

## How to Upload an Eflyer (Instructions for School Staff)

### Step 1

Go to [Peachjar's homepage](#). Click 'Login' and enter your username and password.

Welcome, Guest ( [Register](#) | [Login](#) )



### Existing Account? Login Now

**Username or Email Address:**

**Password:**

Click on 'My Account' in the top right hand corner.

Welcome, [login@peachjar.com](#) ( [My Account](#) | [Logout](#) )

### Step 2

Under the 'Flyer Cart' heading on the left, click 'Post a Flyer.'

My Flyers	
<input type="radio"/>	Post a Flyer
<input type="radio"/>	My Recent Flyers
<input type="radio"/>	My Expired Flyers

### Step 3

Choose the category.

#### Post a Flyer

**Choose a Category ?**

School  Parent Groups

## Step 4

### Flyer Details page

Enter the title of your flyer in the 'Title' field.

#### Step 1: Enter title for flyer

Title:

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

*Note: The price is displayed as zero dollars because School and Parent Organizations can post and distribute internally-created flyers for free. Outside organizations seeking to distribute flyers must be directed to Peachjar.*

You may choose to have your flyer immediately queued for delivery or schedule distribution for a specific date.

#### Step 2: Choose duration

Posting Duration:

Posting Date:

Immediately  Specific Date :  [Learn more](#)

The contact email address will populate with the email address on your account. This will not appear to the users but will be the email address messages are sent to if a user contacts the poster of this flyer. This may be edited. 'Your Website URL' will be populated if there is one associated on your account; otherwise you are welcome to input one here. Neither fields are required.

#### Step 3: Contact Information

Your Website URL:   
[format: http://www.website.com]

Email:

If you have a specific registration URL for your event or class, you may enter it here. This will create a 'Sign Up Now' button that accompanies your flyer in the emails and on the website. Parents may use this button to link directly to your registration page. If your flyer is for an event that takes place off campus, click the 'Event Location' button to add the address. When this page is complete, click 'Next Step'.

#### Step 4: Event Registration Details

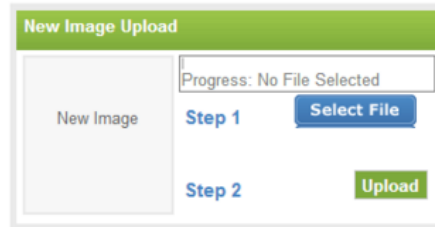
Event Registration URL:   
[format: http://www.event\_registration.com]

**Event Location**  Display Map

**Do not use the back button on your browser during the checkout process. Using the back button will cancel your flyer posting.**

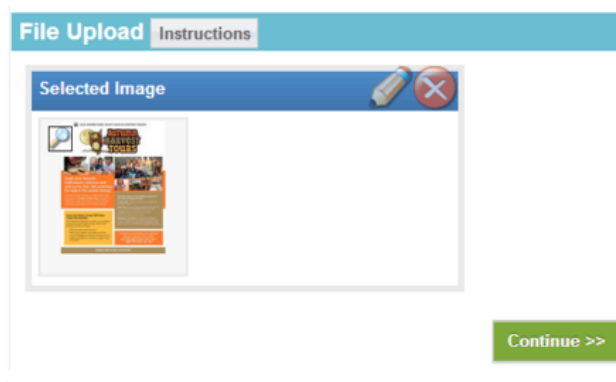
## Step 5

Now you are ready to upload your flyer. Peachjar only accepts PDF files for your flyer. Under New File Upload click 'Select File'.



The 'New Image Upload' interface features a green header. On the left is a placeholder box labeled 'New Image'. To the right, a progress indicator shows 'Progress: No File Selected'. Below this, 'Step 1' is accompanied by a blue 'Select File' button. 'Step 2' is accompanied by a green 'Upload' button.

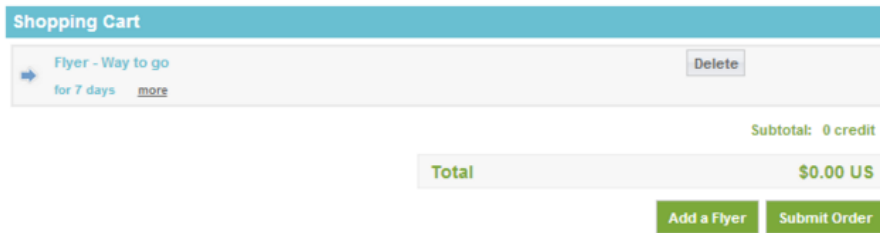
Locate the file you wish to upload and click 'Open'. Click the green 'Upload' button to start the upload process. This may take a few seconds. Once the upload finishes, please click 'Continue'.



The 'File Upload' interface has a blue header with 'Instructions'. A 'Selected Image' window displays a flyer thumbnail with a close button. A green 'Continue >>' button is located at the bottom right.

## Step 6

If you would like to post another flyer, click 'Add a Flyer'. If you are finished, click 'Submit Order'.



The 'Shopping Cart' interface shows a list with one item: 'Flyer - Way to go for 7 days' with a 'Delete' button. The subtotal is '0 credit'. The total is '\$0.00 US'. At the bottom are 'Add a Flyer' and 'Submit Order' buttons.

Shopping Cart	
Flyer - Way to go for 7 days <a href="#">more</a>	Delete
Subtotal: 0 credit	
<b>Total</b>	<b>\$0.00 US</b>
<a href="#">Add a Flyer</a> <a href="#">Submit Order</a>	

Your flyer will be delivered to parents and posted to your school's Peachjar webpage.

Thank you for using Peachjar! If you have questions about Peachjar, more information is available on our [FAQ page](#). Feel free to contact us at [support@peachjar.com](mailto:support@peachjar.com) or call our toll free number: 877-402-1786 (ext. 2, School Support).