



# ADVISER ASSISTANCE



## HOW TO YBK

# Feeling lost? Don't fret.

Have no idea what to do first? It happens to the best of us. Luckily, we have what you need as you navigate how to get started with your students.

Here are a couple of key questions to help you determine what to teach first.

### 1. NERVOUS ABOUT ADVISING?

Take a deep breath — and check out this [Surviving the First Week Checklist](#).

### 2. NOT SURE WHAT EVEN GOES INTO A YEARBOOK?

[Covering Your School](#) helps you brainstorm coverage and plan out your ladder, basically the organization of the book.

### 3. DO YOU NEED TO COME UP WITH A THEME?

There are few places you could start. There's a [Quick Start Guide](#) for staffs without a theme, and [Theme Packets](#) are a popular place for staffs of all levels to begin the process.

If you're beyond all that, consider scrolling through our expansive [online gallery](#) of the best of Herff Jones for more inspiration. Its printed partner, *Portfolio*, features almost 500 yearbooks and will offer up new ideas.

*Still a little nervous? Need a mental refresh every so often? Sign up for YBK Reminders by texting "assistance" to (844) 580-2124 to opt-in for our Adviser Assistance texts.*

## JUST A HEADS UP

In late August, we'll be updating our eDesign password requirements and adding the ability for users to set (and reset) their own passwords. There's nothing you need to do until you're prompted when you login at the end of the month, but give [this document](#) a read to get the low-down of the process.

Need to rewind? All previous [Adviser Assistance emails](#) are available on their own page.



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