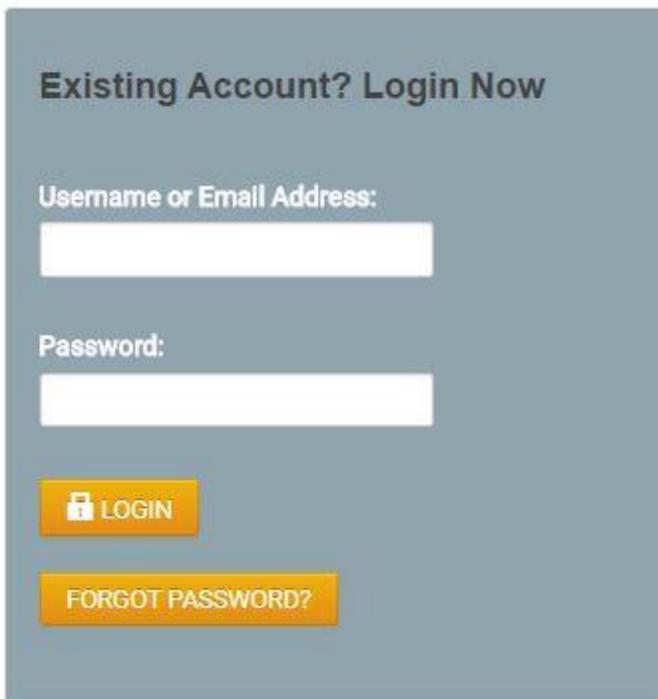


## How to Upload a Digital Flyer

If you would like to request uploading privileges, please contact your school administrator. Once uploading privileges are assigned to you, an auto-generated email is sent to you with your username and password.

### Step 1: Login

Go to Peachjar's homepage at [www.peachjar.com](http://www.peachjar.com). Click 'login' and enter your username and password.

A screenshot of a login form on a grey background. At the top, it says "Existing Account? Login Now". Below that are two input fields: "Username or Email Address:" and "Password:". At the bottom, there are two orange buttons: "LOGIN" with a lock icon and "FORGOT PASSWORD?".

Existing Account? Login Now

Username or Email Address:

Password:

 LOGIN

FORGOT PASSWORD?

Click on 'My Account' in the top right-hand corner.

### Step 2: Send a Flyer

Under the 'My Flyers' heading on the left, click 'Send a Flyer'

**My Flyers**

- ➔ Send a Flyer
- ➔ My Flyers
- ➔ Flyer Metrics
- ➔ Eflyer Templates

### Step 3: Choose a Category

Start **Category** Flyer Details Media Cart

**Send a Flyer**

Peachjar encourages schools and parent groups to post and distribute school-related, internally created flyers. You are not authorized to post flyers created by community partners. See Peachjar's [Terms of Use](#) for more information.

**Choose a Category** ?

- School
- Parent Groups
- For District Staff
- Community Events

### Step 4 Flyer Details, School Selection & Duration

Title: Enter the title of your flyer.

**Step 1: Enter Title for Flyer**

Title:

Event Location: If your event has a location, add an address and a map will be displayed.

Category: School

**Event Location:**  
This will appear on the school website where your flyer is posted.

Event Start Date: If your event has a specific date, enter the date of your event

Event Start Date:

This will assist with accessibility compliance  
(e.g. for those who are visually impaired)

Choose Schools: If you are a school uploader, this section will default to your school. If you are a district uploader, you can click on the “xx selected” and filter by school type, or manually select and deselect schools.

### Choose Schools

Country: United States Canada States / Provinces: California

Districts: Pomona Unified School District 43 selected

Selected Schools:

**Pomona Unified School District** **43 school(s)**

- Adult & Career Education
- Alcott Elementary
- Allison Elementary
- Armstrong Elementary
- Arroyo Elementary
- Barfield Elementary
- Cortez Elementary
- Decker Elementary
- Diamond Point Elementary
- Diamond Ranch High School

|                    |              |                      |                     |
|--------------------|--------------|----------------------|---------------------|
| Elementary Schools | 27 school(s) | Other Schools        | 1 school(s)         |
| Middle Schools     | 4 school(s)  | <b>Total Schools</b> | <b>43 school(s)</b> |
| High Schools       | 11 school(s) | Credits Required     |                     |

Duration: Choose the duration of your posting. Your flyer will be removed automatically after the time period expires.

Start Date: You may choose to have your flyer immediately queued for delivery, or schedule distribution for a specific date.

