

Send and Sell - Practice



Upload Your School Mascot



Upload to photo library

Add **SAS** designation

Sales email Draft



Create a Yearbook Sales email

Add a bold element

Insert [dynamic text]

Add your school mascot or other image of choice

Add a yearbook staff "signature"

Send self Test email



Send yourself a test email

Forward your test email to

`yearbooksd@gmail.com`

Join us for our 30 minute office hours for assistance:

1. First time only: Set your school's name and address in Book Setup.
2. Customize the template message to your yearbook.
3. Update the Master List

*Using the Master List, you can create a targeted recipient list based on who hasn't yet bought a yearbook or ad, who's already included in the yearbook, and grade. This way, you are sending relevant emails that are more likely to be opened and read. You can create several campaigns ahead of time and save them. When you are ready to send a saved campaign, all you have to do is quickly verify your recipient list and send the email.

Add images to Send and Sell:
Select an image in the Images library to select it. Right-click on the image, or click Edit from the menu bar. Choose Select for Send and Sell. The image is tagged with an "SaS" tag.