
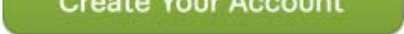
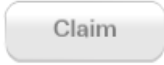


## TreeRing Yearbook Step By Step Instructions for

Cheylin USD 103

1. Go to <http://www.treering.com/validate>
2. Enter your group's private **passcode**: 1013450645691289
3. Click **Confirm** 
4. **Create Your Account**
  - a. First Name
  - b. Last Name
  - c. Email Address (this will be your username for sign in)
  - d. Create Password
  - e. Confirm Password (make sure there are no typos!)
  - f. Birthday (to verify you are over 13 in compliance with the Children's Online Privacy Act)
  - g. Select a Role (student or parent)

- h. **Click on Create Your Account** 
5. **Claim Your Student(s)** (You will not see this step if you are a student)
    - a. Enter your student name (as you start to type your child's name, student names will show up)
    - b. If your student is there then click on the Claim button 
    - c. If your child is not there click on **Student Not Listed** and then enter your student information
    - d. If you have more than one student at the school click the **+ Add Additional Student** button

6. **Add Your Profile Photo**
  - a. Select from your computer, Facebook or Flickr to choose a photo to use for your photo. (This is important to identify yourself within your community)




- b. The click **Save Photo and Continue**
7. **Find Friends**
    - a. This step is optional, but if you like to add some of your friends that are already in the community click on their names
    - b. When finished click Skip this Step or **Add Friends and Continue**

## 8. Purchase Your Yearbook

- a. Choose the quantity of books you'd like to purchase and click Select

Quantities and Continue



- b. If you'd like to upgrade your book to Hard Cover (if available) change to

Yes

YES

if not leave as No and click Select Options and Continue



- c. Enter your Credit Card or Check information and then click Pay and Finish to securely complete your purchase. A receipt will be sent to your email.



**IF YOU WANT JUST THE STANDARD YEARBOOK, YOU CAN STOP HERE**

## TO CREATE YOUR 2 FREE CUSTOM PAGES:

1. Welcome to TreeRing! Your first view will be of **"This Year's Ring"** Your Ring is a place where you can store all of your greatest memories from the year.

2. Click **Add Memory** to answer the question



or select Skip

Question to see more questions.

Skip Question



3. When you're ready click **Edit** on the corner of your book to start editing your custom

pages.



4. Now you're in the "Manage Book" area. You can add more pages, buy your book or share your pages. **Click on your pages to start editing.**

5. You can edit anything on the page by clicking on it and following the menus or click and dragging around the page.


### 6. Add a Memory

- a. A great place to start is adding one of your memories by clicking Add a

Memory from the tray at the bottom of the book.



- b. **Click and drag** one of your memories onto the page.
- c. If you don't have any memories yet. Click Add New Memory button in the upper right of the tray. 

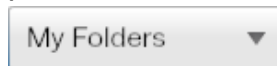
- d. Click the corner X to close the Add a Memory tray 

## 7. Add a Photo

- a. Click the Add a Photo button at the bottom of the book in the tray



- b. Select from the drop down to choose between photos you've uploaded, photos from around your school or connecting to Facebook or Flickr.




- c. To upload a new photo from your computer, click the Add a Photo button in the upper right of the tray. Then select My Computer




- d. Navigate to where your photos are on your computer and double click to select or hold down Ctrl and select multiple photos at once and click the Save button on the window. 

- e. Select what Folder you'd like to save your photo in on TreeRing and whether you'd like to share the photo with the rest of your school then click

Next. 

- f. Wait for your photos to upload and click Finish (tip: you tag your photos or add captions while waiting for them to upload) 

- g. Now you can **drag and drop your photo** from the tray anywhere onto your pages or into one of the Drop Photo Here boxes. 

- h. Click the corner X to close the Add a Photo tray 

## 8. Add a Graphic or Text

- a. You can add objects and clip art by switching to the Add a Graphic tray

and when you find one you like, just **drag and drop**



- b. Similarly, to add text click the Add Text tray and choose between the text graphics or add your own editable text box by clicking the



A green rounded rectangular button with the text "Add Text Box" in white sans-serif font.

9. Your changes are **ALWAYS SAVED** without having to do anything. When you're done editing click the Back to Yearbook button in the upper left corner of the

page

A green rounded rectangular button with the text "Back to Yearbook" in white sans-serif font.

10. You can **add more pages** from the Manage Book view by clicking the Add

A rectangular button with a light gray background. It features a large green plus sign in the center and the text "Add Pages" in a small green font above it.

Pages button next to your 2 free custom pages

11. When you are finished with your pages set the **Print Ready** Button to Yes

A toggle switch with a white background and a green shadow. The word "YES" is written in green on the left side, and the switch is currently in the "on" position.

12. **You're done!**

If you encounter any problems while going through this process please contact TreeRing at [support@treering.com](mailto:support@treering.com) or toll free **877-755-8733(TREE) ext. 1**.