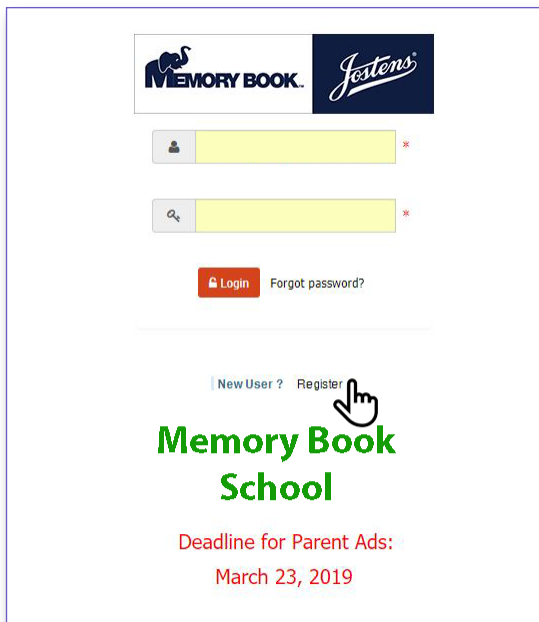


Creating an Account/Logging In

Step 1 - Online Pay Website/Register

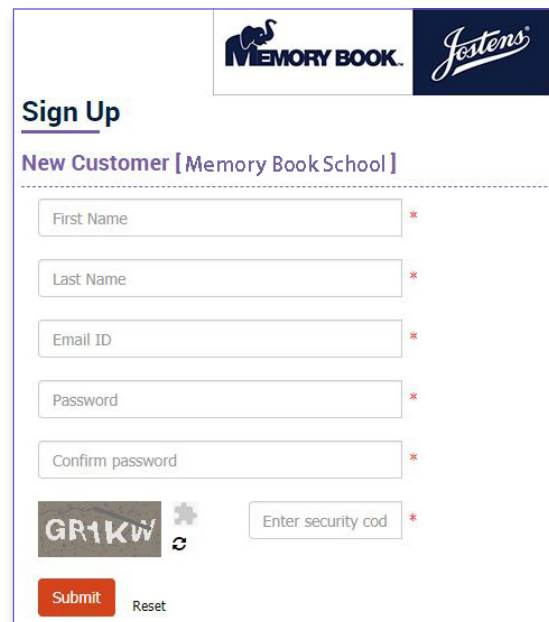
Use the link your yearbook Adviser has provided to access the Online Pay Website. Click on the Register button above the school name.



The screenshot shows the Memory Book School website. At the top, there are logos for MEMORY BOOK and Jostens. Below the logos are two input fields for email and password, each with a red asterisk. A red 'Login' button and a link for 'Forgot password?' are positioned below the fields. Further down, there is a link for 'New User ? Register' with a hand cursor icon pointing to it. The school name 'Memory Book School' is displayed in green, followed by a red announcement: 'Deadline for Parent Ads: March 23, 2019'.

Step 2 - Registering Your Information

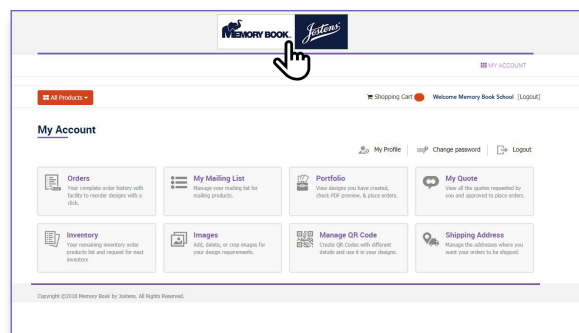
Fill in your name, email ID and create a password. Enter the security code that is displayed in the gray box and click Submit.



The screenshot shows the 'Sign Up' page for a new customer. It features the MEMORY BOOK and Jostens logos at the top. The page title is 'Sign Up' and the subtitle is 'New Customer [Memory Book School]'. There are six input fields: 'First Name', 'Last Name', 'Email ID', 'Password', 'Confirm password', and 'Enter security cod', each with a red asterisk. A 'GR1KW' security code is displayed in a gray box. At the bottom, there is a red 'Submit' button and a 'Reset' link.

