

## Balfour Step-By-Step

Go to [www.balfour.com](http://www.balfour.com)

1. Search for Richland Elementary Memphis, TN (3<sup>rd</sup> Richland option).
2. Sign up for an account or sign into an existing account.
3. Once you have signed in, you will see your Account Dashboard.
4. Click on Richland Elementary School (top left, blue banner).
5. Click on Yearbook.
6. You will see options for Yearbook Packages and Yearbook Ads on the left. Yearbook Packages will give you four different options. Check out all the cool extras.
7. PLEASE DO NOT FORGET to add the Homeroom Teacher name to the yearbook orders!
8. Now for 5<sup>th</sup> grade parents: Yearbook Ads!! Choose Yearbook Ad option on the left.
9. Pick the size ads you want, upload your pictures, and add wording. The final product will be sent to the Yearbook Committee who will incorporate it into the yearbook. It's that simple!