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HELPFUL HINT

Login to the website and click the **Help Tab** at the top to access the **Entourage Support Contact Information, Video Tutorials, Guide Books, Webinars** and More!



We are excited to launch our new website that features all of the same functions of the old website, plus new features to help you build a better yearbook! You can work, stay up to date and on track from any computer anytime! Everything is organized in five easy to use sections. The new website offers a friendly user experience and tools to help you manage your time more efficiently.

Enjoy! - Entourage Website Design Team

Getting started with the Entourage Website

The Entourage Website is available as soon as you sign! A default login will be sent to the Primary Contact on the account. **NO DEPOSIT IS NECESSARY TO ACCESS THE ENTOURAGE WEBSITE.** Begin setting up your staff and gathering images and materials right away!

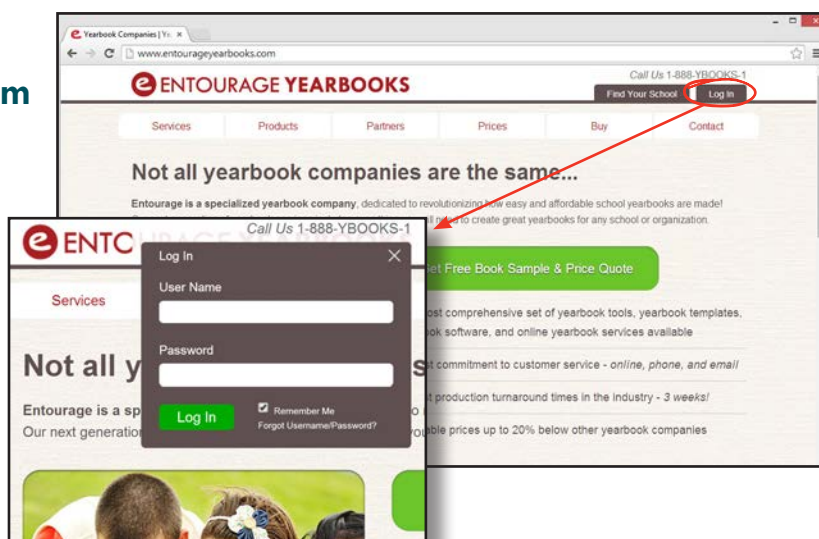
LOGGING IN:

Go to www.entourageyearbooks.com

If you have a login ID:

- In the upper-right corner, enter your User Name and Password and click Login

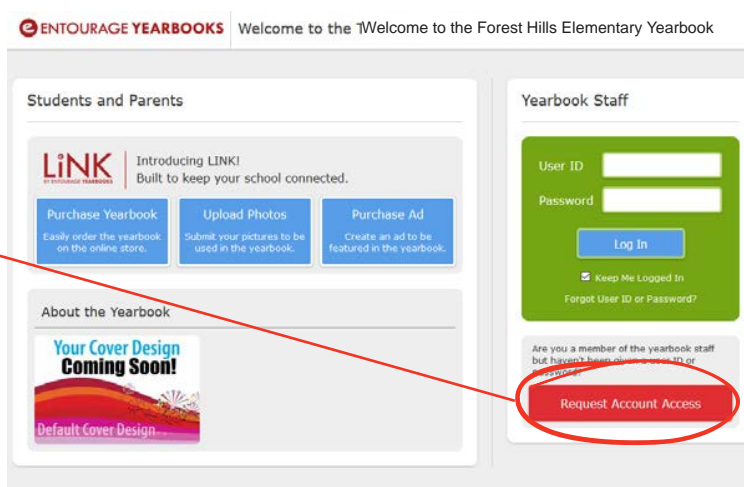
***User Id and Passwords for the Primary Contact are emailed within 24 hours of signing, please contact the Support Team or your Account Manager if you did not receive the email.



IF YOU'RE A YEARBOOK STAFF MEMBER AND DO NOT HAVE A LOGIN:

- Click Search For Your School
- Enter the name of the school and click Search
- Click the red Request Account Access button and fill in your information.

*Please allow 48 hours for processing, Entourage needs to verify new login requests with the Primary Contact.



YOUR YEARBOOK HOMEPAGE:

If you are not sure where to begin, our homepage will give you a step in the right direction. The buttons at the top tell you what the important first steps of the process are.

The screenshot shows the Entourage Yearbooks website homepage. At the top, there is a navigation bar with tabs: MANAGE, UPLOAD, COLLABORATE, DESIGN, REQUEST, and HELP. A user is logged in as Anthony Test Yearbook, with a welcome message and a 'Log Out' link. A 'New Advisors click Here' button is also present.

The main content area is divided into several sections:

- Get Started With EDOnline:** Three large buttons with icons: 'Click Here to Upload Photos' (person icon), 'Click Here for Entourage Support' (question mark icon), and 'Click Here to Design Pages' (designer icon).
- Your Yearbook Progress:** A box showing '100 % Completed' with a green bar, '40 of 40 Pages Set', '0 Overdue Deadlines', and '0 Upcoming Deadlines'. A 'View All Deadlines' link is at the bottom.
- What's New?:** A section titled 'Introducing EDOnline 6.5!' with a '2 new updates' badge. It contains text about the new look and features, a 'Latest Update - Introducing EDOnline 6.5! (9/1/2016)' section with more details, and a 'Learn More About Updates' link.
- LINK by Entourage:** A section with four toggle switches: 'Online Yearbook sales are: ON', 'Online Ad sales are: ON', 'General User Photo Upload: OFF', and 'iPhone App download: OFF'. The LINK logo is at the bottom.
- News Feed:** A vertical list of news items, including 'Entourage Yearbooks - Introducing EDOnline 6.5' and 'Entourage Yearbooks - Welcome to the 2016-2017 school year'.

Red arrows point from the text above to these specific sections: one points to the top navigation bar, one to the 'Get Started With EDOnline' buttons, one to the 'Your Yearbook Progress' box, one to the 'What's New?' section, and one to the 'News Feed'.

YEARBOOK PROGRESS:

Our Deadlines guide has been specifically set up to keep you on target with your delivery date.

To simplify the process, we only show your next two deadlines and tell you the overall completion status of the book. If you want to see a list of all of the deadlines as well as an explanation of what they are, just click on "View All Deadlines" It is very important to meet your deadlines to ensure that you will make your final deadline and receive your yearbooks by your requested delivery date.

WHAT'S NEW:

This section will give you information on any new information about changes made to the website. Keep an eye on this section as you login to keep yourself informed on our most recent updates to the website.

