Step 1: Type link.entourageyearbooks.com into your web browser. It is recommended to design and purchase your ad on a computer instead of a smartphone, as not all functions on this site are currently available through smartphone. Once on the main site page, enter the name of your school under the **School Name** search field. Make sure the school has the correct year, and if your school does not appear, please contact your school to confirm whether the ad sales are available.
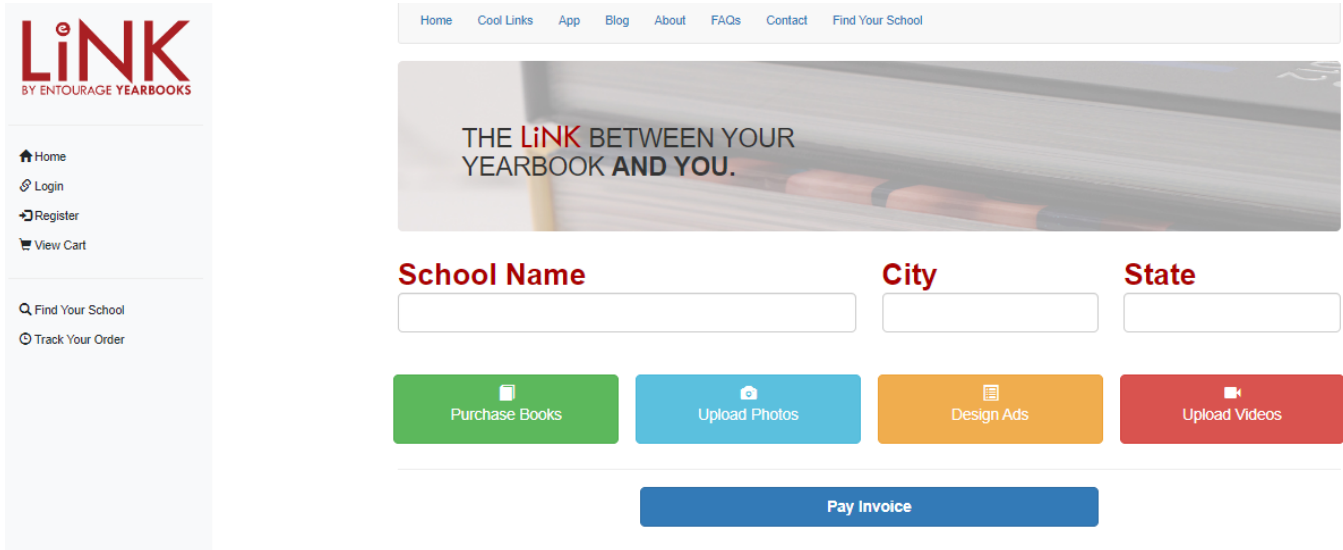
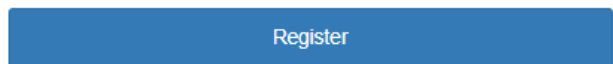**Step 2**: Choose **Buy Ads** under the **Purchase** section on the school page.
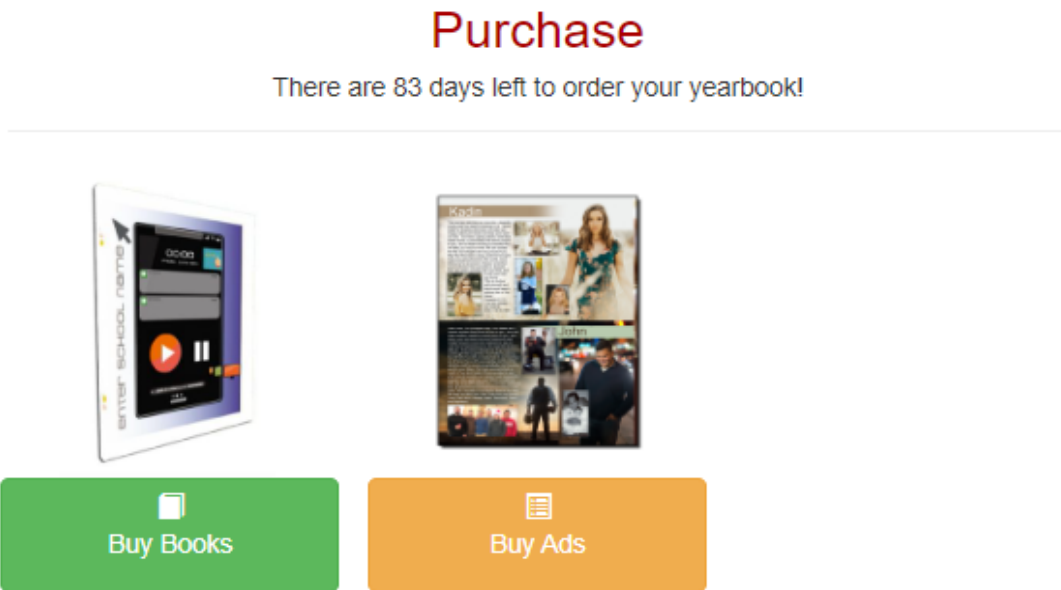
Step 3: Login with your existing LiNK username and password, or register as a new user!
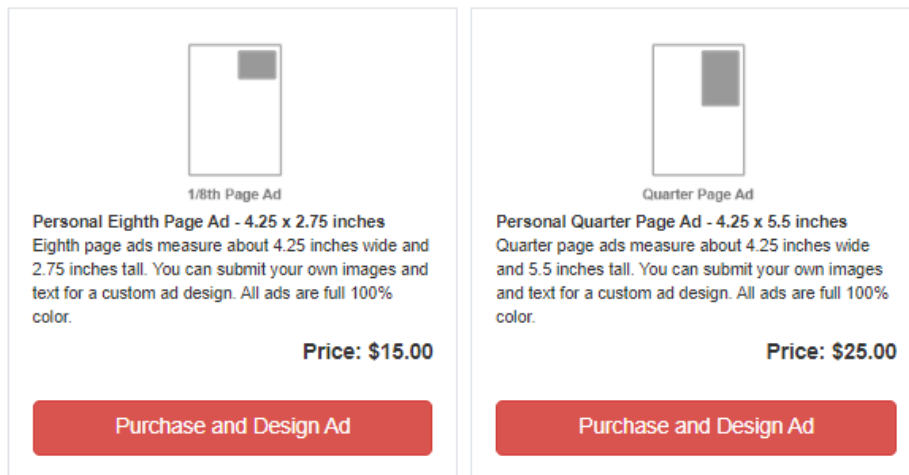
Step 4: Select the red **Purchase and Design Ad** button beneath your desired ad size to begin designing. If you have previously started designing and did not finish an ad, you can select the blue **Go to my Started Ads** button underneath the ad choices.
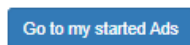

