

Directions for Submitting Yearbook Ads and Candid's

SWYHA 2016 - 2017

1. Click on the link below to access Entourage <http://link.entourageyearbooks.com/index.asp>
2. Click on the register button and set up your account information
3. In the "Search for Your School" field type in **South Windsor Youth Hockey Association**
4. You will be taken to our page, click the icon to either **Buy an Ad** or **Upload Photos**.
 - These ads are free as stated above so you won't be actually buying it just submitting it.
 - The Upload Photos will be for photos you would like on your teams candid page.
 - Please be reminded we cannot accept ad or candid pictures taken in any locker room this includes home, away or at Wolfpack pregame skates.



5. Click on **Buy an Ad** icon and select the red **Purchase and Design an Ad** button under your ad size ¼ page for one player or ½ page for more than one player. Follow the online directions to design your ad. When complete click the green **Save** Button then the green **Continue and Review** Button. A new screen will appear.
 - Rename your ad with your children's name
 - **Check on** I approve the design of this ad
 - Select the green **Purchase This Ad** button.

The item is now in your shopping cart and has been submitted to the yearbook website. You will now **STOP**, there is no need to check out and no payment needs to be entered because the ad is free. **You are done and can log out.**



6. To submit photos for your team candid's page, click on the **Uploads Photos** icon, a new page will appear select your photo category which will be your teams name and start uploading using the buttons provided.

Ads for Purchase - Association members can sell additional space to businesses and receive a credit on their dues totaling half the ad cost. If you would like to buy an ad please contact the yearbook staff at swknightyearbook@yahoo.com **Ad Prices \$25 for ¼ Page & \$50 for ½ Page.** Payment method - checks should be made out to SWYHA and submitted to your team rep or Elaine Richard.