ENTOURAGEYEARBOOKS
GUIDE TO GETTING STARTED

Welcome to Entourage!

1.

We know that building a yearbook can be stressful and we want to make this process as easy and effortless as possible for you. One of the most important habits to follow when starting your yearbook project is to use the tools that are made available to you and to follow the schedule of deadlines that we present to you from the very beginning. These tools and services are included in the price of our books, so take advantage of them! The yearbook kit is put together with our schools in mind and is designed to help anyone from a novice to an expert produce and publish a beautiful yearbook!

Welcome Packet

To help you get started we have compiled this Welcome Packet that goes over how to access resources to begin your project.

If you haven't already, you should receive an invoice from our billing department shortly. Once the initial deposit is made, you will have access to the online designer and we'll send you a resource kit in your e-mail.

Important Contact Information

2.

Entourage Yearbooks has designed the most elite support system in the industry. Various specialized departments are able to assist you in every aspect of your project.

SALES 888-YBOOKS1 (926-6571) EXT 1 sales@entourageyearbooks.com	**Specializes in:**	Contracts Pricing Upgrades
SUPPORT 855-YBKS-NOW (925-7669) help@entourageyearbooks.com	**Specializes in:**	Tech Support Training
BILLING 888-YBOOKS1 (926-6571) EXT 3 billing@entourageyearbooks.com	**Specializes in:**	Payments Online Order Information

Payment Information/Production

There are several key deadlines for your project throughout the year. They are scheduled based on the amount of time between the creation of your account and the Final Approval Deadline. There are deadlines for both book materials and payments.

PAYMENT DEADLINES

It's important to be aware of your payment deadlines to avoid delay in the production of your books.

- **First Deposit** is due at the beginning of the contract. We recommend paying as soon as possible to maximize your services early.
- **Final Payment** MUST be paid upon final approval! You will not be able to sign off for production unless this payment is made. If paying by check, we recommend sending the check two weeks prior to signing off for production. Please retain check information in the event there is a delay in Entourage receiving the check.

PRODUCTION DEADLINES

- **Cover/Promotion Submission -** Cover design and any promotions submitted and approved for production
- **Final Approval -** Files approved for production
- *Missing the FINAL APPROVAL DEADLINE will result in pushing back the delivery date or rush fee.*

VIEWING THE DEADLINE SCHEDULE

- Go to www.entourageyearbooks.com and log in
- Go to Manage Deadlines in your side nav bar to view your deadline.

If you would like to change your delivery date please contact your rep, or our support team at help@entourageyearbooks.com or 888-926-6571 ext.2

MANAGE   UPLOAD   COLLABORATE   DESIGN   REQUEST   HELP

Yearbook Home
Manage Account
Manage Ladder
Manage Staff/Users
Manage Photos
Manage Uploads
Manage Tasks
Manage Deadlines
Manage Yearbook Sales
Manage Online Ad Sales
Manage Student Data
Approve For Production
Manage Invoices
Manage Permissions
Manage EDO Page Locks

Manage Deadlines

Below is a list of all the key yearbook deadlines that Entourage suggests you follow to successfully deliver your yearbook on a time-line for your project. **Confirming a deadline on this page will notify your account manager that you have completed proof materials.** If you would like to request a proof click here.

Key Deadlines	Due Date	Days U
Initial Deposit:	10/4/2014	
• Gets your software activated		
Cover Submission:	1/24/2016	
• For any hard cover, soft cover, foil stamps, dye-cuts or any other cover embellishments		
• Missing the cover deadline for the any of the above will result in loss of the embellishment and/or delay in production of the book		
• Final approval of the cover (no changes can be made to the cover at this time)		
Final Approval:	4/17/2016	
• Approval of your book is done from the ladder by pressing "Submit for Production		
• Missing the final approval deadline will result in the delay of the delivery of your books		
• If this date is missing, you will receive the next available delivery date		
• Rush fees maybe be applied to your account if your approval date has passed (noted during approval process)		

Assigned Tasks
Total Open Tasks: 0
Click Here To See All Tasks

Getting Started with the Entourage Website

4.