Step 5: Once you have chosen your ad size, our ad designer will load. If this designer does not load, please make sure that you are using Google Chrome or Firefox as your browser, and that you have a strong internet connection. The first item that will appear when the ad designer loads successfully are the **Insert Template Menu**. Choose the template that you would like to use and it will load in your ad.
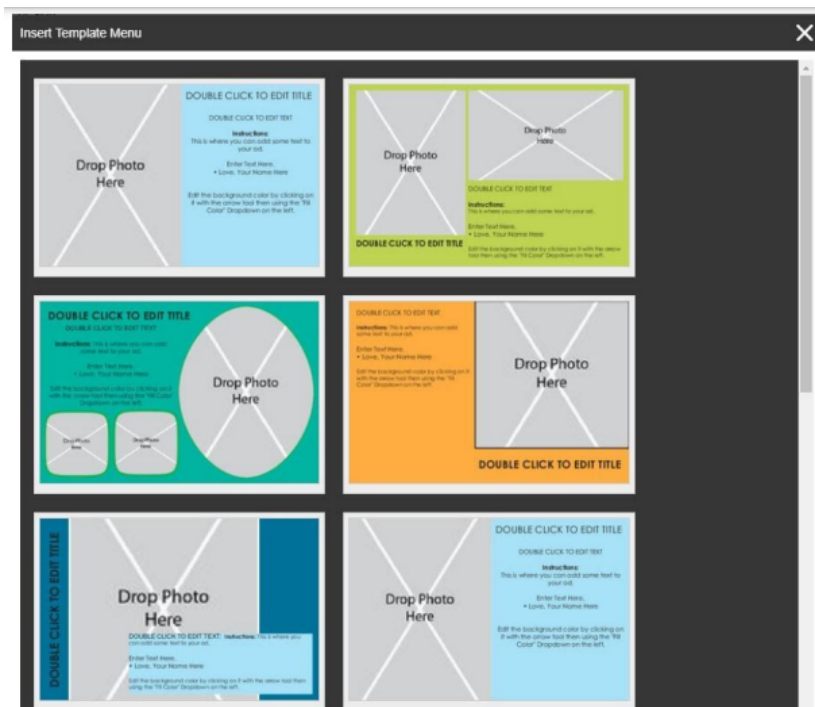

Step 6: Finish Designing Your Ad! To complete your ad, you can add photos, text, clip arts, and more. There are also useful tools to change the color and style of your text and background.

