



YEARBOOK ONLINE ORDERING

Guardians:

We are going to order our yearbooks a little differently this year, and why not, everything has been a little different for us! But different doesn't mean bad, in fact, I believe this will be the new way we will be doing things with yearbook.

This letter will walk you through the process of ordering your book and submitting ads or personal messages. This year we cannot offer the picture with a message, so it will be just text. I apologize for this inconvenience.

You will need to visit the website: commpe.pictavo.com and enter your school ID. The ID is: **89424**

You will be asked to create a login, which will be used year to year. You will then wait to receive a confirmation email from Pictavo to *verify your address*. Once you are *verified*, you can log into the site.

Once you are at the home screen, you will see the option to "Shop My School" or "Upload Photos" (This is where we will begin next year for users to upload their pictures for consideration.) Go to the Shop my school option and you will see options to: **buy the yearbook, buy a personal message, or buy a business ad**. You will add whichever item(s) you prefer to your cart, and proceed to checkout. Again. For personal messages, it may *GIVE* you the option to upload a photo, but we are not doing that this year. So please, choose the smaller font option (body copy), that way you can fit a whole message into a line.

If for any reason you have difficulty through this process, please do not hesitate to contact Kim Baltruchitis at 570-540-6479 or kmbalt72@gmail.com.