

# ATTENTION 5<sup>TH</sup> GRADE PARENTS!

*Would you like your child's baby photo printed in our 19-20 yearbook? As a special section to the yearbook, we are offering this option FREE for fifth grade families. Along with a photo, you may submit a short message to your student as he/she completes elementary school.*



**THE DEADLINE FOR SUBMITTING A BABY PICTURE AND MESSAGE FOR THE 2019-20 YEARBOOK IS TUESDAY, March 31!**

**(sorry, no exceptions; late tributes will NOT be printed)**

Here is how to make it happen:

First, create a Treering account:

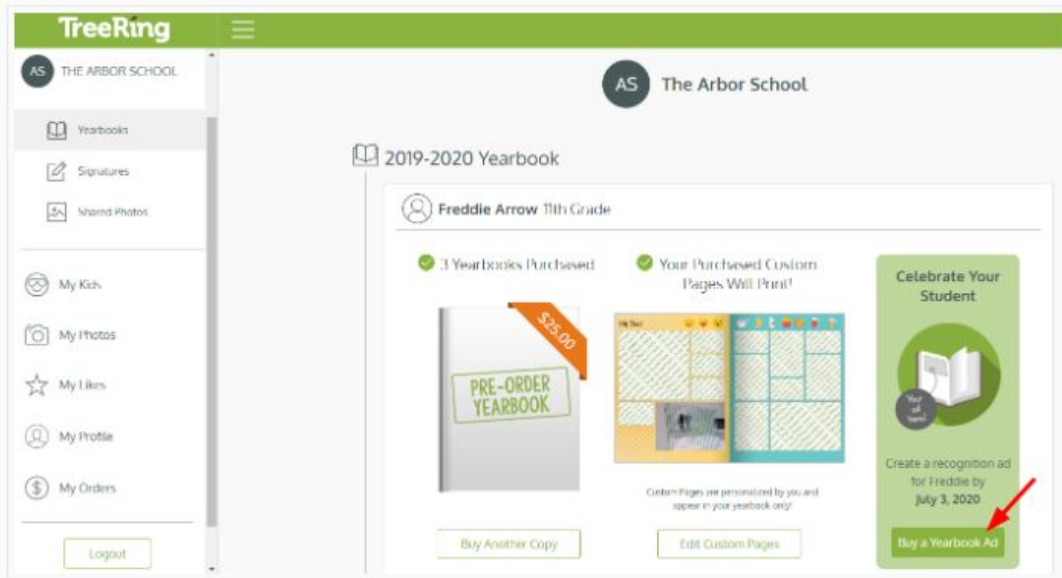
<https://tr5.treering.com/createAccount/1015561205553540>

(or click the “Buy a Yearbook” link on our HPE home webpage to get there).

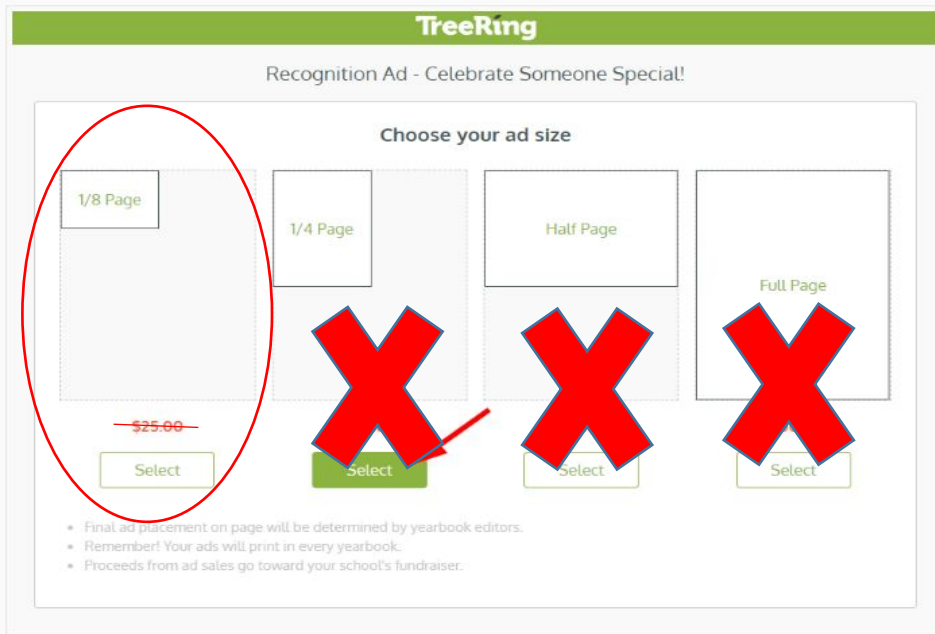
Then, follow the 8 easy steps on the next pages.