The Entourage Website is available as soon as you sign! A default login will be sent to the Primary Contact on the account. **NO DEPOSIT IS NECESSARY TO ACCESS THE ENTOURAGE WEBSITE.** Begin setting up your staff and gathering images and materials right away!

LOGGING IN

Go to www.entourageyearbooks.com

IF YOU HAVE A LOGIN
• In the upper-right corner, select Log In, enter your User Name and Password and click Login.

***User ID and Passwords for the Primary Contact are emailed within 24 hours of signing, please contact the Support Team if you did not receive the e-mail.**

IF YOU DO NOT HAVE A LOGIN
• From www.entourageyearbooks.com
  Click **Find Your School**
• Enter the name of the school and click Search
• Click the link with 2016 in the yearbook title
• Click the red **Request Account Access** button and fill in your information.

Please allow 48 hours for processing, Entourage needs to verify new login requests with the Primary Contact.
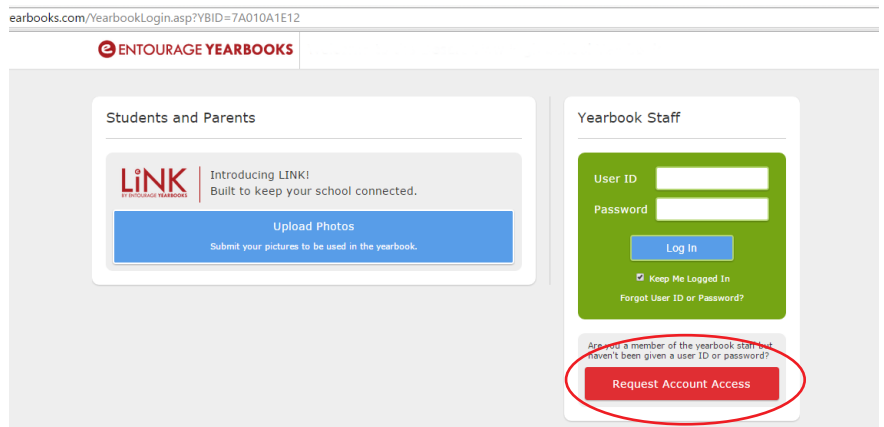
WEBINARS/ONLINE LEARNING
Training Guide

5.

Entourage Yearbooks recommends getting familiar with the website and starting training as soon as you can! To help get started there are three great options for training. Call the Support Team if you have any questions!

WEBINARS

Live Online Demos

To Sign Up:
• Log in to your Entourage Account
• Under the HELP Tab, click Webinar Training Sign Up
• Click on the webinar of your choice and submit your information.
• An e-mail with the conferencing site access codes is sent 15 minutes before the start of the webinar.

ALL WEBINARS ARE EASTERN STANDARD TIME

LEARN

Online Certification & Walkthroughs

To Access:
• Log in to your Entourage Website
• Under the COLLABORATE Tab, click LEARN
• Click Course Selection to choose the lesson

Track progress of your own and check on teammates to make sure everyone is comfortable!

Great for team training and available anytime!

VIDEOS

Step by Step Instructions

To Access:
• Log in to your Entourage Website
• Under the HELP Tab, click Video Tutorials
• Choose a video from the main list or choose videos for a specific software by selecting the software on the left.

Available anytime and great for getting instruction on specific functions! Also access videos by clicking the video icon!

Setting Up Staff/Manage Permissions

6.