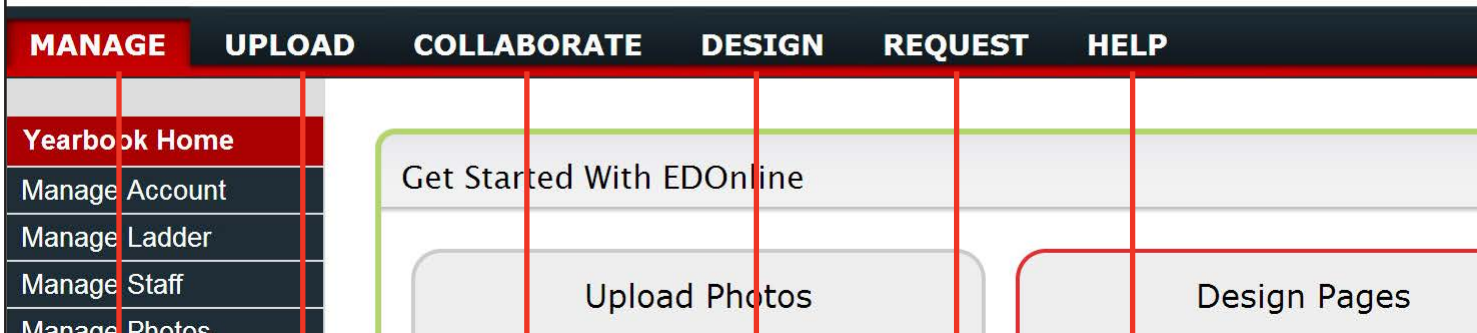
DESIGN POINTS:

Entourage assigns complimentary Design Points automatically when you sign up! Watch for deadline reminders throughout the year more points may be rewarded when certain deadlines have been met!

ACTIVITY FEED:

Now it is easier than ever to keep track of your account. Our new Activity Feed feature shows you any new changes to your account (i.e. photos being uploaded).

e ENTOURAGE YEARBOOKS



The "Manage" tab allows you to manage everything about your account. You can edit your book specs and account information. You can setup your staff and their permissions on the website, as well as their tasks. You can also manage your pages in your yearbook ladder, and anything that has been uploaded for you to use in building your book.

The "Collaborate" tab allows you to access to "Explore, Share, Discuss, and Learn." Within these sections includes Templates, Yearbook Contest, Certification tests, etc.

The "Request" tab gives you the option to request a Proof Book, Marketing Materials, and/or a Yearbook Kit.

The "Design" tab gives you access to the available designers on your website. All accounts have access to the Cover Designer, any other design options appear when applicable.

The "Help" tab is your key to cony to contacting us with any questions you may have. We also have online tools to help you right away. How-To Videos and quick start guides are available immediately. You can also sign up for our online training sessions right away.

The "Upload" tab allows you to upload everything you will need to complete your yearbook. You can upload photos, pages, covers, and other documents that you might need.

YEARBOOK RESOURCE KIT - MARKETING - PROOF BOOKS:

Use the Request Tab to order Yearbook Resource Kits, Marketing Materials and Proof Books!

YEARBOOK RESOURCE KIT

ENTOURAGE YEARBOOKS
Missy Feinen Demo Account Yearbook
Welcome: Missy Feinen | Log Out

MANAGE UPLOAD COLLABORATE DESIGN **REQUEST** HELP

Entourage Products

REQUEST
Entourage Yearbook Kit
Marketing Materials
Proof Books

Total Points: 30 Points Used: 0 Points Left: 30

Please click on 'Add to Cart' for the resource you would like to request.

Resource Kit with Printed Yearbook Ladder Poster
Entourage Points: 4

[Add to Cart](#)

- Getting Started Guide
- Resource Book
- Software Template Guide Book
- Cover Guide Books
- Website Guide
- Making Great Yearbooks
- Marketing and Sales Guide
- Software User Manual
- Printed Yearbook Ladder

Resource Kit
Entourage Points: 2

[Add to Cart](#)

- Getting Started Guide
- Resource Book
- Software Template Guide Book
- Cover Guide Books
- Website Guide
- Making Great Yearbooks
- Marketing and Sales Guide
- Software User Manual

Digital Yearbook Kit
Entourage Points: 0

[Add to Cart](#)

Go Green! Use our Digital Yearbook kit, all our materials can be downloaded or viewed online.

MARKETING MATERIALS

ENTOURAGE YEARBOOKS
Missy Feinen Demo Account Yearbook
Welcome: Missy Feinen | Log Out

MANAGE UPLOAD COLLABORATE DESIGN **REQUEST** HELP

Entourage Products

REQUEST
Entourage Yearbook Kit
Marketing Materials
Proof Books

Total Points: 30 Points Used: 0 Points Left: 30

Please click on 'Design and Purchase' for the resource you would like to request.

Your yearbook account is set up to receive 1 Marketing Materials for FREE. Select any one of the products below to redeem your FREE offer.

Marketing Option 1
Entourage Points: 3

[Design and Purchase](#)

Geometric Colors

Marketing Option 2
Entourage Points: 3

[Design and Purchase](#)

Chalkboard Theme

Marketing Option 3
Entourage Points: 3

[Design and Purchase](#)

School Colors

Marketing Option 4
Entourage Points: 3

[Design and Purchase](#)

Ripped Paper Theme

Marketing Option 5
Entourage Points: 3

[Design and Purchase](#)

Colorful Lines

Marketing Option 6
Entourage Points: 3

[Design and Purchase](#)

Corkboard Theme

Spanish Marketing Option
Entourage Points: 3

[Design and Purchase](#)

Corkboard Theme

My Previous Marketing Orders

Below are your previously ordered marketing materials. You can click on the previous to add and re-order the marketing.

PRINTED PROOF BOOKS

ENTOURAGE YEARBOOKS
Missy Feinen Demo Account Yearbook
Welcome: Missy Feinen | Log Out

MANAGE UPLOAD COLLABORATE DESIGN **REQUEST** HELP

Entourage Products

REQUEST
Entourage Yearbook Kit
Marketing Materials
Proof Books

Total Points: 30 Points Used: 0 Points Left: 30

Please click on 'Add to Cart' for the resource you would like to request.

Your yearbook account is set up to receive 3 Proof Books for FREE. Select any one of the products below to redeem your FREE offer.

First Submission Proof Book
Entourage Points: 3

[Add to Cart](#)

Print out of the first 10% or 10 pages in the yearbook, submitted for the first submission

Must submit by: 8/14/2015 before midnight Eastern Standard Time. By requesting this proof book, we will print what is currently on the yearbook ladder.

Second Submission Proof Book
Entourage Points: 3

[Add to Cart](#)

A bound proof book of 50% of the yearbook, submitted for the second submission

Must submit by: 9/25/2015 before midnight Eastern Standard Time. By requesting this proof book, we will print what is currently on the yearbook ladder.

Final Submission Proof Book
Entourage Points: 3

[Add to Cart](#)

A bound proof book of the entire yearbook, submitted for the final submission

Must submit by: 11/19/2015 before midnight Eastern Standard Time. By requesting this proof book, we will print what is currently on the yearbook ladder.

COLLABORATE TAB

EXPLORE



Rate it! You can rate all of the templates on the website and search for the most popular ideas!

