

Do you yearbook? We do.

DANA GORMAN

703.407.1357 dwgorman@herffjones.com

KARA PETERSEN

703.447.5041 kpetersen@herffjones.com

Name Plate/Name Stamp List due 1/15/10 Instructions for Submitting the List in Excel

PREPARE YOUR NAMES

1. Make sure all of your yearbook orders are entered into Excel. Include any free books that get nameplates (adviser, principal, etc.).
2. If you use the Buy the Book to supplement your own sales, you must download your orders from the Order Center (see instructions below) and enter them onto your Excel file now.
3. Copy and paste the names of those who have ordered nameplates into a new document so the ONLY thing you submit to the plant is Name plate information (no check numbers, sales amounts, etc). Name the new file "Job Number-NameplateList.xls" EXAMPLE: 4770 - NameplateList.xls
4. If you sell Marks (the little pictures on the nameplate), be sure you have them recorded on your spreadsheet. You must record both the Mark name and the Mark code. Column titles on your spreadsheet should be NAME, MARK 1, MARK 1 CODE, MARK 2, MARK 2 CODE. For a list of acceptable names and codes, see the next page. Note that that the codes are case sensitive.
5. Clean up any names that aren't appropriate. For example, "Erinn Hotness Harris" may not be acceptable as a nameplate for your school. Furthermore, if someone's nameplate is "Superman's Twin," you won't know who to give that nameplate to later.

SUBMIT YOUR REPORT

1. E-mail your Excel list to Debbie (dadrobena@herffjones.com) and copy Kara (kpetersen@herffjones.com)
2. The subject of your email should be "Job Number - Nameplate List" EXAMPLE: 4770 - Nameplate List





DOWNLOADING FROM ORDER CENTER

1. Go to www.yearbooks.biz
2. Click on YBAccess in the upper right corner.
3. Enter your username and password. (Your username is your first and last names with no spaces, all lowercase. For example, John Smith's login is johnsmith. If you cannot remember your password, click on the Forgot My Password link and you will receive an email reminder.)
4. The next screen is an Order List. You should see an order number like this: 12345-000-2010. The first number is your job number. The three zeros indicate the main yearbook (versus a supplement). The final number is the year of publication. Click on this number to proceed.
5. To access your Order Center sales report, click on Yearbook Information in the column to the left.
6. Click on Order Center info.
7. Below the block of red writing are buttons. Choose "Distribution List." You will have to manually enter each sale into your Excel file.

Name Plate Mark Options






If you are buying a package that includes a Mark, please select the Mark you would like on your Name Plate by checking the box to the right of the Mark. If you are buying a package that includes two Marks, check two boxes.

<input type="checkbox"/> 20 07 7	<input type="checkbox"/> 20 08 8	<input type="checkbox"/> 20 09 9	<input type="checkbox"/> 20 10 0	<input type="checkbox"/> 20 11 1	<input type="checkbox"/> 20 12 2
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