To edit the text in the template text box, double click on the text shown. You can then type in the text box as you'd like. A **Quick Menu** appears at the top right side of the designer when you have the text box selected. This is where you can change the font, size, and color of your text. You can also change the shape and size of

the text box by clicking and dragging the blue circles on the corners of the text box. You will want to make sure to delete the sample text in the text box before submitting the ad!
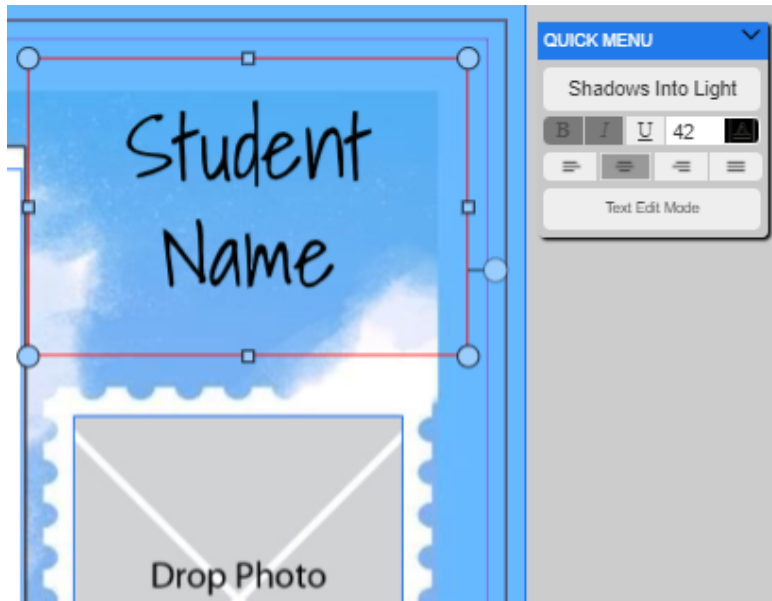
You can also change the background color of your chosen ad template by clicking on the background of your ad and then changing the **Fill Color** drop-down box on the left side of your screen.
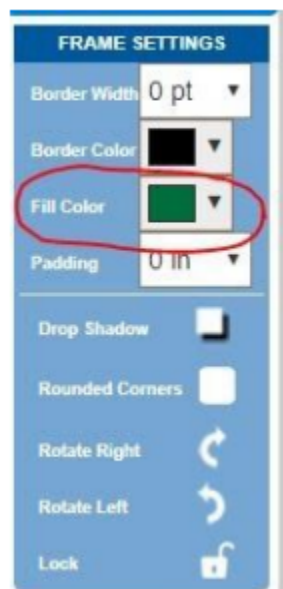
Step 7: Click the [SAVE] button in the upper left corner of your screen. You will need to save your ad to continue. You can also save your ad to return to designing it later. Once you've completed your ad, and you're sure everything looks good, select the [Continue & Review] button in the top right corner of your screen.

Step 8: Here you will preview your ad to make sure it looks the way you want.

You can select the red **Edit This Some More** button in the lower right to go back and make more changes. Or, you may name your Ad, select the check box to approve the design, then select the **Purchase This** button. Once you select the **Purchase This** button, you will be brought to the shopping cart.

You can design more ads or add yearbooks to your cart by selecting the blue **Continue Shopping** button, or proceed to checkout by selecting the green **Checkout** button. You can also enter a coupon code if your school has supplied you with one.

Step 9: Enter the billing information for your credit card, then select the blue **Continue to Payment Info** button.

Billing Information

BILLING INFORMATION

Name: First Name & Last Name

Address: 123 Main St.

Address 2: Apt #1

City: City Name

State: NJ

Zip Code: 12345

Country:

Phone: 555-555-5555

Email: name@domain.com

SHIPPING INFORMATION

No shipping information is required at this time.

ORDER SUMMARY

Product Name	Quantity	Price
Personal Quarter Page Ad - 4.25 x 5.5 inches	1	$1.00

Est. Tax: $0.00
Total: $1.00

Continue to Payment Info

Step 10: You will need to review and confirm your order one last time. You may change any billing or shipping info mistakes during this step. If all of your information is correct, enter your payment information and hit the blue **Pay** button.

Enter Payment Information

Please enter your payment information and click "Pay" to complete your order! You can pay with Visa, MasterCard, American Express, or Bank ACH.

Authorize.Net
Click
VERIFIED MERCHANT
Credit Card Services

Card Number *   Exp. Date *   Card Code *

Pay   Cancel

Items	Description	Unit Price	Qty	Total
	Personal Quarter Page Ad - 4.25 x 5.5 inches Quarter page ads measure about 4.25 inches wide and 5.5 inches tall. You can submit your own images and text for a custom ad design. All ads are full 100% color.	$1.00	1	$1.00

BILLING ADDRESS
Sample
123 main street
City , NJ 12345
USA
09191234567

Change Address

SHIPPING ADDRESS
Ship Method: STANDARD

Subtotal: $1.00

Tax: $0.00

Total: $1.00

Congratulations on completing and purchasing your Ad Design! If you have any further questions or concerns, please contact our Tech Support line at 888-926-6571 ext. 2.