Search through **hundreds of top quality templates**. Get ideas for your book from other schools who have shared their great ideas!

HIGHLIGHTS OF ENTOURAGE EXPLORE:

TEMPLATES- Hundreds of TOP quality yearbook templates. Designed by yearbook professionals or yearbook staff members.

YEARBOOK GALLERY- Hundreds of ideas from other schools across the country. Browse to see what other schools are doing.

YEARBOOK CONTEST- browse through the entries from our Yearbook Contest and rate the ones you think should win the prize.

COVER GALLERY- Hundreds of cover options to choose from. Customize to make your cover original using your software or our online tools.

TYPOGRAPHY- Explore all the new trends in typography to utilize in your own yearbook.

SHARE

Get connected with others using our Share feature. Share your great ideas and designs with the rest of the Entourage community!

Share your templates and pages with the Entourage Community. We'll replace all photos and text with placeholders so you don't have to worry about your content being out on the web!



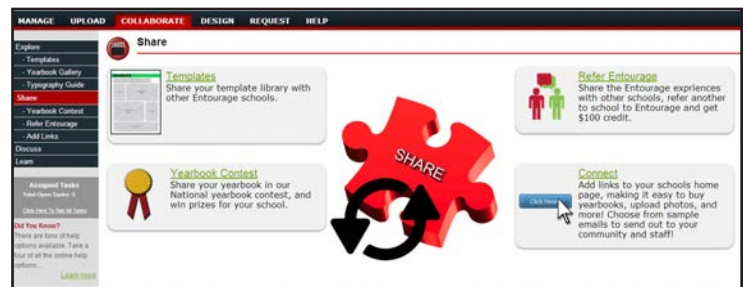
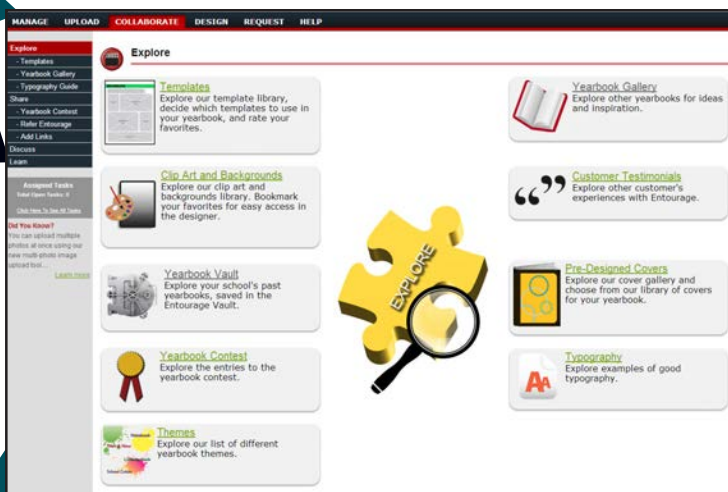
HIGHLIGHTS OF ENTOURAGE SHARE:

TEMPLATES - As you create amazing new layouts for your yearbook, share your own customized templates with other schools and help new Yearbook Coordinators get inspired!

YEARBOOK CONTEST- Share your yearbook and photography in our National yearbook contest, and win prizes for your school.

ENTOURAGE REFERRAL- Share your love for Entourage! Refer us to another school and earn \$100 credit towards your book. Ask your Sales Representative about our Group discount.

ADD A LINK - Start spreading the word about your yearbook on your own website by adding a link for your yearbook sales.



DISCUSS

It's all about communication! Make your yearbook project a success! Entourage makes it super easy to connect with your yearbook team, with the Entourage Team, and with other schools using our Live Chat and Message Boards.

HIGHLIGHTS OF ENTOURAGE DISCUSS:

TECH SUPPORT- Entourage has instant chat features that help you get the assistance you need quickly. Entourage has the fastest tech support!

ONLINE WEBINARS - Meet with one of our team members as they guide you and a group of your fellow advisors and staff members through a yearbook related topic. A great way to share ideas with other schools!

ONLINE CONFERENCING - schedule an online meeting where your Account Manager can view your computer screen to assist you with any questions you may have.

Chat with Entourage Yearbooks Team members any time if you have a question, need advice, or just want to talk yearbooks.



LEARN

Enhance your yearbook by getting certified from our online lessons. It's easy to train your yearbook staff members with Entourage Learn.

HIGHLIGHTS OF ENTOURAGE LEARN:

GET CERTIFIED- Online yearbook lessons and activities. You and your staff can become "Yearbook Certified!"

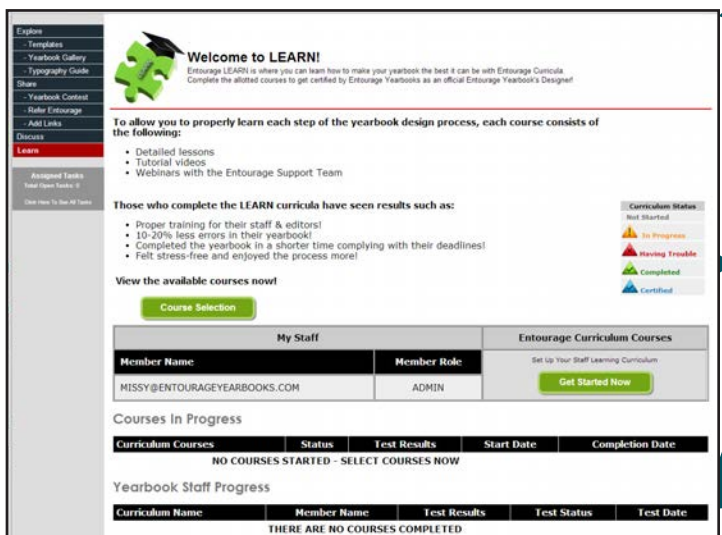
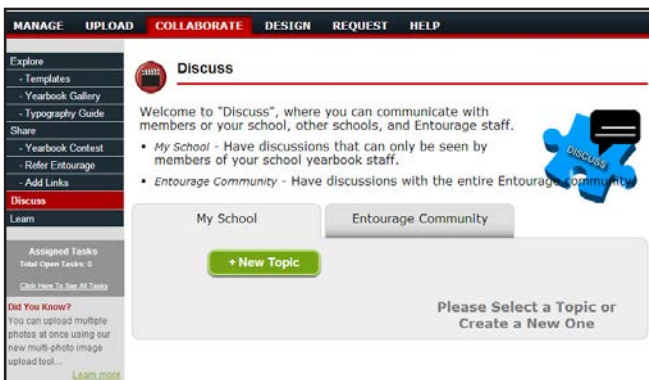
LESSONS AVAILABLE IN THESE TOPICS:

- Yearbook Design
- Yearbook Writing
- Yearbook Interviewing
- Photography
- Entourage Website Use
- Yearbook Theme
- Entourage Page Submission
- Editing Your Yearbook
- and more...

