

# DELBARTON ARCHWAY 2020

## PURCHASING A YEARBOOK AND/OR PARENT AD

Full pricing options for the yearbook (as well as parent ads) are listed below:

**Base book price: \$100**

Yearbook Options:

**Name-stamp:**

**From \$8.00**

Choose up to five icons with one line of text, or one icon with two lines of text.

### **Advertisement Pricing:**

Full page color: **\$525**

Full page black and white: **\$425**

1/2 page color: \$325

1/2 page black and white: \$225

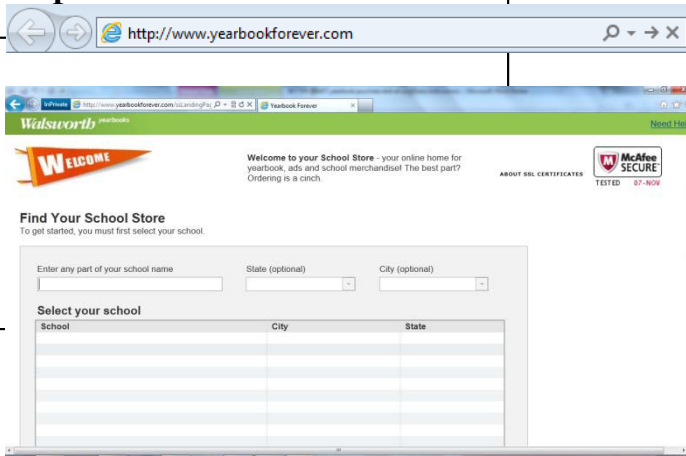
\*For detailed package breakdown, please refer to:

'Choose Your Own Options'

<http://www.YearbookForever.com>

## Step 1

Go to <http://www.YearbookForever.com>



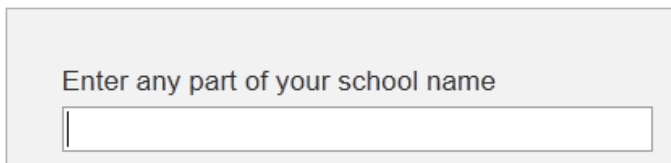
The page will load as such.

## Step 2

### Find Your School Store

To get started, you must first select your school.

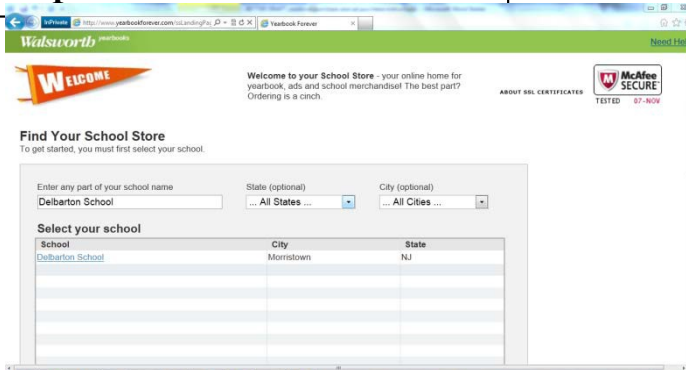
In the textbox labeled “Enter any part of your school



name”, type “Delbarton School” and hit “Enter”.

## Step 1

The page will refresh, and Delbarton School will



appear on the directly under the textbox.

## Step 4

Enter any part of your school name

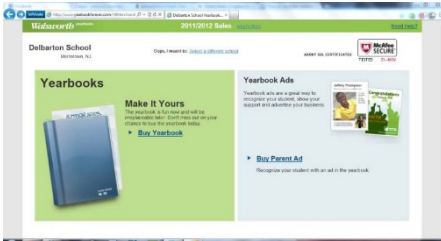
Delbarton School

### Select your school

School

Delbarton School

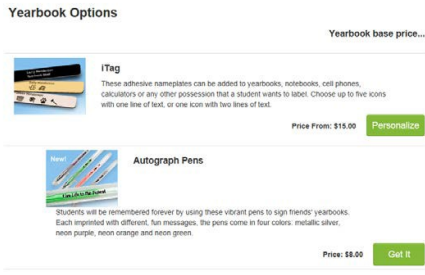
Click “Delbarton School” to reach our yearbook and ad store.



Our yearbook and ad store looks like such. To purchase a yearbook, click “Buy Yearbook.” To buy a parent ad, click “Buy Parent Ad.” These links will take you to the respective sections of our website.

To purchase a yearbook, continue with **Step 5**.  
To purchase a parent ad, skip to **Step 9**.

