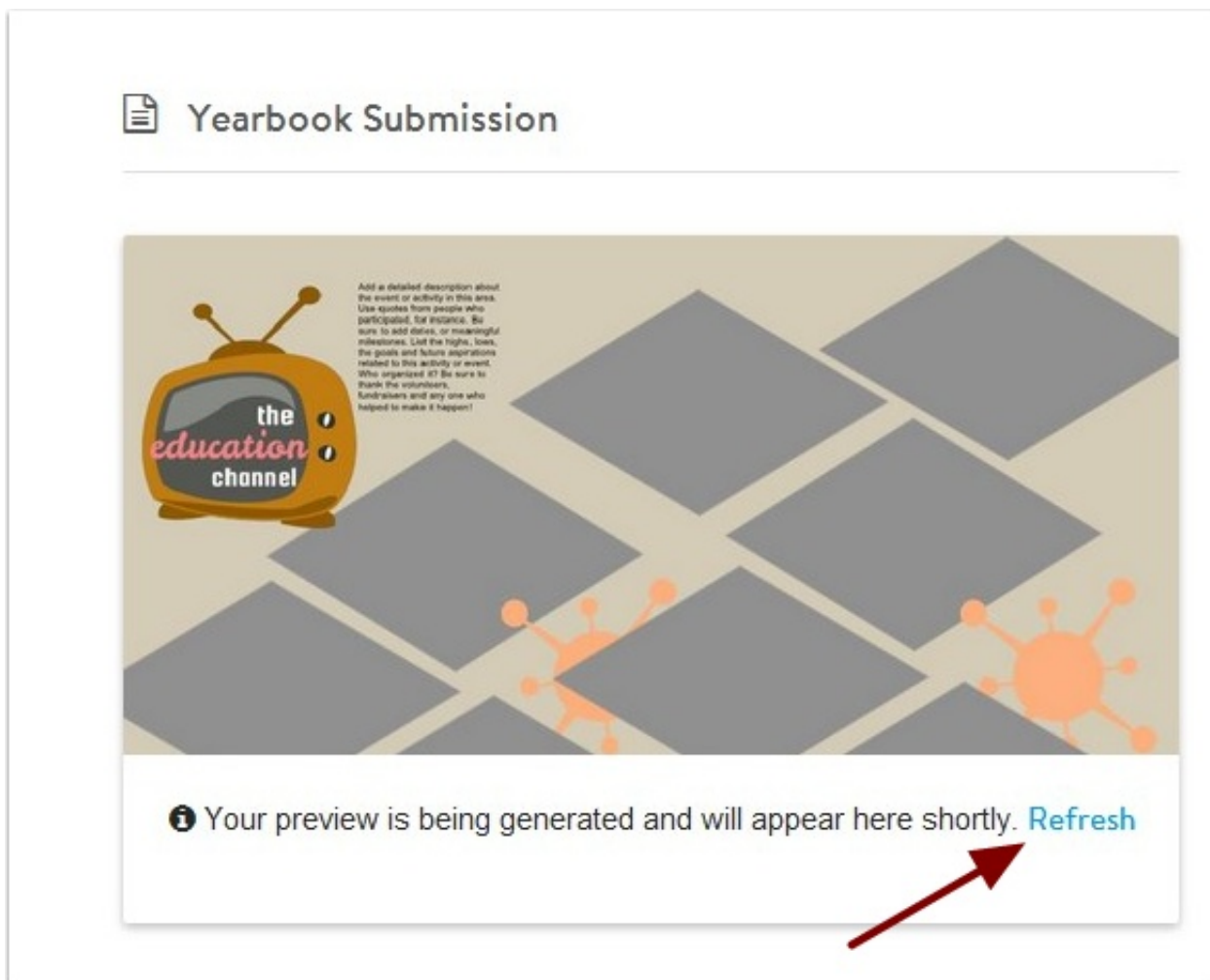
Page Overview

Book Settings

- Book Size: 8.5x11 Saddle Stitch Softcover Yearbook - [edit](#)
- Page Numbering: On - [edit](#)
- Page Limit: 4 / 60

Not Started In Progress Submitted For Review Approved

A proof will be created and saved to our cloud. While the proof is being processed you will see the screen below and there is the option to **Refresh** the screen.