The Login ID for the Primary Contact is usually sent within 24 hours after your account is set up. After you receive your login you are welcome to edit your password, set up additional staff members, and manage login permissions!
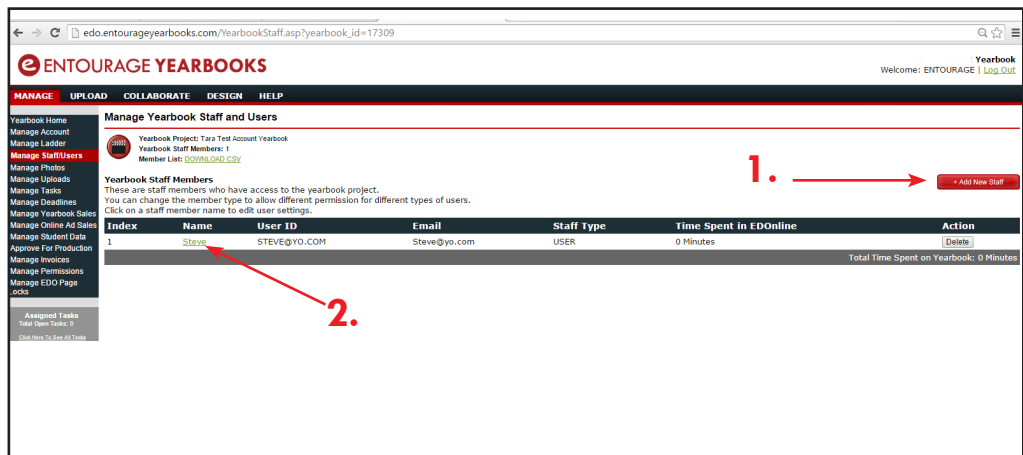
MANAGE STAFF
Add, Monitor, and Edit Your Staff's Login Info!

ACCESS MANAGE STAFF:
- Login to your yearbook account
- On the left, click Manage Staff

1. Click the red button to add a new staff member
2. Click the name of the user to edit their information
3. Click Delete to remove a user ID

3 Levels of Logins:

1. ADMIN - Recommended for Primary Contact and those who need access to billing information

2. EDITOR - Recommended for staff needing access to designer and ladder

3. USER - Recommended for those needing only limited access, such as uploading photos
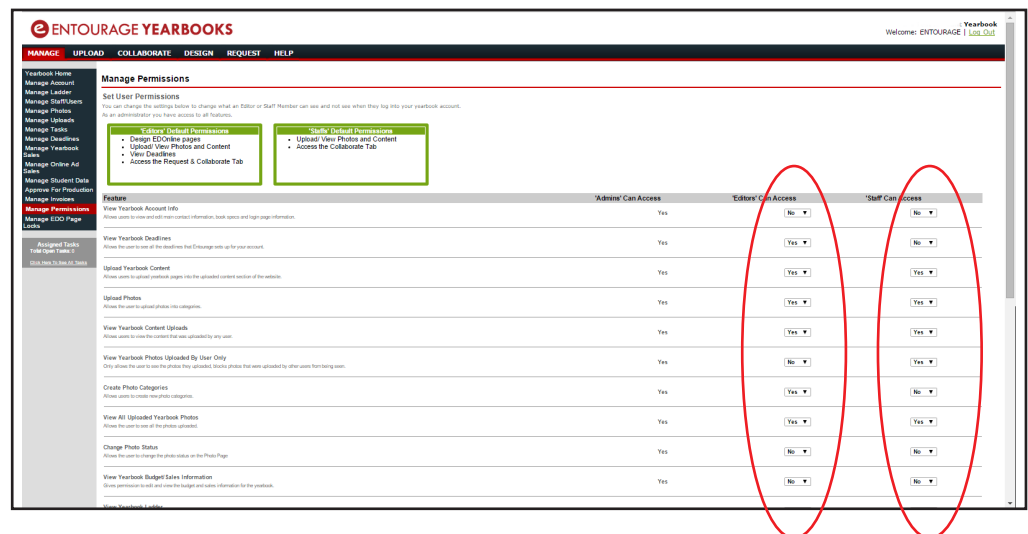

MANAGE PERMISSIONS
Control Access!

ACCESS MANAGE PERMISSIONS:
- Login to your yearbook account
- On the left, click Manage Permissions

Turn Permissions for each type of login on and off!

Resource Kit

7.

From the Help tab you will find digital copies of the Entourage Resource Kit to help jumpstart your project. You can download these for free or you can request physical copies under the Request Tab > Yearbook Kit

THERE ARE 3 KITS AVAILABLE FOR REQUEST:

1. Resource Kit with Printed Yearbook Ladder Poster
2. Resource Kit
3. Digital Yearbook Kit (costs no design points)

The printed resouce kit costs Design Points (Entourage Points) which depending on your program may be available for you for free.
Please call your sales rep to find out more on design points!