Step 3 - Your Account Page

You can view information pertaining to your account on this page. To view the products, click on the Memory Book by Jostens® logo at the top of the screen.



The screenshot shows the 'My Account' page. At the top, there are logos for MEMORY BOOK and Jostens, with a hand cursor icon pointing to the Jostens logo. Below the logos, there is a navigation bar with 'All Products', 'Shopping Cart', and 'Welcome Memory Book School [Logout]'. The 'My Account' section includes links for 'My Profile', 'Change password', and 'Logout'. There are eight main account management tiles: 'Orders', 'My Mailing List', 'Portfolio', 'My Quote', 'Inventory', 'Images', 'Manage QR Code', and 'Shipping Address'. Each tile contains a brief description of the feature. At the bottom, there is a copyright notice: 'Copyright ©2018 Memory Book by Jostens. All Rights Reserved.'



Adding Student's Information

Step 4 - Enter Your Student's Information

Once you have selected the item you would like to order, you will need to enter your student's name and choose the class they are in. Under child information, click on the plus icon in the circle. Enter the student's first and last name in the required fields. Choose the grade/class the student is in and then choose the student's teacher's name for teacher. Click submit. You will need to enter this information for each student you are ordering items for. You will only need to do this for the first item. Any other items you order, you will be able to select your student's name from a dropdown menu.

Product Information > Checkout

Standard Yearbook

Quantity: 1

Total: \$ 10.00

Child Information

Select Child: Select

I agree to Terms of Use

Continue Checkout

The unique spirit of your school and students in a yearbook they'll cherish.

All yearbooks will be shipped to the school and distributed at their discretion.

Select Child

No child available

Add Child

First Name: Sally

Last Name: Jones

Class: Kindergarten

Teacher: Smith

Submit

Select Child

Child	Class	Teacher name	Action
Sally Jones	Kindergarten	Smith	<input checked="" type="checkbox"/> Edit <input type="checkbox"/> Select
Mindy Jones	First Grade	Long	<input checked="" type="checkbox"/> Edit <input type="checkbox"/> Select
Tom Jones	First Grade	Long	<input checked="" type="checkbox"/> Edit <input type="checkbox"/> Select

Add Child

First Name: []

Last Name: []

Class: Pre K

Teacher: Smith

Submit



Choosing the Product

Standard Yearbook

Order a yearbook for your student. Books will be shipped to the school for distribution.

Personalized Yearbook*

Choose this option for your yearbook if you want your student to have personalization on the cover. Books will be shipped to the school for distribution.

Love Lines*

Send your student a personal message in the yearbook for all to see.

