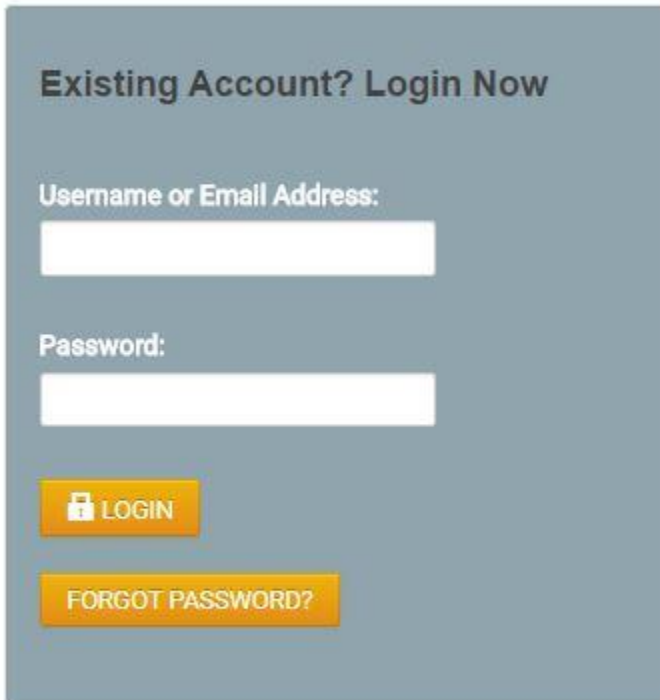


## How to Upload a Digital Flyer

Once you have [registered for an account](#) on Peachjar, you are ready to start distributing your flyers!

### Step 1: Login

Go to Peachjar's homepage at [www.peachjar.com](http://www.peachjar.com). Click 'login' and enter your username and password.



The image shows a login form on a grey background. At the top, it says "Existing Account? Login Now". Below this are two input fields: "Username or Email Address:" and "Password:". Under the password field is a "LOGIN" button with a lock icon, and below that is a "FORGOT PASSWORD?" button.

### Step 2: Send a Flyer

Once you are logged in, click 'Send a Flyer' under the 'My Flyers' heading on the left.

**My Flyers**

- Send a Flyer
- My Flyers
- District Flyer Guidelines

### Step 3: Choose a Category & Subcategory

Start **Category** Flyer Details Upload Flyer Cart

**Send a Flyer**

Choose a Category ?

- Camps
- Career & Personal Development
- City/State Resources
- Community Events
- Educational Learning & Instruction
- Health & Wellness
- Higher Ed/College Prep
- Music & Arts
- Other
- Parent Groups
- Parent Resources
- Religious Organizations
- Sports & Fitness
- Youth Groups
- For District Staff

### Step 4: Flyer Details, School Selection & Duration

Title: Enter the title of your flyer.

\* Title:

Event Location: If your event has a location, add an address and a map will be displayed.

**Event Location:**

This will appear on the school website where your flyer is posted.

e.g. Address, City, State, Zip Code

**Event Start Date:** If your event has a specific date, enter the date of your event

**Event Start Date:**

This will assist with accessibility compliance  
(e.g. for those who are visually impaired)

**Note to Flyer Approver:** This allows you to send a short message to the flyer approver regarding your flyer, program, or organization.

**Note to Flyer Approver**

e.g. To whom it may concern...

Maximum length 400 characters

**Choose Schools:** You can filter schools by entering the school name, district name, city, state, or zip code in the search bar and clicking the 'Find' button. You can also narrow down your results by adding a grade level filter or by zooming in and out of the map to change the mile radius of your search.

Click on 'Selected Schools' to view your current selection and click on 'Available Schools' to view the additional schools that are available to select. Use the checkboxes to manually select and de-select schools.