**Choose Duration & Start Date**

Posting & Distribution Duration:

Posting Date:  
 Immediately  Specific Date  [Learn more ?](#)

If you select a duration longer than 1 month, you will see the option to have the flyer emailed at the beginning of each 30 day period. Select this option if you would like parents to receive additional notifications.

**Choose Duration & Start Date**

Posting & Distribution Duration:

Send monthly email redistribution.

Posting Date:  
 Immediately  Specific Date  [Learn more ?](#)

## Step 5: Upload Flyer, Review Description Box & Select Calls to Action

Upload Flyer: Click “Choose file” and upload your PDF file. Flyers must be 1-4 pages in length and no more than 6MB in size.

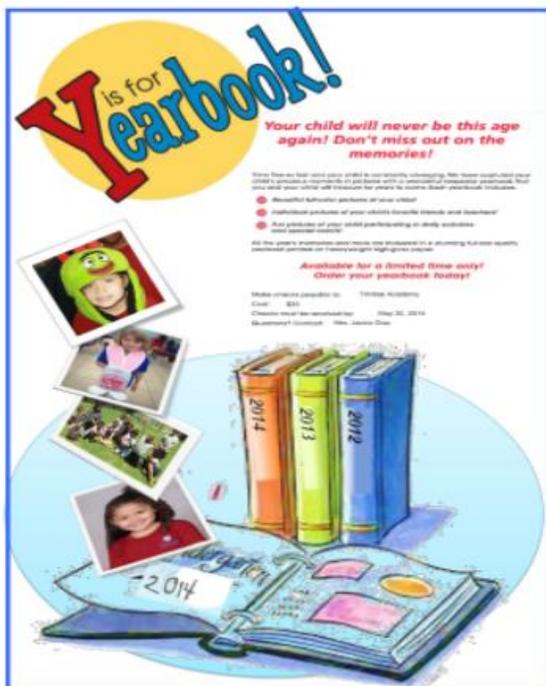


### New Guidelines

- Your flyer must be in PDF format, 1-4 pages in length and under 6 MB in size. [Learn more about how to distribute flyers longer than 4 pages.](#)
- For ADA purposes, your flyer’s text will be copied into a description box. Scanned flyers and fonts in size 12pt or smaller may not be detected by this software and may require you to manually add the text to the description box.
- For best results, create your flyer on an 8.5" x 11" document in portrait orientation.
- Embedded links within a flyer are not supported. [Learn how to include links with your flyer.](#)

Once uploaded, the text from your flyer will be copied into a description box for ADA purposes. Please review this text to ensure it matches what is on the flyer. If your flyer contains font in size 12pt or smaller, or if it is a scanned document, the software may not pick up the text. If this is the case, you can click into the box and manually add it.

test



The following text was scanned from your flyer to help meet ADA requirements. Please carefully review to ensure the flyer description is correct, and click into the box to edit as necessary.

Your child will never be this age again! Don't miss out on the memories!  
 Time flies so fast and your child is constantly changing. We have captured your child's precious moments in pictures with a wonderful keepsake yearbook that you and your child will treasure for years to come. Each yearbook includes:  
 d come. Each yearbook  
 rs to come Eulkeepsake  
 Beautiful full-color pictures of your child!  
 Individual pictures of your child's favorite friends and teachers!  
 Fun pictures of your child participating in daily activities and special events!  
 All the year's memories and more are included in a stunning full-size quality yearbook printed on heavyweight high-gloss paper  
 heaepoch rignr  
 Available for a limited time only!  
 Order your yearbook today!  
 Trinitas Academy  
 Make checks payable to  
 Cost: \$35  
 Checks must be received by:  
 Questions? Contact: Mrs. Jackie Diaz  
 May 20, 2014  
 ?01t

Maximum length 4000 characters

Select Calls to Action: If there is a website associated with your flyer, enter the URL into the "Learn More" field. If you would like to add another call-to-action in addition to Learn More, you can include "Sign Up Now", "Call Now" or "Download App".

**Learn More** **Call-To-Action**

**Learn More Button**

**Validate & Add**

To add a second Call-To-Action button (recommended), please select from the options below.

**Call-To-Action Button:**

## Step 6.

If you would like to send another flyer click 'Add Another Flyer'. If you are finished, click 'Submit Order'.

**Shopping Cart**

|  |
|--|
|  <b>Flyer - test</b> <span>Delete</span> |
| 43 school(s) for 2 months: <a href="#">show schools</a>  |

Subtotal: 0 credit

|              |                  |
|--------------|------------------|
| <b>Total</b> | <b>\$0.00 US</b> |
|--------------|------------------|

**Add Another Flyer** **Submit Order**