Parent Ads*

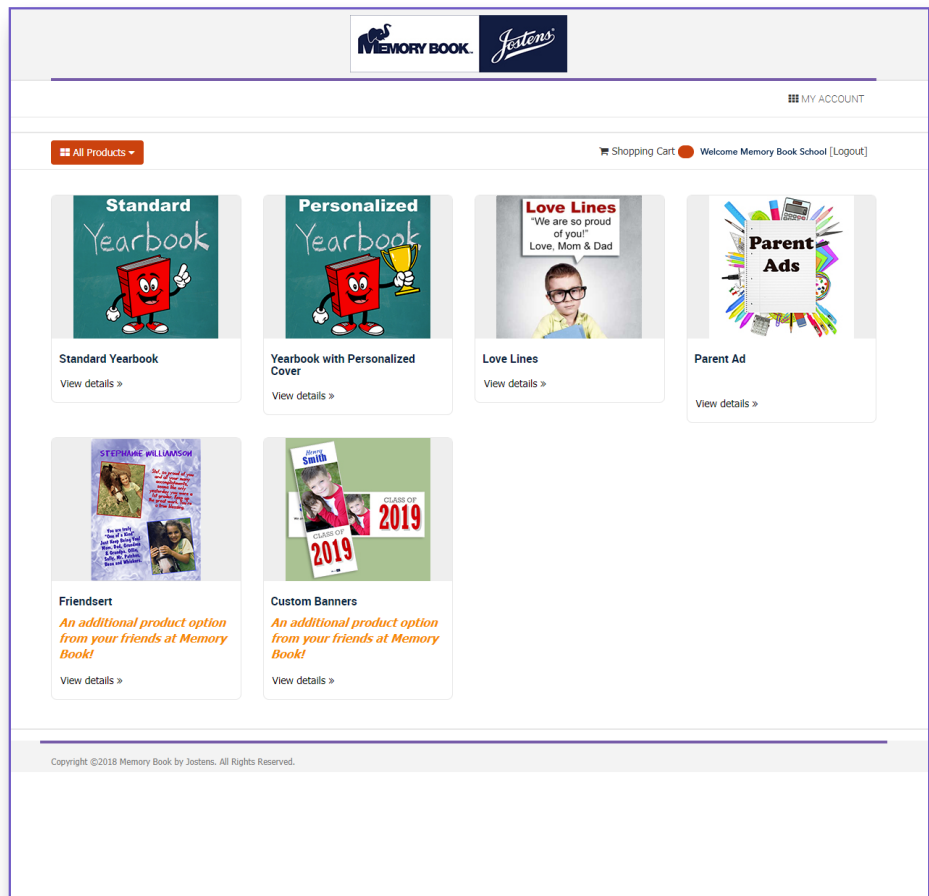
Create a dedication ad for your student, to be featured in the yearbook.

Friendsert

Friendsert is a four-page supplement you can create for your student to add to their yearbook. This item ships to your door and includes a special adhesion strip that makes this addition easy.

Graduation Banners

Create a banner for your graduating student. Banners are shipped to your door and are ready to be hung, indoors or out; you decide. Includes grommets for hanging. No shipping on banners - it's included in the price.



* These options are only available if the school is offering them.

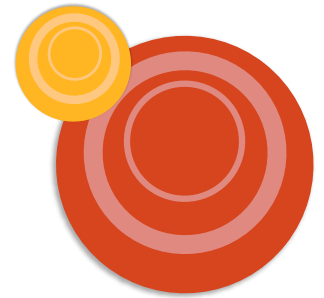
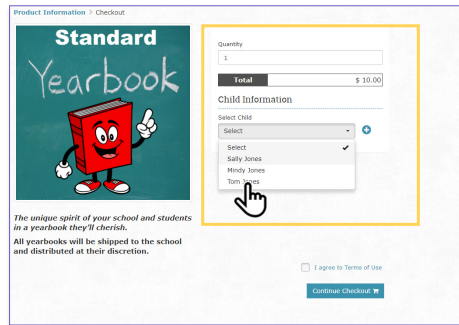


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Ordering a Yearbook

Step 1 - Quantity and Student information

Select the quantity you would like to order. Under child information, click on the student's name in the dropdown menu. To add this item to your cart click Continue Checkout. Follow the prompts to check out or order more items. You will need to follow these steps for each student you are ordering a book for. (For adding your student(s) names, refer to Step 4 under Student Information)



Ordering a Yearbook with Personalization

Step 1 - Quantity and Student information

Select the quantity you would like to order. Under child information, click on the student's name in the dropdown menu. (For adding your student(s) names, refer to Step 4 under Student Information)