LESSONS AVAILABLE FOR ALL LEVELS -

No matter what age group you are working with, Entourage Learn has something for you!

Take step-by-step informational courses to refine your yearbook knowledge and skills. You can take them anywhere, anytime, anyway you would like.



- Manage Account
- Manage Ladder
- Manage Staff/Users**
- Manage Photos
- Manage Uploads
- Manage Tasks
- Manage Deadlines
- Manage Yearbook Sales
- Manage Online Ad Sales
- Manage LINK
- Approve For Production
- Manage Invoices
- Manage Permissions
- Manage EDO Page Locks

HOW TO SET UP A NEW USER:

To get started, click on the link “Manage Staff” under the Manage Tab or on the navigation bar to the left of your homepage.

MANAGE STAFF:

Add, Monitor, and Edit your staff login info!

1. Click the red button to add new staff member.
2. Click the name of the user to edit their information.
3. Click Delete to remove a user ID.

Manage Yearbook Staff and Users

Yearbook Project: Anthony Test Yearbook
 Yearbook Staff Members: 2
 Member List: [DOWNLOAD CSV](#)

Current Yearbook Staff Members

These are staff members who have access to the yearbook project. You can change the member type to allow different permission for different types of users. Click on a staff member name to edit user settings.

#	Name	User ID	Email	Staff Type	Time Spent in EDOnline	Action
1	Anthony Hunter	SHAKESVLL	a.hunter@verizon.net	ADMIN	188.5 Minutes	Delete
2	Angel Grayson	ANT123	thebest@entourageyearbooks.com	USER	0 Minutes	Delete

Total Time Spent on Yearbook: 188.5 Minutes

3 LEVELS OF LOGIN IDS:

1. **ADMIN** - Recommended for Primary Contact and those who need access to billing information.
2. **EDITOR** - Recommended for staff members needing access to the designer and the ladder.
3. **USER** - Recommended for those needing only limited access, such as uploading photos.

SETTING UP NEW USERS ON THE WEBSITE:

Be sure to fill in all fields for each member.

Staff Member Information

Update the profile information for this yearbook staff member. You can update the contact email, change the password, and select member status and position.

Name:

Email:

Phone Number:

User ID:

Password:

Confirm Password:

Staff Member Status:

Staff Member Type

Admins - Have complete access to everything
 Editors - Can design pages, upload photos and access the collaborate and request tab
 Staff - Can only upload and view photos

To edit these default permissions please go to [Manage Permissions](#)

EDOnline User interface:

Receive Notices:

Receive email notices about training and support resources for creating your yearbook.

Approved User

Staff User

EDOnline - full version

Receive Notices - Training resources, tips, help, etc.

Cancel

Update Profile

To allow a staff member access you must select "Approved User." If at any time you need to remove a staff member just simply click on the members name from the Yearbook Staff Page and select "Rejected."

There are three different Member Types. Administrator, Editor, and Staff User. Each member type has a different level of access to the yearbook. You can set these levels under the Manage Yearbook Account section.

Notes: Administrator has full access to all yearbook information. This option should only be used for Yearbook Advisors.

MANAGE PERMISSIONS:

Control Access!

ACCESS MANAGE PERMISSIONS:

Under Manage Permissions you can set the access level for your staff member and editors. They have been preset with our suggestions but you can update them to fit your needs at any time.

Manage Permissions

Set User Permissions:
 You can change the settings below to change what an Editor or Staff Member can see and not see when they log into your yearbook account. As an administrator you have access to all features.

Editor's Default Permissions

- Design EDOnline pages
- Upload/View Photos and Content
- View Deadlines
- Access the Request & Collaborate Tab