Our Digital Kit, once requested will be emailed to you and then you can use the link within your email to download the available resources- such as clip art and backgrounds.

THE RESOURCE KIT INCLUDES:

- Software User Guides

- Creating Great Yearbooks Guide

- Best Template Selection Ever!

- Pre-Designed Covers

Setting Up Online Sales

Entourage Yearbooks is happy to provide our Online Sales Service! Online Sales can help boost orders by giving parents an easy way to pay. The service also allows for easy tracking and monitoring!

ACCESS ONLINE SALES:
- Login to your yearbook account
- On the left, click Manage Yearbook Sales

1. **Set Up Online Sales-** Choose the options best for your school and to customize

2. **Track Yearbook Sales-** View order details and upload check or cash order records

3. **Track Ad Sales-** Track and monitor ad sales and projects if the feature has been turned on. (See the Manage Online Ad Sales tab on the left for set up)

4. **Sales Statistics-** Overview of current progress

5. **Online Sales Policies-** Details of Entourage Online Sales Policies

*Entourage takes 11% of overcharge on books sold online. The percentage is ONLY taken on profit added.
For example: Entourage price: $15, Online Sales price chosen by school: $20, 11% taken from $5 overcharge.

IMPORTANT: Please view the Online Sales Policies before setting up your sales.

ONLINE SALES SET UP SCREEN:

ALL OPTIONS CAN BE UPDATED ANY TIME!

Select **Yes - Sell Our Yearbooks Online** to start setup

Set Price

Set Deadline

Set Shipping Preference

Enable Upgrade Packages and Personalization

Add text for shopping cart

Select Required Information

Choose or upload an image for the shopping cart
Example- Your school's cover design!

URL for emailing or posting to your school's website

Click Submit to launch!

Collecting and Organizing Content

9.

Entourage provides a myriad of online services to help your team gather and organize content! EDOnline users can upload content in Manage Photos and Manage Uploads to use in their pages and desktop software users can use the features to collect images and content from staff, students, and parents! The photo uploader and category creation are available right away.

UPLOAD OPTIONS
Easy Options to Upload and Import Content

UPLOADING OPTIONS:
All options for uploading can be found under the Upload Tab!

To Access:
• Login to your yearbook account
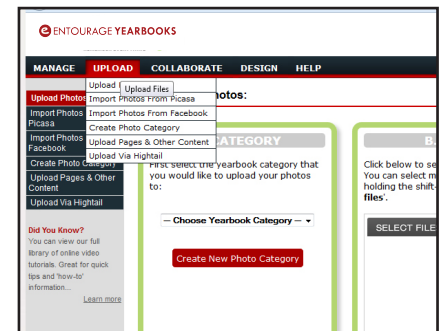• At the top, click the Upload Tab

UPLOAD PHOTOS- opens the photo uploader, for JPEG and GIF images only

IMPORT PHOTOS FROM FACEBOOK- (requires Facebook login)

CREATE PHOTO CATEGORY- create Categories for photos to be uploaded

UPLOAD PAGES & OTHER CONTENT- upload full PDF pages or cover to insert in the ladder

UPLOAD VIA HIGHTAIL (Formerly YouSendIt)- upload large files

UPLOADING PHOTOS
Two Options to Upload Pictures to Categories

To Upload Pictures:
• Create photo categories (See Manage Photos on the facing page)
• Click Upload Photos in the Upload Tab or in Manage Photos

There are two choices to upload photos:

1. Single Image Uploader- allows up to 10 images at a time to be uploaded separately. The best way to upload large images (over 4 MB per image)
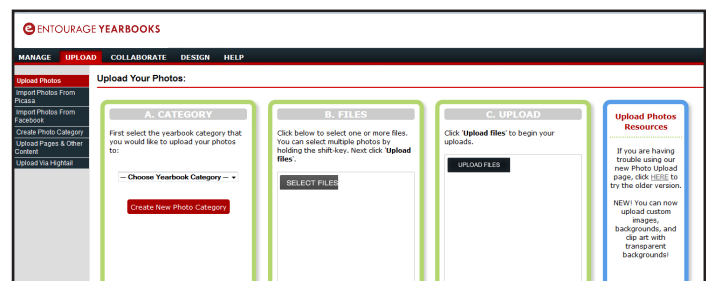
2. Multi-Image Uploader- allows entire folders to be browsed for and uploaded together. We recommend batches under 50MB.