Step 2 - Type Personalization

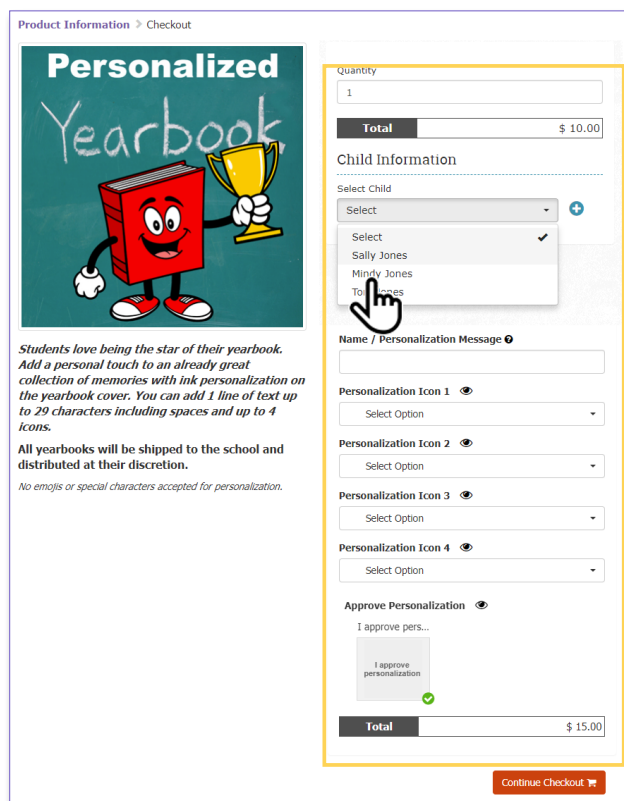
Type the student's name or personalization you would like to have appear on the cover of your student's yearbook. The personalization is limited to 29 characters and cannot include emojis.

Step 3 - Choose Personalization Icons

From the dropdown menus, choose the personalization icon you would like to appear on the cover of your student's yearbook.

Step 4 - Approve Personalization

Proofread student personalization carefully because this is how the name will appear on the cover of the book. Check the icon personalization and click I Approve Personalization. To add this item to the cart click Continue Checkout. You will need to follow these steps for each student you are ordering a personalized yearbook for.



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Creating Love Lines

Step 1 - Quantity and Student information

Select the quantity you would like to order. Under child information, click on the student's name in the dropdown menu. (For adding your student(s) names, refer to Step 4 under Student Information)

The screenshot shows a checkout page for 'Love Lines'. On the left, there is a promotional image of a boy with glasses and a speech bubble that says 'We are so proud of you!' and 'Love, Mom & Dad'. Below the image, there is a note: 'Send your student a personal message in the yearbook for all to see! Love Lines is the way to do it. *Yearbook must be purchased separately. (Limit 250 characters. No emojis or special characters accepted.) If you have additional Love Lines messages for additional students or additional family members want to put a Love Line in your child's yearbook simply add them to your cart by placing another order.' The main form area has a 'Quantity' field set to '1' and a 'Total' of '\$ 10.00'. Under 'Child Information', there is a 'Select Child' dropdown menu with options: 'Select', 'Sally Jones', 'Megan Jones', and 'Tom Jones'. A hand cursor is pointing at the 'Select' option. Below the dropdown is a 'Love Lines' text area and an 'Approval' section with a 'Love Line Approval' checkbox. A 'Total' of '\$ 15.00' is shown at the bottom.

Step 2 - Type Your Love Line

Type your Love Line in the space provided. Your message is limited to 250 characters and emojis and are not allowed.

The screenshot shows a text input field titled 'Love Lines' with a question mark icon. The text inside the field reads: 'Spencer, you are an amazing young man and we are so proud of you! Love, Grandma & Grandpa Carter'. There is a small icon in the bottom right corner of the text area.

Step 3 - Proofread Your Love Line carefully

Be sure to proofread your message carefully. It will appear in the yearbook as submitted.

The screenshot shows the 'Love Lines' approval section. The text area from the previous step is highlighted with a yellow border. Below it is the 'Approval' section with a 'Love Line Approval' checkbox. A 'Total' of '\$ 15.00' is shown. At the bottom, there is a red 'Continue Checkout' button with a shopping cart icon.

Step 4 - Approve Your Love Line

Click the box to approve your message as submitted and Continue to Checkout. View your order details and check out.

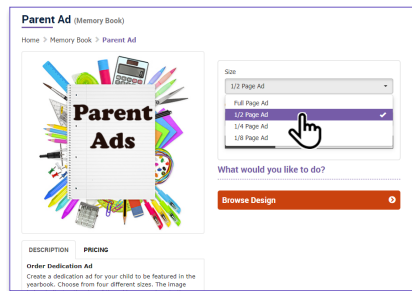
The screenshot shows the 'Love Lines' approval section. The 'Love Line Approval' checkbox is now checked. A hand cursor is pointing at the checkbox. The 'Total' of '\$ 15.00' and the 'Continue Checkout' button are also visible.