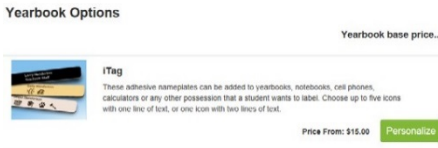
## Step 5



## Yearbook Purchase

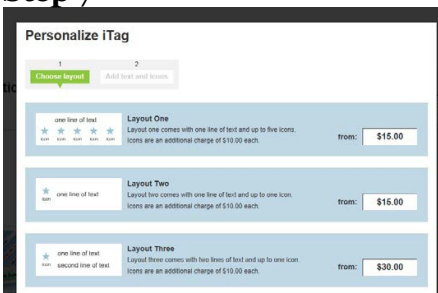
You will be prompted with the yearbook options “iTag” and Autograph Pens. iTags are adhesive nameplates for your yearbook.

## Step 6



To purchase a nameplate, click “Personalize” under the “iTag” section. Under this section, you can also purchase cover icons, small pictures pertaining to sports or extracurricular activities.

## Step 7



There are three iTag layouts.

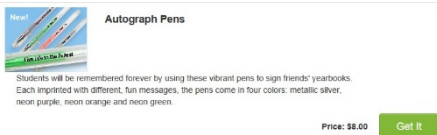
The first layout consists of one line of text and up to five icons.

The second layout is one line of text and one icon.

The third layout is two lines of text and one icon.

The iTags start at \$15, with each icon being an additional \$10.

## Step 8



**Autograph Pens**

Students will be remembered forever by using these vibrant pens to sign friends' yearbooks. Each imprinted with different, fun messages, the pens come in four colors: metallic silver, neon purple, neon orange and neon green.

Price: \$8.00 [Get It](#)

The other yearbook option is the Autograph pens. Each pen is imprinted with a different, fun message and they come in different colors. The pens are \$8 for the set.

## Step 9

How do you want to design your ad?

Have the School Design My Ad \*  
I'll provide the text and images.

[Go](#)

\* The school determines the fonts, colors and layout of the ad.

## Parent Ad Purchase

You will be prompted with the option "Have the School Design My Ad." The Archway staff will create the parent ad page based on the text and pictures you provide.

## Step 10



**Step One: Choose Color and Size**

Select Print Color:

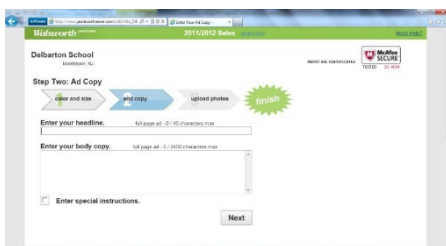
Color  
 Black and White

Choose Ad Size:

Size	Price
1/2	\$40.00
1/4	\$20.00
1/8	\$10.00

When you choose the "Have My School Design My Ad" option, you will be brought to an option screen for print color and ad size. You have two purchasing options for print color: "Color" and "Black and White." For each of these print color options, you have two options for ad size: full page and half page. Select your print color and ad size, and click "Next."

## Step 11



**Step Two: Ad Copy**

Enter your headline. Ad page ad: 40 characters max.

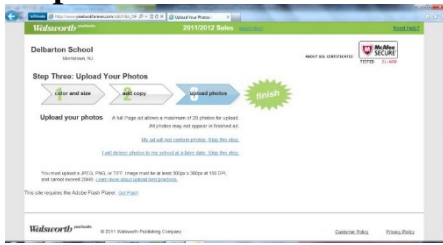
Enter your body copy. Ad page ad: 1,200 characters max.

Enter special instructions.

[Next](#)

You should now enter your headline and body copy for your ad. Headlines all have a 40 character maximum. Half page ads have a body copy character limit of 1,200 characters, while full page ads have a 2,400 character limit. If you have special instructions (e.g. photo placement), check the "Enter special instructions" box and type up your instructions. Once you are done, click "Next."

## Step 12



Here you can upload the photos you would like for an ad page. Full page ads can have up to 8 photos; half page ads, up to 4 photos. Please note the file format, photo size, and photo quality minimum requirements, as well as the maximum file size.

If you do not wish to have photos on your ad page, click “My ad will not contain photos. Skip this step.”

Once you have finished, click “Next.”

## Step 13

### Who's this for?

Please fill out the student's information so we can better manage your order.

Student First Name

Student Last Name

Grade

Next

You will proceed to the checkout page. Fill out the form, which asks for your son's first name, last name, and grade. Once you are done, click “Next” to enter your purchasing information.

**NOTE:** Once you have finished purchasing your yearbook, there will be a dialog box with the option of printing out your order confirmation. You will also receive an email of your order confirmation. You **MUST** print out one of these confirmations to keep for your records.

NO disputes will be addressed without proof of purchase.

Full pricing specifications are listed on the next page.

**Thank you for your support of the Archway.**