TIP
You can also upload photos right from the designer while working on your yearbook project!

1.
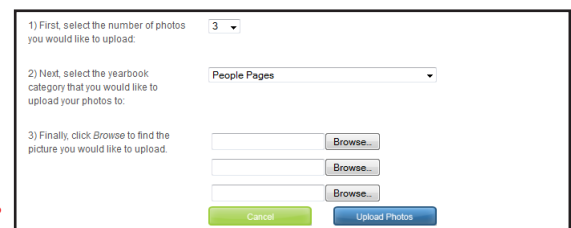
2.

MANAGE PHOTOS
## Creating Categories, Uploading and Organizing Photos

Click Manage Photos on the left to access the organizational tools

1. Upload Photos- access photo uploaders

2. Create New Category- click and follow the prompt to create a new category

3. Photo Categories List- click the category name to view the images

4. Social Media Integration- click on the Facebook or Instagram logo on the top right to use photos from social media in the yearbook

5. Category Details- click on a photo and a pop up window will appear with the Photo Details (see bottom image)

6. Category Editing Tools- when you click on a new category you have the ability to Edit, View Details, and Download the entire category

7. Download Photo Tool- download all photos or just the ones marked New, Use, Consider, or Discard
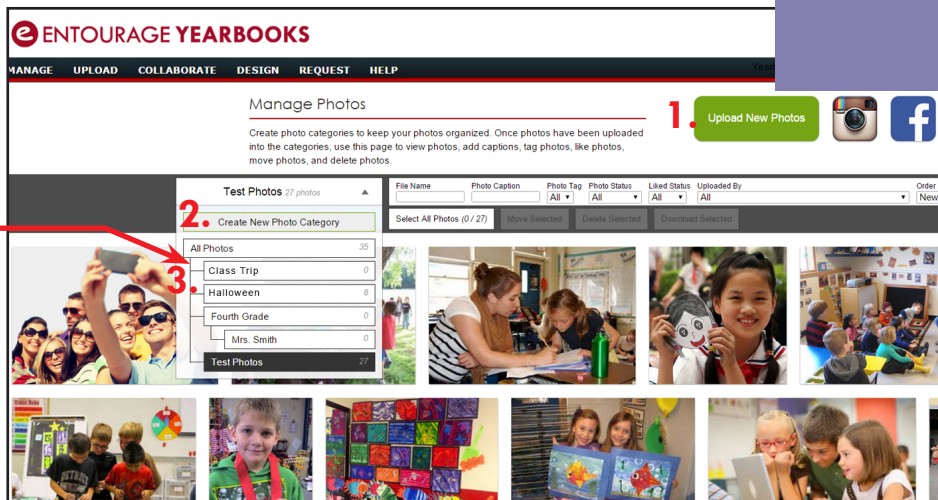
Click a Photo Thumbnail in a Category to Edit the Photos Individual Attributes

A. Image Data- details on size, dimensions, and date uploaded

B. Photo Status- edit a photo's status by changing it to New, Use, Consider, or Discard

C. Who is in this Photo- tag faces with names

D. Caption- add a caption or instructions

E. Move Photos- move an image to a different category by clicking on the photo and selecting the check box in the corner and use the white buttons on top to move the photo to a different category