Creating an Ad

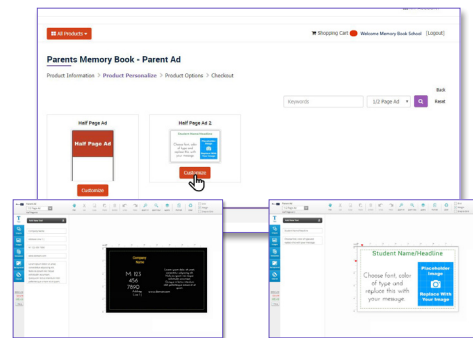
Step 1 - Choose the Correct Size of Your Ad

Choose the ad size you are buying to appear in the yearbook. The price will change according to the size of the ad.



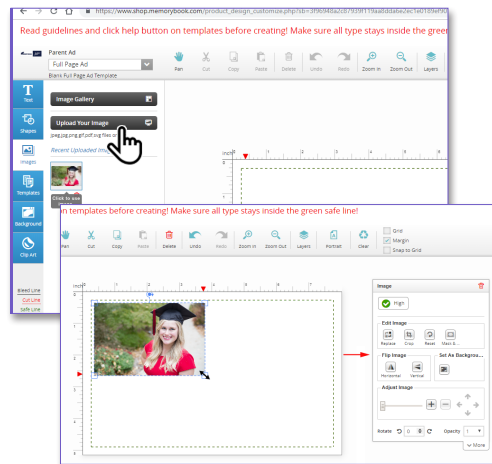
Step 2 - Browse Designs

Template choices will show for the ad size you are purchasing. If you would like to design your ad from scratch, choose the first template. If you would like to follow a pre-designed template, choose the pre-designed option template. Click on Customize.



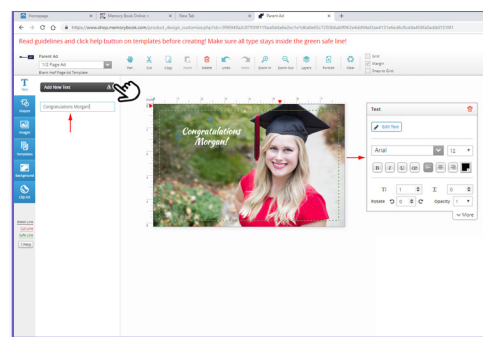
Step 3 - Upload Images

At the left click on Images and then on the Upload Your Image button. Choose the images to upload from your device. Click on the thumbnail of the image you would like to add to your ad. Use the pop-up menu to edit the image, replace, crop, reset, add a mask frame, flip image, set as a background, rotate or change the opacity. Use the doublepoint arrow to re-size images. Use the other tabs to add backgrounds, shapes or clipart.



Step 4 - Add Text

At the left click on the Text tab and then on the Add New Text button. Type your message for the ad in the window below. Use the pop-up menu to choose the font, font size, boldness of font, paragraph justification, color and other effects.



◆ Life Happens--Be sure to click Save & Continue, Choose Your Student in the dropdown, click Save Design & Continue if you need to return at a later time to complete your order.

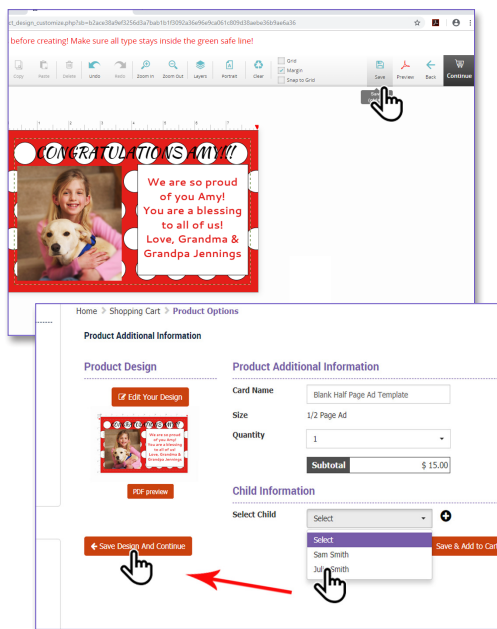


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Creating an Ad (cont.)