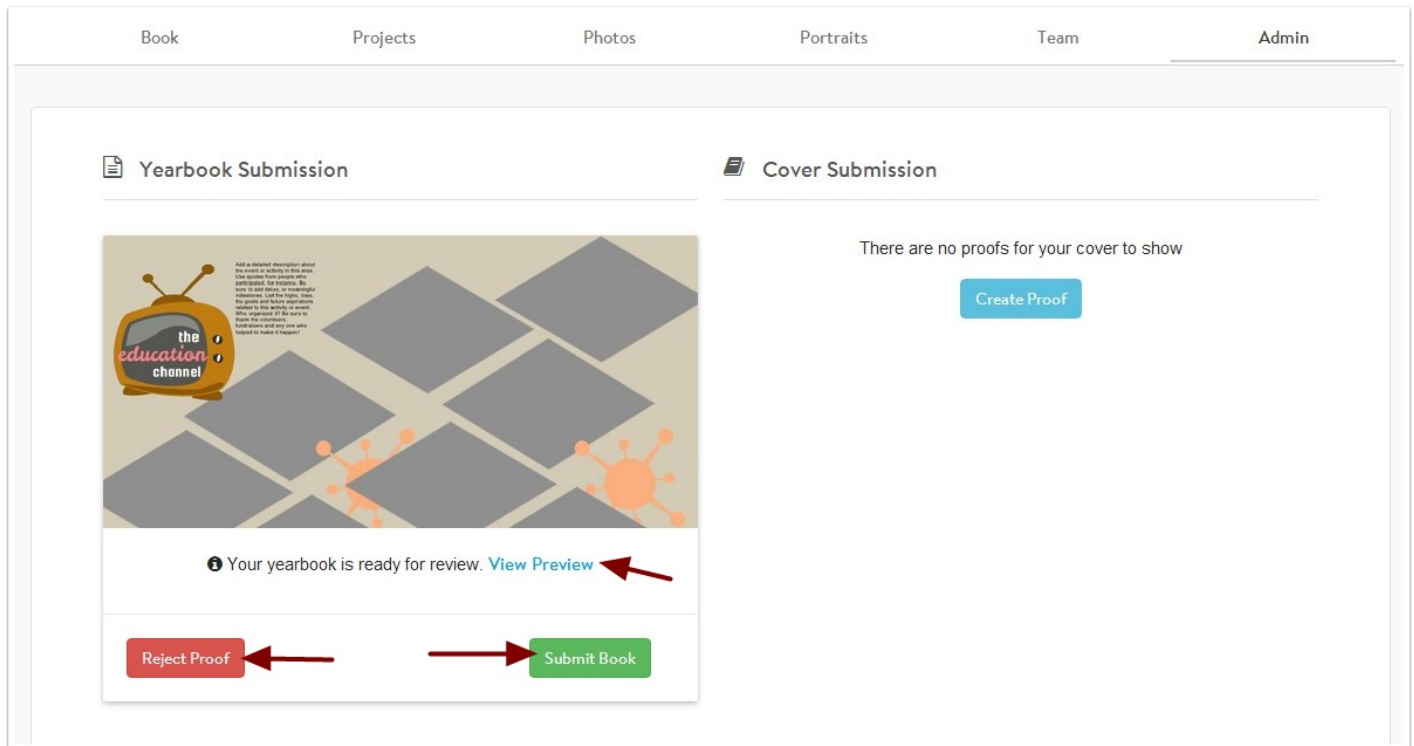


Once the proofing process is complete, you will have three options.

View Preview - This will launch an internet browser and load the Web Album version of your yearbook, you can change pages by clicking and dragging left and right. You will also be able to share the web album by copying the URL in the address bar and pasting it into an email, messenger, Skype, etc.

Reject Proof - This will cancel the online proof and you can then make changes to your yearbook and resubmit once you are happy with the corrections.

Submit Book - Once you are completely satisfied with the yearbook, you can submit the book for final print.




Once you have clicked the Submit Book button, you will receive the prompt that you are giving your publisher permission to print.

Click the **I under stand, submit my yearbook** option and then click the **Submit Yearbook** button.

Yearbook Submission

Cover Submission



Add a detailed description about the event or activity in this area. Use quotes from people who participated. For instance, Be sure to add dates, or meaningful milestones. List the highs, lows, the goals and future aspirations related to this activity or event. Who organized it? Be sure to thank the volunteers, funders and any one who helped to make it happen!

i Your yearbook is ready for review.

Reject Proof

There are no prod

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Submit Yearbook Pages

Congratulations! You are about to submit your yearbook pages for printing.

Important: By submitting your yearbook, you are giving your publisher the 'OK' to print.

Any changes you make to your yearbook beyond this point will not being included in your book.

☐ I understand, submit my yearbook

Submit Yearbook

Page Overview

Your online proof has successfully been set to your publisher.

Cover Submission

Covers work identiacally but are a separate submission to the yearbook.

To submit your cover, click the **Create Proof** button under the **Cover Submission**.

A notification window will appear, click the **Create new proof** to procedue with submitting your yearbook cover.