F. Delete Photo
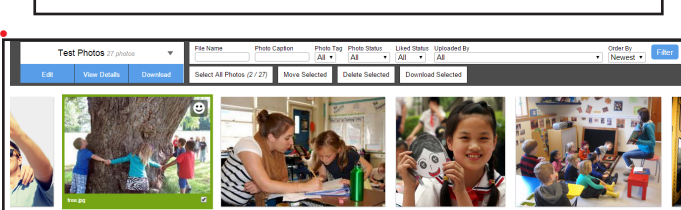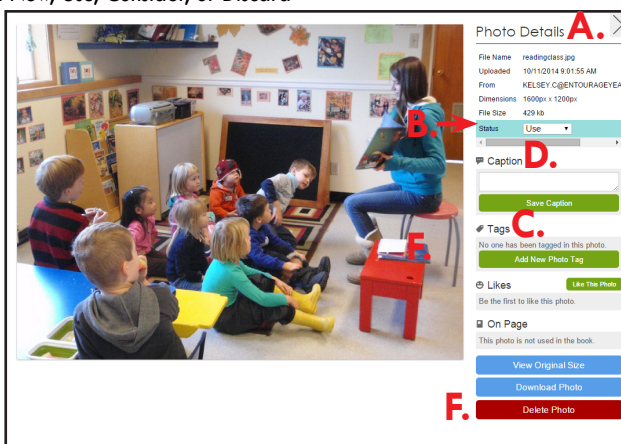
**G. Photo Use-** see where an image is in the book

MANAGE UPLOADS
PDFs, Excel Sheets, Documents and More!

To Upload Other Content:
- Click the Upload Tab and choose Upload Pages & Other Content
- Click Browse and select a file to Upload
(Use Upload via Hightail option for files over 30MB)
- Select Content Type
- Change Content Context if necessary
- Click Upload File

Uploaded Content can be viewed, downloaded, and placed in the ladder in the Manage Uploads Tab on the left. Only PDF files can be placed in the yearbook.
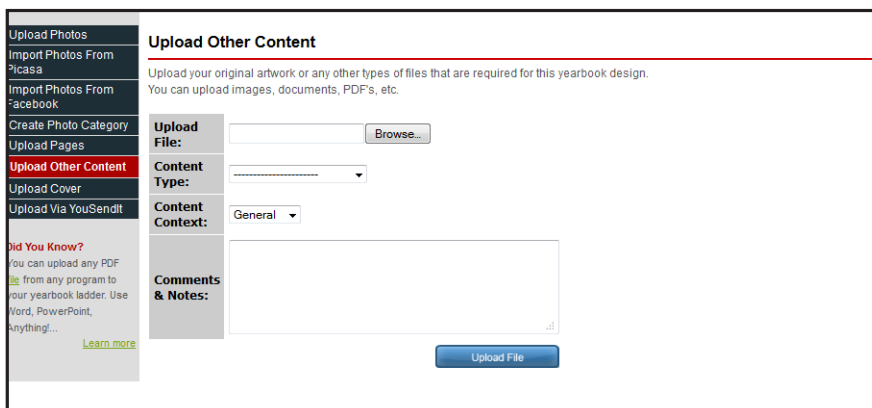
INTRODUCING

LiNK

by **ENTOURAGE** YEARBOOKS

Link by Entourage Yearbooks is a user friendly website for parents, students, and faculty to interact with the yearbook.

ONLY FROM LINK

LiNK features some Awesome NEW Technology

Upload Videos

The yearbook staff has the option of accepting videos! The staff can even include printed QR codes in the yearbook to link to incorporate the videos into the book!

Instant Updates NEWS FEED!

Link features a news feed to constantly update users with information about the yearbook and messages from the yearbook staff. News feed includes updates about uploads, requests for specific yearbook content, surveys, and more.

Student Features

Get the student body excited about the yearbook with Link! Students can login and see which yearbook pages they've been tagged in and how many times they're in the book.

User Friendly Interface

Link boasts a simple design and is easy for any user to navigate. Parents, students and faculty members can quickly access the site, and search for the school.

Upload Photos

Let your whole school community participate in the yearbook by submitting their pictures! Link allows users from your community to quickly submit their photos directly to the yearbook staff for use in the yearbook!

Online Ad Sales

Selling ads has never been so simple! Have parents and businesses log in, create, and pay for their ads themselves! Online payment and checkout in three easy steps!

Purchase Yearbooks

Link allows parents and students to quickly and securely purchase their yearbook online. The yearbook advisor and staff can track yearbook sales easily online.

Extra Security

The school and yearbook advisor can manage Link to only include the features that you want! All of the these features are optional!

Check out our **Iphone App** for an easier way to get your photos from your phone to your yearbook! (A good way to get parents involved to contribute photos too)