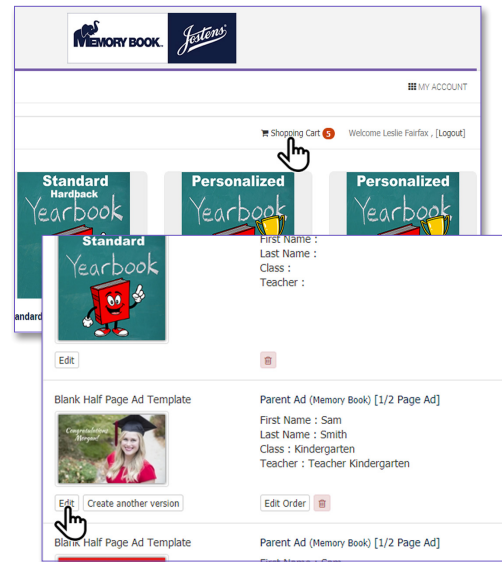
Step 5 - Save Your Ad for Editing at a Later Time

Click on the Save icon at the right side of the screen and then Continue. In the next screen choose or add your student's name in the drop down menu and click Save Design And Continue.



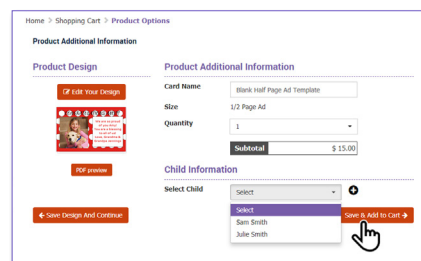
Step 6 - Editing Your Ad

Click on the Shopping Cart icon to view your shopping cart. Below the ad you would like to revise, click on the Edit button. This will open the ad in the creation section of the program. Be sure to save your revisions and add your ad to the shopping cart again.



Step 7 - Save & Add To Cart

Select your student in the dropdown or add them with the plus sign. click on the Save & Add to Cart. View your order details and check out.



◆Life Happens--Be sure to click Save & Continue, Choose Your Student in the dropdown, click Save Design & Continue if you need to return at a later time to complete your order.

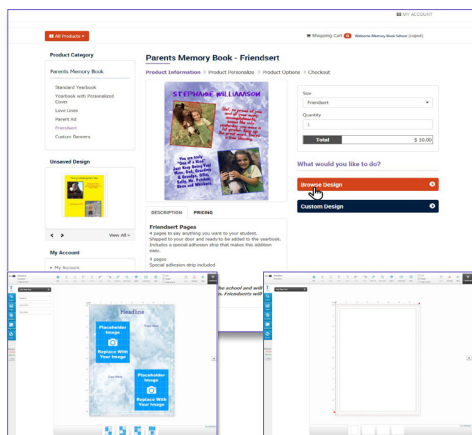




Creating Friendserts

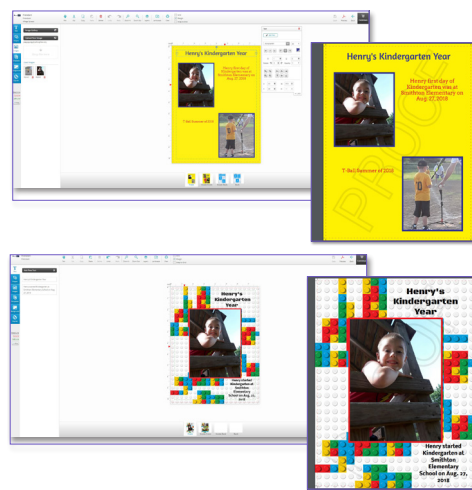
Step 1 - Choose your Friendserts Template

Choose Browse Design for a pre-designed template, or Custom Design to create your own design.