## Choose Schools

[Back](#) Go back to the old way

Near School Name, District Name, City, State, or Zip

FIND

### VIEW BY

School

or

District

### GRADE LEVEL FILTER

Elementary x

Middle School x

High School x

Other x

Selected Schools: 0

Available Schools: 174

School Count:	District Count:
174	12

Select All

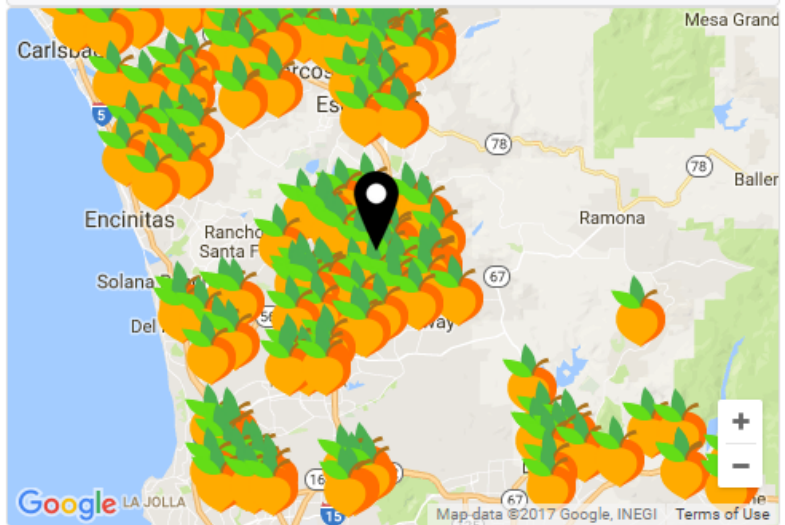
**Alpine Elementary School**  
District: Alpine Usd

**Boulder Oaks Elementary School**  
District: Alpine Usd

**Creekside Early Learning Center**  
District: Alpine Usd

**Joan Macqueen Middle**

Current Radius: 22 miles



**Duration:** Choose the duration of your posting. Your flyer will be removed automatically after the time period expires.

**Start Date:** You may choose to have your flyer immediately queued for delivery, or schedule distribution for a specific date.

## Choose Duration & Start Date

Posting & Distribution Duration:

1 Month

Posting Date:

Immediately  Specific Date  [Learn more](#) ?

If you select a duration longer than 1 month, your flyer will be emailed at the beginning of each 30 day period.

### Choose Duration & Start Date

Requires 5 credits per school for the first month and 3 credits per school for each additional consecutive month. Each month purchased includes one email to parents with a one month posting on school websites.

Posting & Distribution Duration:

5 Months

Posting Date:

Upon Approval  Specific Date  [Learn more](#)

## Step 5: Upload Flyer, Approve ADA Text & Select Calls to Action

Upload Flyer: Click “Choose file” and upload your PDF file. Flyers must be 1-4 pages in length and no more than 6MB in size.



### New Guidelines

- Your flyer must be in PDF format, 1-4 pages in length and under 6 MB in size. [Learn more about how to distribute flyers longer than 4 pages.](#)
- For ADA purposes, your flyer's text will be copied into a description box. Scanned flyers and fonts in size 12pt or smaller may not be detected by this software and may require you to manually add the text to the description box.
- For best results, create your flyer on an 8.5" x 11" document in portrait orientation.
- Embedded links within a flyer are not supported. [Learn how to include links with your flyer.](#)

Once uploaded, the text from your flyer will be copied into a description box for ADA purposes. Please review this text to ensure it matches what is on the flyer. If your flyer contains font in size 12pt or smaller, or if it is a scanned document, the software may not pick up the text. If this is the case, you can click into the box and manually add it.

test

The following text was scanned from your flyer to help meet ADA requirements. Please carefully review to ensure the flyer description is correct, and click into the box to edit as necessary.



HIGH-QUALITY, AFFORDABLE SOCCER TRAINING  
CONTACT US TO SCHEDULE A FREE TRIAL SESSION



1 of 2

BRAZILIAN FUTEBOL ACADEMY  
HIGH-QUALITY, AFFORDABLE SOCCER TRAINING  
CONTACT US TO SCHEDULE A FREE TRIAL SESSION  
Train soccer with the world's best  
BRAZILIAN  
FUTEBOL  
ACADEMY  
at qualcomm stadium, san diego  
Qualcomm Stadium | 9449 Friars Road | San Diego, CA (619) 282.5100  
| BFAsoccer.com

Maximum length 4000 characters

Select Calls to Action: If there is a website associated with your flyer, enter the URL into the “Learn More” field. If you would like to add another call-to-action in addition to Learn More, you can include “Sign Up Now”, “Call Now” or “Download App”.

