

Do you yearbook? We do.

DANA GORMAN

703.407.1357 dwgorman@herffjones.com

KARA PETERSEN

703.447.5041 kpetersen@herffjones.com

Name Plate/Name Stamp List due 1/15/10 Instructions for Direct Pay Schools

DOWNLOADING FROM ORDER CENTER

1. Go to www.yearbooks.biz
2. Click on YBAccess in the upper right corner.
3. Enter your username and password. (Your username is your first and last names with no spaces, all lowercase. For example, John Smith's login is johnsmith. If you cannot remember your password, click on the Forgot My Password link and you will receive an email reminder.)
4. The next screen is an Order List. You should see an order number like this: 12345-000-2010. The first number is your job number. The three zeros indicate the main yearbook (versus a supplement). The final number is the year of publication. Click on this number to proceed.
5. To access your Order Center sales report, click on Yearbook Information in the column to the left.
6. Click on Order Center info.
7. Below the block of red writing are buttons. Choose "Name/Mark List."
8. Once the new window opens, scroll to the bottom and select download the file in Excel.

PREPARE YOUR NAMES

1. Name the new file "Job Number-NameplateList.xls" EXAMPLE: 4770-NameplateList.xls
2. Add to the list any free books that get nameplates (adviser, principal, etc.).
3. Clean up any names that aren't appropriate. For example, "Erinn Hotness Harris" may not be acceptable as a nameplate for your school. Furthermore, if someone's nameplate is "Superman's Twin," you won't know who to give that nameplate to later.

SUBMIT YOUR REPORT

1. E-mail your Excel list to Debbie (dadrobenak@herffjones.com) and copy Kara (kpetersen@herffjones.com)
2. The subject of your email should be "Job Number - Nameplate List" EXAMPLE: 4770 - Nameplate List