



# ADVISER ASSISTANCE



## YBK ALL DAY

# Welcome back!

Hey there. Happy New Year and welcome back! Feeling well-rested? We hope so because it's time to kick it into high gear. There's so much to do with so little time, but we're here to help you navigate what's to come.

### **LET'S TALK:** *Referenced for your reference*

*The reference section makes the yearbook a historical record that documents your school in a broader sense. If ever there is a question about the year, it should be answered in the reference section. Put in the effort to make it worthwhile.*

**Portraits:** We could talk about the portraits section all day long. To get started (or remind yourself of potential pitfalls), we recommend taking a look at this [this Adviser Assistance email](#) for tips and reminders as you work through your portraits section. [This document](#) breaks it down too.

**Clubs + Organizations:** If it's not planned, get club picture day on the calendar. YearbookDiscoveries.com's [People and Index page](#) can help you make club picture day an easy one-and-done activity. (Pssst. Schedule a sub if you can.)

**Sports + Scoreboards:** Scoreboards are important parts of the yearbook, as alumni will look back on the scores years later when reminiscing about their playing days. Remember, you are capturing the history of your school, so accuracy is crucial. This [overview page](#) is great for things to keep in mind.

**Index:** Even though building an index might seem like a pain, the index is critical for helping students find themselves in the book. If you need a task for a staffer, now's a great time to make them the Master of the Index.



**EDESIGN TECH TIP:** For that Master of the Index staffer above, they should begin running the index now. We recommend sharing this [eDesign video tutorial](#) and reading [this guide](#). For our InDesign users, check out [this tutorial](#). Sharing these will help them become an expert (and feel super important too!)

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