

Instructions for Purchasing Your Yearbook Online



1. Go to community.pictavo.com
2. You will need to create an account before finalizing your purchase. **Or**, check out as a guest!
3. When ready to shop, choose **SHOP YOUR SCHOOL** as shown here.
4. You will see options for "Find Your School"

5. Select State, City, and School

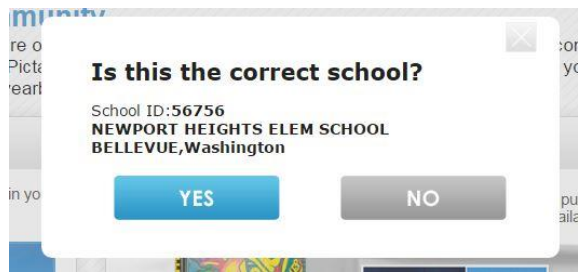
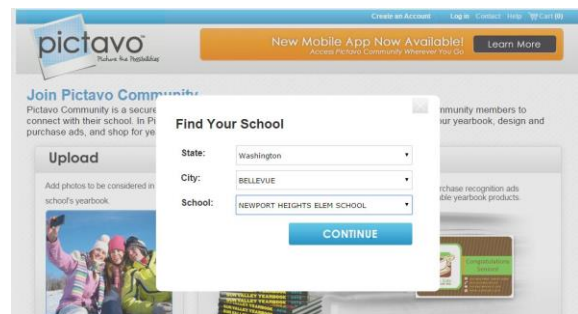
6. Click CONTINUE

8. Click YES to confirm the correct School ID and School name/district

9. After confirming the correct school, you will get a new SHOP screen with the choice to select the YEARBOOKS category.

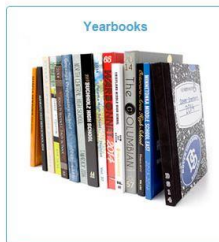
10. Select YEARBOOKS

12. Select the ORDER button when you are ready to place your order



You are shopping: NEWPORT HEIGHTS ELEM SCHOOL

Shop



2015-2016 Yearbook

\$18.00

Item No: 01-56756-01
Order your yearbook now for lifelong memories!

ORDER

13. Select the ADD TO CART option

14. Please use the STUDENT's first and last name, unless you are not purchasing on behalf of a student.

15. In the drop down menu, select the student's grade

16. Select the CONTINUE button

17. You will see a list of items in your shopping cart

18. When you are ready to complete the purchase, choose the CHECKOUT button and follow the steps provided.

19. Problems with online orders must be addressed through Pictavo Customer Service