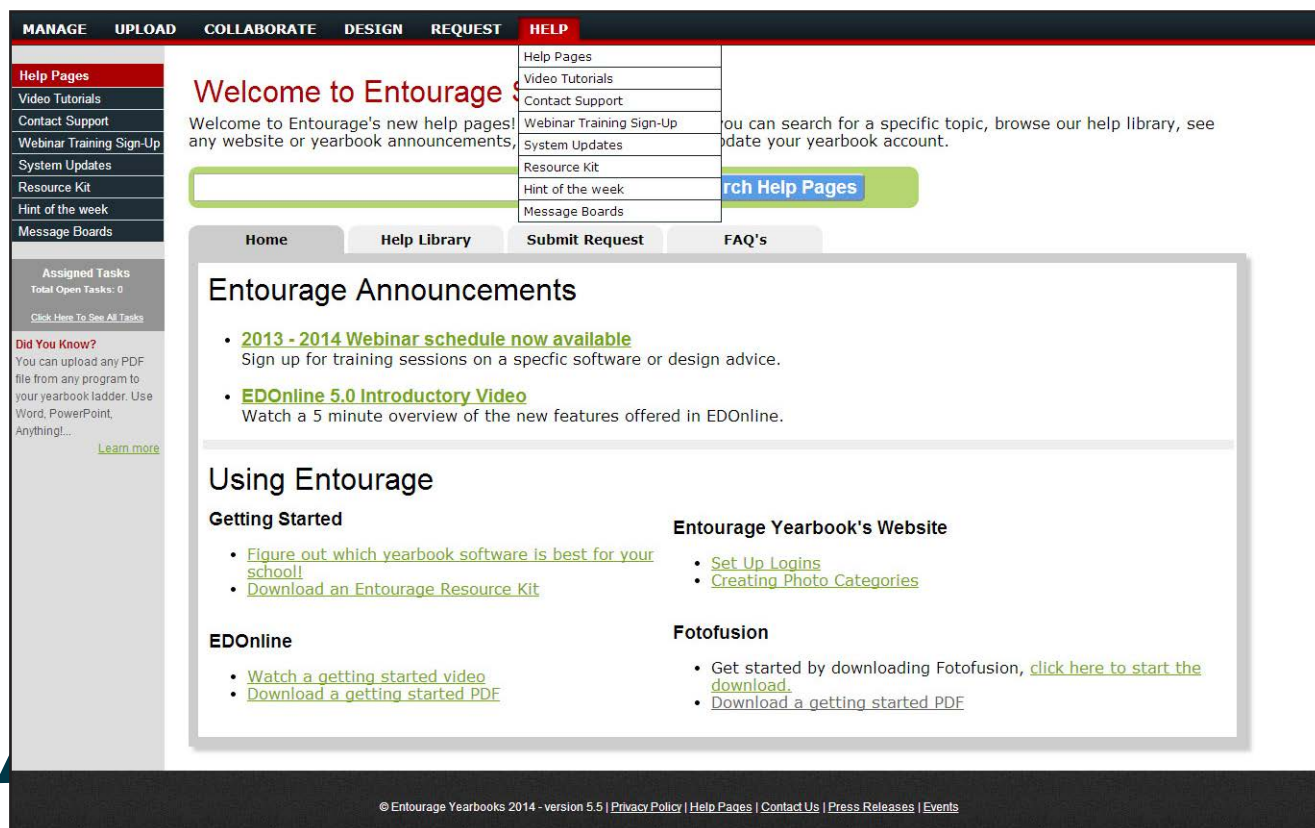
Staff's Default Permissions

- Upload/View Photos and Content
- Access the Collaborate Tab

Feature	Admins' Can Access	Editors' Can Access	Staff' Can Access
View Yearbook Account Info Allow users to view and edit their contact information, book access and login page information.	Yes	No	No
View Yearbook Deadlines Allow the user to see all the deadlines that someone sets up for your account.	Yes	Yes	No
Upload Yearbook Content Allow users to upload yearbook pages into the uploaded content section of the website.	Yes	Yes	Yes
Upload Photos Allow the user to upload photos into categories.	Yes	Yes	Yes
View Yearbook Content Uploadable Allow users to view the content that was uploaded by any user.	Yes	Yes	Yes
View Yearbook Photos Uploaded by User Only Only allow the user to see the photos they uploaded, isolate photos that were uploaded by other users from being seen.	Yes	No	Yes
Delete Photo Categories Allow users to create new photo categories.	Yes	Yes	No
View All Uploaded Yearbook Photos Allow the user to see all the photos uploaded.	Yes	Yes	Yes
Change Photo Status Allow the user to change the photo status on the Photo Page	Yes	No	No
View Yearbook Budget Sales Information Give permission to edit and view the budget and sales information for the yearbook.	Yes	No	No
View Yearbook Layout This allows a user to view the live pages of your yearbook.	Yes	No	No
Approve Non Production / Manage Staff Give permission to request a proof book, approve the yearbook for final production, and manage the yearbook staff.	Yes	No	No
Staff Yearbook Layout This allows the user to edit the yearbook under page details.	Yes	No	No
Create and Edit Book Status Allow users to create and edit status for themselves and others.	Yes	No	No
View Yearbook Status Allow the user to view the yearbook status section of the website.	Yes	Yes	No
Create and Edit Yearbook Content Using EDOnline Give permission to design and edit pages in the yearbook using the EDOnline editor.	Yes	Yes	No
Receive Emails About I will Deadlines Allow the user to receive emails when they have been assigned a task.	Yes	Yes	No
View the Collaborate Tab Allow the user to have access to the Collaborate tab.	Yes	Yes	Yes
View the Request Tab Allow the user to have access to the Request tab.	Yes	Yes	No
View User Status in Learn Allow the user to see all other users status in Learn Custom Training.	Yes	Yes	No

Cancel Submit

ENTOURAGE HELP MENU:



In the new help section you can search for a specific topic, browse our help library, see any website or yearbook announcements, submit a request to update your yearbook account, watch tutorial videos, sign up for a webinar, request or download resource materials, and view our past hints of the week.

ENTOURAGE WEBSITE | UPLOADING AND MANAGING PHOTOS

The screenshot shows the 'Upload Your Photos' page with a navigation bar (MANAGE, UPLOAD, COLLABORATE, DESIGN, REQUEST, HELP) and a main heading 'Upload Your Photos:'. Below the heading are three numbered steps in green-bordered boxes:

- 1.** Select the photo category to upload your photos to. Below this is a dropdown menu labeled '-- Choose Photo Category --'. A red button labeled 'Create New Photo Category' is at the bottom.
- 2.** Click "Select Files" to select photos from your computer. Below this is a large button labeled 'SELECT FILES'.
- 3.** Click "Upload files" to begin your uploads. Below this is a large button labeled 'UPLOAD FILES'.

At the bottom, a blue-bordered box contains 'Upload Photos Resources' and a tip: 'Tip: You can select multiple photos by holding the shift-key while selecting, click CTRL-A to select all, or hold down CTRL while selecting if you want to choose specific photos. If you are having trouble using our new Photo Upload page, click [HERE](#) to try the older version. NEW! You can now upload custom images, backgrounds, and clip art with transparent backgrounds!'.

To start managing your photo uploads, begin by creating your photo categories by click on “**Create Photo Category**” under the **Upload** tab. You can create a “Parent” category and then sub-catagories to keep you photos organized.

The screenshot shows the 'Create Yearbook Photo Category' form. The navigation bar is the same as in the previous screenshot. The left sidebar has 'Create Photo Category' highlighted. The main content area has the heading 'Create Yearbook Photo Category' and instructions: 'Fill out the form below to create a new yearbook category. Choose a "Category Parent" if you would like this to be a subcategory for a pre-existing category.' The form fields are:

- Category Name:
- Category Description:
- Category Parent:
- Category Status:

Buttons for 'Cancel' and 'Done' are at the bottom right. A 'Did You Know?' section is visible in the sidebar.

Once you have created your photo categories you can start uploading your photos. To begin, go to “**Upload Photos**” under the Upload tab. Select the category in box **1**. Then click the “**Select Files**” button in box **2** to search your computer for the images you would like to upload. You can select multiple images at once by holding the shift key. Once you have all your images selected, click the “**Upload Files**” button in box **3**.

