USING PEACHJAR FOR FLYER DISTRIBUTION

peachjar

Sumner-Bonney Lake School District employees, parent organizations, and nonprofits can use Peachjar to send digital flyers directly to staff and families. All parties submitting flyers will have final approval through the Communications Office. See below for submitting a flyer.

SUBMITTING A FLYER

If you are a District employee

If you are a District employee, such as a building secretary, and want to send a flyer to families, please contact the Communications Office if you have not already done so. The Communications Office will set you up with access to the District Peachjar account.

If you have already been set up with an account, submit a flyer by:

1. Logging into Peachjar with your email account. A magic link to log in will be sent to your email inbox.
2. Upload the flyer you have created.
3. Submit flyer and await approval from the Comms Office.

Note to employees: Please DO NOT upload flyers on behalf of external organizations. Organizations must upload the flyers themselves through their own Peachjar account.

If you are a parent/guardian

Families should automatically receive flyers from their schools. However, parents and guardians can also sign up to receive Peachjar flyers by following the steps below:

- Visit www.peachjar.com
- Click "Sign Up"
- Select "Parent/Guardian"
- Enter your information and school

If you are a nonprofit

Non-profit community organizations not affiliated with the Sumner-Bonney Lake School District are required to submit electronic flyer requests by following these steps:

1. Visit www.peachjar.com
2. Click "Register"
3. Complete the account information
4. Upload your flyer for approval

Pricing is determined by the number of school distributions an organization sends their flyers to: One flyer to 1 school is $25. One flyer to 2 schools is $50 and so on. Bulk purchases can be made for a discount.

The Communications Office will review the material and approve or deny based on compliance with School Board Policy 4060.

If you are a PTA/PTO member

PTA, PTO and Booster groups can send out flyers for free through Peachjar. To request access to upload flyers, reach out to the Comms Office at communications@sumnersd.org. The Communications Office will set you up as a volunteer uploader.

Once your account has been activated, you can submit flyers by:

1. Logging into Peachjar with your email account. A magic link to log in will be sent to your email inbox.
2. Upload the flyer you have created.
3. Submit flyer and await approval from the Comms Office.