Learn More

Call-To-Action

**Learn More Button**

Validate & Add

To add a second Call-To-Action button (recommended), please select from the options below.

**Call-To-Action Button:** - Choose Button -

## Step 6: Choose Credits

If you currently do not have enough credits in your account balance to send to all the schools that were selected, you will be prompted to purchase credits. Select the credit package that fits your needs or buy what you need using the custom row at the bottom of the table.

When the desired package is selected, click 'Purchase Now'. For more information about credits, please refer to our [Pricing](#) page.

Choose Credits
Cart

### Complete Purchase

You need to buy a minimum of 17 credits to check out.

**Buy in bulk and save. Peachjar credits never expire! [FAQ's](#)**

	Credits	Price Per Credit	Total Price	Savings
<input checked="" type="radio"/>	17	\$5.00	\$85.00	-
<input type="radio"/>	100	\$4.50	\$450.00	Save 10%
<input type="radio"/>	300	\$4.25	\$1,275.00	Save 15%
<input type="radio"/>	750	\$4.00	\$3,000.00	Save 20%
<input type="radio"/>	<input style="border: 1px solid #ccc; padding: 2px 5px;" type="text" value="Custom"/> ?	-----	-----	-----

You need 17 credits to check out.


Cancel & Remove
Continue

## Step 7: Review Your Order

You're almost there! Please review your order thoroughly. After checkout and submission, your order cannot be edited. If you would like to send another flyer click 'Add Another Flyer'. If you are finished, click 'Checkout'.

## Step 8: Checkout

Choose your payment type, input your payment details, then click 'Submit Order'.

Payment Details	Order Summary												
<p>Please select how you will pay for this order.</p> <p><input checked="" type="radio"/> Credit Card</p> <p>Credit Card # <input type="text"/></p> <p>CVV2 Code <input type="text"/></p> <p>Exp Date <input type="text" value="July"/> <input type="text" value="2017"/></p> <p><input type="radio"/> </p>	<p>This is the summary of items. If you need to make changes, go back to the cart view.</p> <table border="1"><tbody><tr><td>Flyer - Soccer</td><td></td></tr><tr><td>1 school(s) for 1 month:</td><td><a href="#">show schools</a></td></tr><tr><td>17 Credits</td><td>\$85.00 US</td></tr><tr><td>Subtotal</td><td>\$85.00 US</td></tr><tr><td colspan="2">Your net credit balance will be 0 Credit</td></tr><tr><td><b>Total</b></td><td><b>\$85.00 US</b></td></tr></tbody></table>	Flyer - Soccer		1 school(s) for 1 month:	<a href="#">show schools</a>	17 Credits	\$85.00 US	Subtotal	\$85.00 US	Your net credit balance will be 0 Credit		<b>Total</b>	<b>\$85.00 US</b>
Flyer - Soccer													
1 school(s) for 1 month:	<a href="#">show schools</a>												
17 Credits	\$85.00 US												
Subtotal	\$85.00 US												
Your net credit balance will be 0 Credit													
<b>Total</b>	<b>\$85.00 US</b>												

Shopping Cart	
<p>Flyer - Soccer</p> <p>1 school(s) for 1 month: <a href="#">show schools</a></p> <p>Delete 17 Credits</p>	
Your Credits Applied -17 credits	
Subtotal: 0 credit	
<p>17 Credits</p> <p>Delete \$85.00 US</p>	
Subtotal	\$85.00 US
Enter Your Promotional Code:	\$0.00 US
<input type="text"/>	<input type="button" value="Redeem"/>
Your net credit balance will be 0 Credit	
<b>Total</b>	<b>\$85.00 US</b>
<input type="button" value="Add Another Flyer"/>	<input type="button" value="Checkout"/>

Your flyer will be automatically submitted to the appropriate school district(s) for approval. Once approved, your flyer will be emailed to parents and posted to each school's Peachjar webpage.

Thank you for using Peachjar! If you have questions, more information is available on our [FAQs](#) page. You can also contact us at [gogreen@peachjar.com](mailto:gogreen@peachjar.com) or call our toll-free number: 877-402-1786 ext. 3.