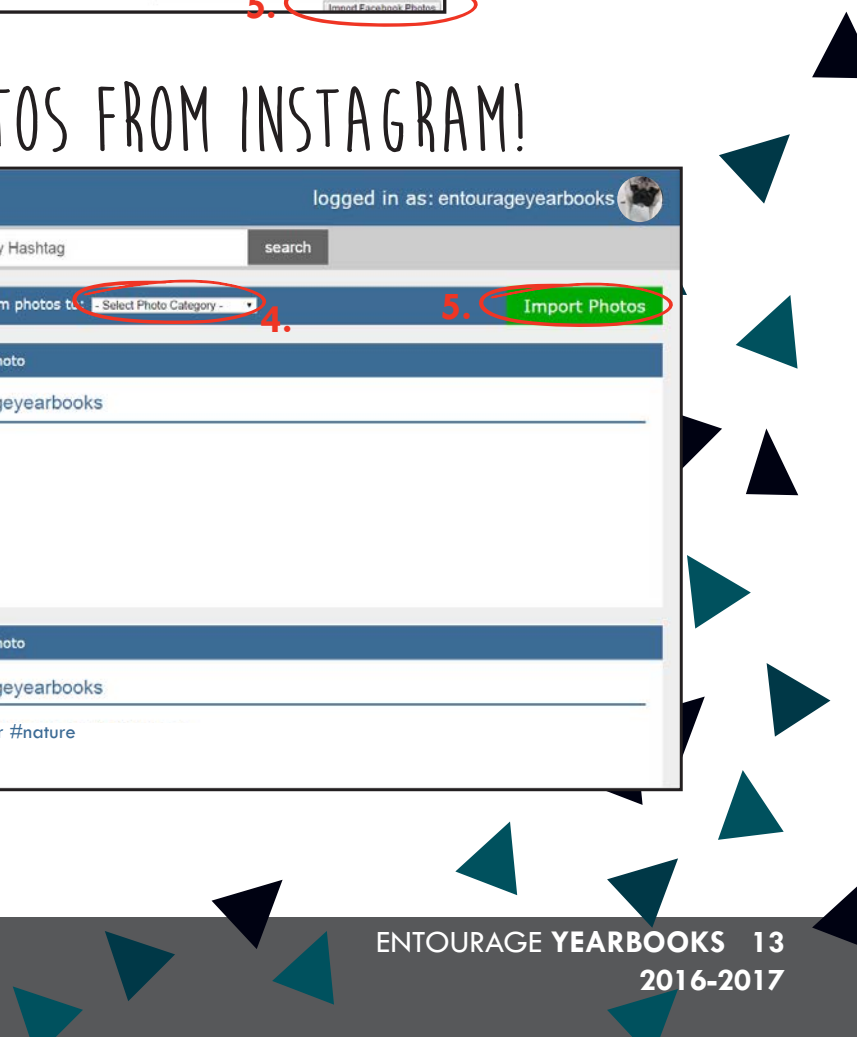


UPLOAD PHOTOS FROM FACEBOOK!

1. To start, select the **"Import Photos from Facebook"** under the **Upload** Tab. From here login to your Facebook account.
2. Select the Facebook photo category to the left you would like to import images from.
3. Select the photos you would like to import.
4. Select the Entourage photo category you would like to import your images to.
5. Click the **"Import Facebook Photos"** button.

OR... UPLOAD PHOTOS FROM INSTAGRAM!

1. To start, select the **"Import Photos from Instagram"** under the **Upload** Tab. From here login to your Instagram account.
2. You can search for photos by all your uploads, hashtags or photos that have been liked.
3. Select the photos you would like to import.
4. From the drop down menu, select the Entourage photo category you would like to import your Instagram photos to.
5. Click the Green **"Import Photos"** button.



Manage Photos
Create photo categories to keep your photos organized. Once photos have been uploaded into the categories, use this page to view photos, add captions, tag photos, like photos, move photos, and delete photos.

Photo Actions
[Upload New Photos](#)
[Email Photos](#)
[Import Previous Years Photos](#)

Select Photo Category:

File Name	Photo Caption	Photo Tag	Photo Status	Liked Status	Uploaded By	Order By
All	All	All	All	All	All	Newest

Select All Photos (0/0) | Move Selected | Delete Selected | Download Selected | Rotate Right | Rotate Left

Select a photo category from the menu above or use the filters to find the photo you want.

Create New Photo Category

- All photos - 37
- Animals - 0
- Candid - 14
- Nature - 12
- Science Fair - 0
- Student pics - 11

Email Photos To Your Yearbook

Upload photos to your yearbook photo categories using the following dedicated emails for your accounts.

Photo Category	Email Photos To
Animals	submit+293295@entouragephotos.com
Candid	submit+291177@entouragephotos.com
Nature	submit+295577@entouragephotos.com
Science Fair	submit+295511@entouragephotos.com
Student pics	submit+224837@entouragephotos.com

Copy Previous Projects Photos

First: Select a previous year to import photos from. Next: Select photo categories from a previous year. Lastly: Click the copy photos button to import them into this year's account.

Copy Photos to Anthony Test Yearbook

Previous Categories for: Anthony Test Yearbook

No Categories Found

Current Photo Categories

- Animals - (0 photos)
- Candid - (14 photos)
- Nature - (12 photos)
- Science Fair - (0 photos)
- Student pics - (11 photos)

Edit Photo Category

Category Name

Category Description

Category Parent
 Only select a parent category if you would like this to be a subcategory of an existing category.

Environmental

Photo Details

File Name: TREE3.jpg
 Uploaded: 10/5/2013 2:36:29 PM
 From: WOODHEART
 Dimensions: 415px x 278px
 File Size: 80 kb
 Status: Use

Caption

Tags
 No one has been tagged in this photo.

Likes

 Be the first to like this photo.

On Page
 This photo is being used on page 12.

By clicking on an image under Manage Photos, you can update captions, tag a photo, see the photo properties, download or delete the image.

You can click Edit to rename the category, enter a description, assign a parent category, and also allow photos to be submitted to this category via email!

Edit Photo Category

Category Name

Category Description

Parent Category
 Only select a parent category if you would like this to be a subcategory of an existing category.

Allow photos to be submitted directly into this category through email.
 You may create an alias for the category email address. This alias will replace the category ID, making the email address easier to remember.

 When enabled, photos can be sent as attachments to the following email address:
 submit+110740@entourageyearbooks.com



You can “like” any photos that has been uploaded to a photo category. Have your students like their favorites to make choosing images for your yearbook easy and fun!



Photo Details ✕

File Name	shutterstock_194717693.jpg
Uploaded	9/5/2014 11:40:14 AM
From	MISSY@ENTOURAGEYEARBC
Source	AWS-S3
Dimensions	2506 px x 1795 px
File Size	950 kb

Caption

[Update Caption](#)

Tags

No one has been tagged in this photo.

[Add New Photo Tag](#)

Likes

Be the first to like this photo.

[View Original Size](#)

[Download Photo](#)

[Delete Photo](#)

Photo Details ✕

File Name: shutterstock_194717693.jpg
 Uploaded: 9/5/2014 11:40:14 AM
 From: MISSY@ENTOURAGEYEARBC
 Source: AWS-S3
 Dimensions: 2506 px x 1795 px
 File Size: 950 kb

Caption

[Update Caption](#)

Tags

No one has been tagged in this photo.

[Add New Photo Tag](#)

Likes

Be the first to like this photo.

[View Original Size](#)

[Download Photo](#)

[Delete Photo](#)

Why tag your photos?

- Keep track of how many times a student is in the yearbook.
- Make sure every student is placed in the yearbook.
- Easily create a student index in your yearbook.

ENTOURAGE WEBSITE | USING THE YEARBOOK LADDER

Yearbook Ladder



Click on the "Submit for Production" button when you are ready to approve your yearbook for final production.
Do not submit your book for production until you are sure you have no more changes. There will be a charge for any changes made after the book is submitted.

The screenshot shows the Yearbook Ladder interface with three main sections: **Cover Details**, **Yearbook Cover**, and **Cover Status**. At the top, there are buttons for **Page Numbering**, **Spell Check Book**, **Submit For Production**, and **Preview Yearbook**. The **Cover Details** section includes fields for Cover Type (SOFTCOVER), Cover Config (2 Page Spread), Cover File, Cover Uploaded (9/3/2015 3:20:55 PM), and Cover Notes. The **Yearbook Cover** section displays a grid of images for the back cover and a larger image for the front cover. The **Cover Status** section shows Cover Status (NEW), Recommended Cover Dimensions (18.11" Wide x 12.00" Tall), and Current Cover Dimensions (18.10" Wide x 12.00" Tall), along with a **Preview / Approve Cover** button.