Questions? Email Mrs. Edgar: [dawn.borne@asd20.org](mailto:dawn.borne@asd20.org) or call TreeRing at 877-755-TREE

1. Log in and on your homepage is a new option, Celebrate Your Student. It shows the deadline date for buying the ad. Begin the process by selecting Buy a Yearbook Ad.



2. Choose your ad size. Even if the school is only offering one ad size, you will still be taken to this screen to select and confirm the size.



Your price is FREE!

ALL ads will be 1/8 size...there is no option to purchase larger ads.

3. On the left side of the page shows the deadline date for purchasing the ad and the size and price of the ad. On the right side of the page is the ad space to edit.

How to create and edit your ad:

1. The text in the template can be edited and photos can be dropped into the photo placeholders. Add photos, text, and graphics from the tabs on the right. All content can be adjusted in size or deleted.
2. Drag and drop the items inside the ad. Anything placed outside of the template will not be included in the ad.
3. When you are finished editing, click the Buy Now button to purchase the ad. Only purchased ads can be added to the yearbook by an editor.

**Notes:**

- Backgrounds are not available for ads.
- The ad can still be edited after purchasing only if it has not already been added to the yearbook by an editor.
- If you see the price for the ad is \$0.00 it means the school is not charging for ads. You will still need to go through this complete process to create an ad for your child.

4. When you are done with the ad, select Buy Now.

**Freddie Arrow's Recognition Ad**

Your ad will not print in the yearbook until you hit "Buy Now"

Purchase your ad by **Jul 03, 2020**.

How to create and edit your ad:

1. Take photos, text, and graphics to your ad from the tabs on the right.
2. Drag and drop items inside the ad.
3. Finished editing? Click the BUY NOW button.

1/4 Page Ad \$50.00

**BUY NOW**

More info:

- Final ad placement on the page will be made by yearbook editors.
- Your ad will print in every yearbook.
- Not happy with your ad now? [Click here to create a new one!](#)

**Freddie Arrow**

**Seas THE DAY**

We are so proud of you and your accomplishments!  
Freddie  
Love, Mom & Dad

Photos  
Text  
Graphics

Tools Undo Redo Help

5. Confirm the ad is complete by clicking on I Confirm My Ad is Complete.

Freddie Arrow's Recognition Ad

Recognition Ad Confirmation

Please confirm that you are finished editing your ad and it is ready to print.

**Freddie Arrow**

**Seas THE DAY**

We are so proud of you and your accomplishments  
Freddie!  
Love,  
Mom & Dad

Cancel I Confirm My Ad Is Complete

6. Confirm that the ad details and the price are correct in your cart and select Checkout.

**TreeRing**

YOUR CART

	Freddie Arrow's The Arbor School's Recognition Ad	1/4 Page	1	\$50.00
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Remove

Subtotal \$50.00

CHECKOUT

7. Select the method of payment and enter the payment information. Select Place Order.

The screenshot shows the TreeRing checkout process. On the left, under the 'Payment' section, the 'Credit Card' option is selected, indicated by a red arrow. A blue circle with the text 'your price is FREE' is overlaid on the credit card input fields. Below the card image are fields for Card Number, Expiration Date, CVV, Name on Card, and Billing Postal Code. A security notice states: 'YOUR CREDIT CARD INFORMATION IS SECURE. All TreeRing credit card transactions are encrypted, and we do not store any card information so your information can never be hacked or stolen.' On the right, the 'Item Summary' shows: Other (\$50.00), Subtotal (1 item) (\$50.00), Tax (\$0.00), and Shipping (\$0.00). The 'Total' is \$50.00. A red arrow points to the 'Place Order' button. Below the summary, it says 'Receipt will be emailed to: goldie@mytreering.com' and includes McAfee SECURE and Authorize.net logos.

8. Now on your homepage in Celebrate Your Student you will see the ad you created. If you want to edit the ad, select Edit Yearbook Ad.

The screenshot shows the TreeRing user dashboard for 'The Arbor School'. The left sidebar contains navigation options: Yearbooks, Signatures, Shared Photos, My Kids, My Photos, My Likes, My Profile, My Orders, and Logout. The main content area is titled '2019-2020 Yearbook' and features a profile for 'Freddie Arrow 11th Grade'. It displays two status indicators: '3 Yearbooks Purchased' and 'Your Purchased Custom Pages Will Print!'. There are three main items: a 'PRE-ORDER YEARBOOK' for \$25.00 with a 'Buy Another Copy' button; a 'Custom Pages' section with a note 'Custom Pages are personalized by you and appear in your yearbook only' and an 'Edit Custom Pages' button; and a 'Celebrate Your Student' ad for Freddie Arrow. The ad includes a photo and the text 'Celebrate Your Student', 'Freddie Arrow', and 'Seize THE DAY'. Below the ad, it says 'Complete recognition ad for Freddie by July 3, 2020' and has an 'Edit Yearbook Ad' button. Red arrows point to the 'Celebrate Your Student' ad and the 'Edit Yearbook Ad' button.