



ADVISER ASSISTANCE



HOW TO YBK

Way to go! Keep it up.

In October, our Book Sales Blitz challenged staffs on strategy, social and signage to work even harder to get their yearbooks into the hands of every student. A big congratulations to **Pelham Memorial High School** in Pelham, NY, for winning the grand prize of a trip for two to the 2023 Yearbookpalooza summer workshop in Orlando, FL.

View and congratulate all the Book Sales Blitz winners [here](#).

LET'S PREP: *Page deadlines may be around the corner!*

The hustle and bustle of November means staying on track for any deadlines on your schedule. Submitting each page on time is crucial to guaranteeing your ship date. These tips can help you lose your deadline blues.

- **Don't sit on ready-to-go pages.** Not only should you send pages as soon as they're ready, but you should also try to submit in a complete 16-page grouping, also known as a signature.
- **Fudge the dates for your staff.** Ok, hear us out. By giving an earlier staff completion date compared to the plant's submission deadline dates, you will have wiggle room when a staffer doesn't have pages ready on time. Give yourself and editors cushion to read through pages before they are final.
- **Party on!** When deadlines are successfully met, reward your staff. Incentives do wonders for motivation (and may also lead to finishing subsequent deadlines on time, too!).
- **Checklists and other tips are at your service.** [Use these](#) to help prep and guide if you're in need of an extra boost. You can do it!



EDESIGN QUICK TIP: Like we shared above, completing 16-page signatures or "sigs" whenever possible ensures your pages are printed and ready to go when the ship date comes around. Our friends at the plant in Kansas City love it when they can start printing your pages and getting your book lined up for an on-time delivery date.

You can find how your sigs are broken up in the eDesign Ladder by clicking on Grid. If you haven't yet, assigning and creating [mini deadlines](#) in eDesign can help too.

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