The screenshot shows the **Simple Page Numbering** interface. It has two tabs: **Simple Page Numbering** and **Advanced Page Numbering**. The Simple Page Numbering tab shows a preview of a page with a blue bar at the top and a red button labeled **Back To Ladder** and a blue button labeled **Save Changes**.

SIMPLE PAGE NUMBERING:
Quickly add page numbers to your pages. Choose either the outer corner or the center.

When you are ready to go to press, you need to submit your file. *

View a digital proof of your yearbook.

Preview and approve your cover file.

The screenshot shows the **Spell Check** interface. It has a title bar with a close button (X). Below the title bar, there is a **Choose Pages** dropdown menu set to **Page 1** and a **Start** button. To the right, there is a preview of a page with a picture of a bird. Below the preview, there is a **Not In Dictionary** section with a text input field and a **Skip** button. Below that, there is a **Replace With** section with a text input field and a **Replace** button. At the bottom, there is a **Suggestions** section with a **Replace All** button.

SPELL CHECK:
Useful feature to help you spell check your entire yearbook for any grammatical errors.

The screenshot shows the **Advanced Page Numbering** interface. It has two tabs: **Simple Page Numbering** and **Advanced Page Numbering**. The Advanced Page Numbering tab is active and shows a **Select Page To Edit** dropdown menu set to **ALL**. Below that, there are several input fields for **First Page Number** (1), **Font Type** (Arial), **Font Size** (14pt), **Horizontal Position** (Normal), **Start Numbering on Page** (1), **Font Color** (Black), **Page Numbering Position** (Outside), and **Vertical Position** (Normal). At the bottom, there are **Back To Ladder** and **Save Changes** buttons.

ADVANCED PAGE NUMBERING:
Choose the specific page you want to edit, the font, color and position. Using this feature makes it easy to customize your page numbering according to your background color.

****PLEASE NOTE:** The page numbers are only place on the ladder. If you are using EDOonline you will not see them in the designer.

FUNCTIONS OF THE YEARBOOKS LADDER:

1. Choose which section each page should be in your yearbook: Opening, Dividers, Student Life, Academics, People Pages, Sports, Clubs & Organizations, Ads, Autographs, Closing, Other.

2. Type in a title for your page.

3. Set a due date for your page to be finished.

4. As you and your staff work on your pages, you can update the status of each page. Blank Page, Page Placed, Update Required, Incomplete, Page Approved.

5. You can assign pages to members of your yearbook staff. Assign a single page to two members. Once a page is assigned to a staff member the task will get added to your task list and an email will be send to the staff member.

6. Leave notes for your students as they work on their pages

To view a larger image of your pages, click on a specific page you would like to view and a pop up window shows a larger view of your pages. You can zoom in even more by scrolling your mouse over the page and to the right view an enlarged version of your page. This is great for proof text!

ENTOURAGE WEBSITE | ADMIN TOOLS

Update your account information from your Entourage Yearbooks Website. Update your page and book count or your delivery date. Any changes made will be sent directly to your account manager. You can even view your price change if you decide to add upgrades to your yearbook so you can see if it is within your yearbook budget!

Manage Your Yearbook Account



Use this dashboard to update your contact information, and manage your Login Page. You can also request book spec changes. Book spec changes will not happen immediately, but pricing will be adjusted accordingly and applied to your account by the next business day.

Primary Contact Information

Organization Name: Anthony Test Yearbook

First Name:

Last Name:

Address:

City:

State:

Zip:

Email:

Phone:

Current Book Specs

Current Book Quantity: 20

Current Page Count: 40

Percent Color: 100%

Requested Delivery Date: 8/18/2017

If you need to change your delivery date, and your current delivery date is in less than a 60 days away, please contact us at help@entourageyearbooks.com.

Cover Type: Full Color Soft Cover

Book Upgrades

4x5 Foil Stamping Inside Printing

4x5 Debossing

Import Account Content

If you would like to make a clone of your yearbook content, you can do so here. Follow the instructions in the popup window to continue.

[Click Here To Get Started](#)

View Invoices

Would you like to allow ADMIN users to view and access Invoices?

Manage Your Login Page

[Confirm Account Changes](#)

Select the login page options to control what other options will appear on the login page for your yearbook account.

Yearbook Login Page Options

Include Message on login page

Write a message for students and parents on the login page

Allow people to request new user IDs for the account

Show your yearbook cover design, once it has been approved

Show book information such as cover type, page count, delivery date, etc

Show turnaround to your scheduled delivery date

Show option to pay invoice

[Confirm Login Changes](#)

Personalize your Entourage Yearbook Homepage. Pick your own image, include the option for your students to order a yearbook online, upload images, purchase ads, link your yearbook to Facebook, and include an image of your cover design to spark interest and sales! Manage your Link account options by setting a password, open or close the online store, enable ad creation, and much more!

Manage LINK

Setup My LINK Account

LINK Access Password (optional):

Only set a Link access password if you would like to control which people are able to create Link accounts for your school. Leave this option blank if you would like everyone to be able to create a Link account.

Online Store

Allow Link users to purchase the book from the online store. [Configure](#)

Allow Link users to design, purchase, and submit advertisements of various sizes to be placed in the yearbook. [Configure](#)

Link Community Website and Mobile App

Allow Link users to use the Entourage Link mobile application.

Allow Link users to post messages.

Allow Link users to view the eYearbook.

Allow Link users to view the Newsletter.

Allow Link users to view people in yearbook.

Allow Photo Upload and Content Submission

Allow Link users to upload photos that can be used in the yearbook.

Allow Link users to create new photo categories.

Allow Link users to view the photos they upload.

Allow Link users to upload videos.

Allow Link users to upload other content.

Associating Students to LINK logins

- when someone registers on LINK would you like them to claim their student by the students id or full name.

Student id Number

Student Names

[Confirm LINK Changes](#)

[Personalize Link](#)

ONLINE PRODUCTION APPROVAL FORM

ENTOURAGE YEARBOOKS [Test] Andrew Yearbook
Welcome: ENTOURAGE | Log Out

MANAGE UPLOAD DESIGN EXTRAS HELP

MANAGE Online Production Approval Form Created: 3/15/2011 4:25:25 PM

If your book is ready for Final Approval, please fill out this Online Production Approval Form. The Production department will not accept any orders for print unless you fill out and submit this form. Delivery is 3 weeks plus shipping time after submission of this form and receipt of any outstanding payments due.

Make sure the cover is approved

Enter the delivery information

The number of books can be updated and a new invoice will be sent with updated pricing.

You can choose a re-sign option. A sales rep will contact you to discuss your next project. No information will be carried over without a discussion from a sales rep.

Check these boxes to move on with the submission process.

