











TreeRing Yearbook Step By Step Instructions for Don Whitt Elementary School

1. Go to <http://www.treering.com>
2. Click on the blue **Register** button 
3. Enter your group's private passcode **10whittwolves**
4. Click Submit 
5. Create Your Account
 - a. Select a Role (student or parent)
 - b. First Name
 - c. Last Name
 - d. Email Address (this will be your username for sign in)
 - e. Create Password
 - f. Confirm Password (make sure there are no typos!)
 - g. Birthday (to verify you are over 13 in compliance with the Children's Online Privacy Act)
 - h. Click on I Accept, Create My Account 
6. Claim Your Student(s) (You will not see this step if you are a student)
 - a. Enter your student name (as you start to type your child's name, student names will show up)
 - b. If your student is there then click on the blue Claim button 
 - c. If your child is not there click on Student Not Listed and then enter your student information 
 - d. If you have more than one student at this school/organization click the + Additional Child button 
7. Purchase Your Yearbook
 - a. Choose the quantity of books you'd like to purchase and click Next 
 - b. If you'd like to upgrade your book to Hard Cover change to Yes  if not leave as No and click Next 
 - c. Complete the purchase information and click Submit My Order 
A receipt will be sent to your email.

IF YOU WANT JUST THE STANDARD YEARBOOK, YOU CAN STOP HERE

TO CREATE YOUR 2 FREE CUSTOM PAGES:

1. Welcome to TreeRing! Click on the button Take a Quick Tour

Take a Quick Tour

2. Click on the preview of your book to get started: **Name's 11-12 Yearbook**



3. You're now in Book Edit Mode and can take a quick tour of the features

Take a Quick Tour

4. Select the first drop down menu from the Add Images tab below your pages and select

Add Images from:

"My Computer" to add photos from your computer



- Click the Get Files from My Computer button
- Select the photos from your computer you want to add to your page and click Open (you can select more than one by holding down the CTRL key)
- You can organize your photos by choosing a "ring" or leave the default. Also you can choose whether you want the rest of the school to be able to see your photos or keep them private. Then click the Next button

Get Files from My Computer

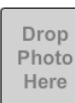
Next

- After the photos are done loading click the Finish button

Finish

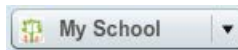
5. To add a photo, scroll down to the bottom of the page and click on your photo and DRAG AND

DROP the photo up onto your page into one of the DROP PHOTO HERE boxes

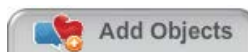


6. You can also search for photos others in your community have shared by changing the

Add Images From box to My School



7. You can add objects and clip art by switching to the Add Objects tab and when you find one you like, just DRAG and DROP



8. You can add more pages from the Add pages tray. Just DRAG and DROP the page template up onto your book to add more pages



9. When you are finished with your pages set the **Print Ready** Button to Yes

YES

10. You're done!

If you encounter any problems while going through this process please contact TreeRing at support@treering.com or toll free 877-755-8733(TREE).