

# YEARBOOK FAQ

## **Where do we buy the yearbook?**

We only sell the yearbook online through the Pictavo Community portal. You need to create an account in order to access the site. You need to go to: [www.commpe.pictavo.com/login](http://www.commpe.pictavo.com/login)

## **What is the Personalized Cover?**

It is a new feature in which we put your kid's name on the yearbook cover. This is the first year that we offer this personalization, we are really excited about it.

## **What other products can I buy?**

You can buy recognition ads in different sizes and business ads also.

## **What is a recognition ad?**

It is an ad that you can personalize to surprise your kids and create a unique gift for them to cherish. We have 3 different sizes available for sale. This year we lowered the prices to make them more accessible. You can design the ads in the same website. The deadline for the purchase and design of the ads is around the end of February 2021 and we only have set number of ads available for sale.

## **When will we receive the yearbook?**

We normally deliver the yearbooks around mid-May, if we can deliver to the kids at school, we will or we will set up a pickup procedure closer to that time.

## **Why we have to buy the yearbook before it is ready?**

Pre-sales help us determine how many books we will send out to print. Also, you benefit from a generous early bird discount. We have sold out two years in a row, so our recommendation is to buy it as soon as we open the sale.

## **How do I know if my kid's picture is in the yearbook?**

We make sure all kids are in the book. We have the class picture and the portraits of all of them. But we count on the parents to upload pictures of their kid's class activities, field trips and celebrations.

## **How do I upload pictures to be in the yearbook?**

You login into your Pictavo account ([www.commpe.pictavo.com/login](http://www.commpe.pictavo.com/login)) and go to "upload pictures". There you select the folder where your pictures go and follow the system, it is really easy. We have a how-to video to help you in this process if you need additional help.

## **What are the specifications for the pictures?**

We need good quality pictures. Camera or Cellphone pictures are great, make sure the HDR is on and it is at least 200dpi. Close up pictures are preferred. This year only we accept single kid's pictures.

## **Are all the pictures I upload going to be in the yearbook?**

We receive hundreds of pictures for consideration, we normally try to use all the pictures if we have room and they are what we need.

## **How do I know if I already bought the yearbook?**

You login into your Pictavo account ([www.commpe.pictavo.com/login](http://www.commpe.pictavo.com/login)) and go to "your account", "order history".

**Still have a question? Email us to [yearbookmanatee@gmail.com](mailto:yearbookmanatee@gmail.com)**