Fill out these last fields to go through with your final production

YEARBOOK ACCOUNT COMPLETION & FILE STORAGE
Would you like to save your yearbook project in our Entourage Vault for access next year? The Entourage Vault is a service to store the photos, PDFs, and data compiled in this year's online yearbook account for your yearbook the following year.
Yes - Please Store This Yearbook For Next Year

If YES, what is the name of the contact for this yearbook next year, so we can forward access information to the material in this Vault.
andrew

Re-signing for the 2013 Academic Year! You can re-sign your yearbook account for next year and get an early start on all of our new yearbook programs, services and features.
NOT SURE - Not sure about re-signing

FINAL PRODUCTION APPROVAL
I approve of the cover and book content as specified in this online form for the [Test] Andrew Yearbook production run.

Please examine the book content and cover before submitting. Entourage is not responsible for mistakes missed during the proof process. By electronically signing this online form, you are authorizing Entourage to print the approved book content and cover specified herein. Any changes to your yearbook after this online form is submitted will result in extra charges and delays to your book delivery.

Fill in the following fields when you are ready to approve this yearbook for final production.

I have reviewed and confirmed all the information in this yearbook is correct

I certify I am authorized to approve this yearbook for [Test] Andrew Yearbook

I approve this content as the final yearbook for [Test] Andrew Yearbook. I understand that no further changes will be made and any change requested after this approval will result in additional fees and delays in production.

Comments/notes:
black and white pages are as follow 1,2,3,4,7,9

Your Electronic Signature Please enter your name and contact information to electronically sign this form and submit this yearbook for final production.

Please enter your full name: andrew
Please enter your phone number: 8889266571
Please enter your email address: andrew.schaen@entourageyearbooks.com

Back To Ladder APPROVE FOR FINAL PRODUCTION

***IMPORTANT NOTE:

Once your yearbook is approved for production you will not be able to make any changes to your file. If you find you need to un-approve, there is a fee as well as an adjustment to your delivery date which will result in receiving your yearbooks at a later date. It is very important that you are absolutely sure you are ready for your yearbook to go to press. Entourage is not responsible for any mistakes missed during the proofing process.

YOU CAN NOW APPROVE YOUR BOOK!

YOU WILL RECEIVE AN ERROR MESSAGE IF YOU HAVE NOT FILLED OUT ALL OF THE FIELDS PROPERLY.

NO ADJUSTMENTS CAN BE MADE TO THE LADDER ONCE THE BOOK IS APPROVED!

entourage [Test] Andrew Yearbook
Welcome: ENTOURAGE | Log Out

MANAGE UPLOAD DESIGN EXTRAS HELP

MANAGE Online Production Approval Complete!

Thank you for submitting your final online production approval for the [Test] Andrew Yearbook. You will receive a confirmation in the mail with an electronic copy of your final production approval form.

Your yearbook is confirmed for delivery by **Thursday, September 29, 2011.**

If you have any questions about your production approval, you can contact us at support@entourageyearbooks.com or call us at 1-888-926-6571 ext 2 (tech support)

[RETURN TO YEARBOOK ACCOUNT HOME](#)

Did You Know?
You can view our full library of online video tutorials. Great for quick tips and how-to information.

Thank You!

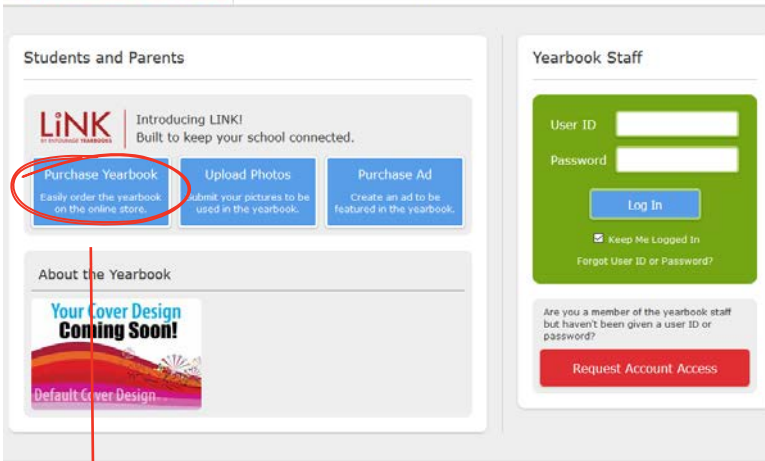
Once the Production Approval form is completed and submitted, you will see this screen.

LiNK

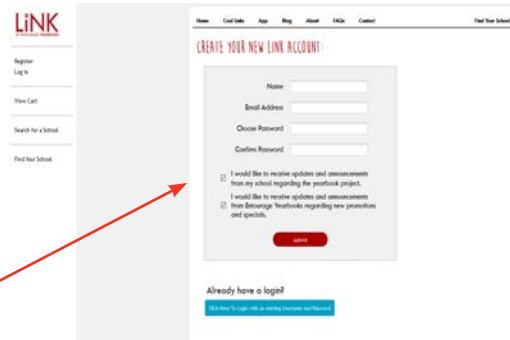
by ENTOURAGE YEARBOOKS

Link by Entourage Yearbooks is a user friendly website for parents, students, and faculty to interact with the yearbook.

ENTOURAGE YEARBOOKS Welcome to the TEST BILLY BOOK Yearbook



Parents can register a Link account by simply clicking on Purchase Yearbook on the school page, then clicking on Register at the far left. Once the information fields are filled out, hitting Submit will finish the process. Parents with Link accounts have access to all of the awesome features on this page!



User Friendly Interface

Link boasts a simple design and is easy for any user to navigate. Parents, students and faculty members can quickly access the site, and search for the school.

Upload Photos

Let your whole school community participate in the yearbook by submitting their pictures! Link allows users from your community to quickly submit their photos directly to the yearbook staff for use in the yearbook!

Online Ad Sales

Selling ads has never been so simple! Have parents and businesses log in, create, and pay for their ads themselves! Online payment and checkout in three easy steps!

Purchase Yearbooks

Link allows parents and students to quickly and securely purchase their yearbook online. The yearbook advisor and staff can track yearbook sales easily online.

Extra Security

The school and yearbook advisor can manage Link to only include the features that you want! All of the these features are optional!

ONLY FROM LINK

LiNK features some Awesome NEW Technology



Upload Videos

The yearbook staff has the option of accepting videos! The staff can even include printed QR codes in the yearbook to link to incorporate the videos into the book!

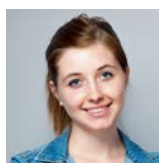
Instant Updates

NEWS FEED!

Link features a news feed to constantly update users with information about the yearbook and messages from the yearbook staff. News feed includes updates about uploads, requests for specific yearbook content, surveys, and more.

Student Features

Get the student body excited about the yearbook with Link! Students can login and see which yearbook pages they've been tagged in and how many times they're in the book.



Check out our **iPhone App** for an easier way to get your photos from your phone to your yearbook! (A good way to get parents involved to contribute photos too)