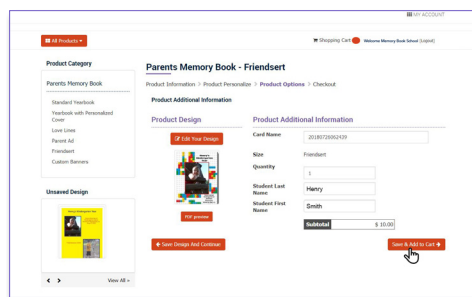
Step 2 - Create Your Friendsert

Follow the prompt and start creating your Friendsert. Upload pictures, add backgrounds and text. Save your ad, view the PDF proof and continue.



Step 3 - Save & Add To Cart

If you are creating more than one item, click Save Design and Continue. Once you have completed your items fill in your student's first and last name. Save & Add to Cart, proceed to Checkout. View your order details and check out.



◆ Life Happens--Be sure to click Save & Continue, Choose Your Student in the dropdown, click Save Design & Continue if you need to return at a later time to complete your order.

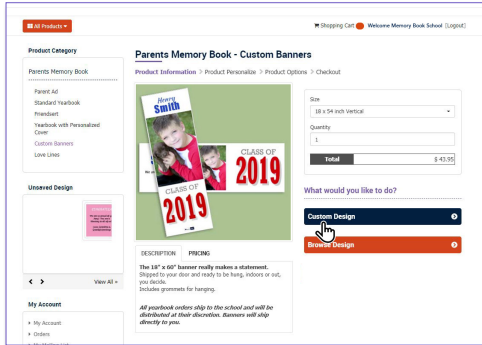


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Creating a Banner

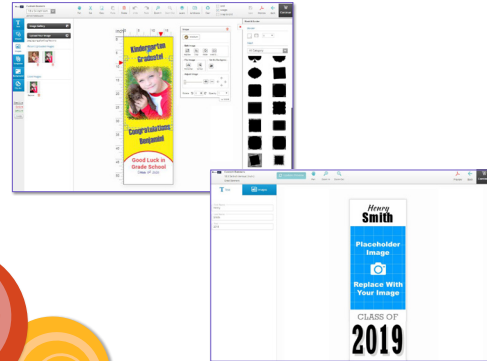
Step 1 - Custom or Pre-Designed Banners

Choose Custom Design to design your own banner. Choose Browse Design to use a pre-designed banner template.



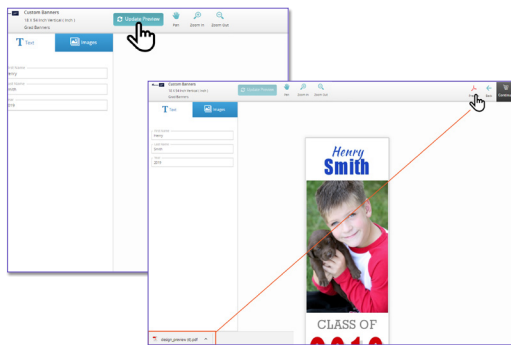
Step 2 - Create your Custom Banner

Follow the prompt and start creating your Banner. Upload pictures, add backgrounds and text.



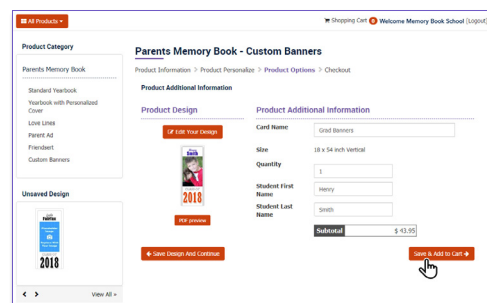
Step 3 - Update Preview & Banner Proof

To view your changes, click Update Preview button at the top left of the screen. To view a PDF proof, click the Preview button at the top right of the screen and open the download at the bottom left of the screen. When you are finished creating your banner click continue.



Step 4 - Save & Add to Cart

If you are creating more than one item, click Save Design and Continue. Once you have completed your items fill in your student's first and last name. Save & Add to Cart, proceed to Checkout. View your order details and check out.



◆ Life Happens--Be sure to click Save & Continue, Choose Your Student in the dropdown, click Save Design & Continue if you need to return at a later time to complete your order.



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