

2022 DEERFIELD ACADEMY POCUMTUCK YEARBOOK SENIOR TRIBUTE PAGES



Dear Senior Parents:

GREETINGS FROM THE PIONEER VALLEY AND THE POCUMTUCK YEARBOOK TEAM!

We are writing to invite you to create yearbook ads for your seniors! Ads provide an opportunity for family members to congratulate graduating seniors. Should you choose to submit an ad for a member of the Class of 2022, please plan to have it submitted and paid for by **March 15**.

To create your ad, which you may wish to populate with words and images, we recommend the user-friendly Poster My Wall at [postermywall.com](https://www.postermywall.com). You will need to first create an account with Poster My Wall in order to save the ad before submitting the final version. Once your work is complete, you will share the file with us via very specific instructions (on the second page of this PDF!)

TO SUBMIT YOUR AD: Follow the specific and clear steps on the next page to create and submit your ad page to us using the site we recommend, which will ensure the professional level resolution we need to print your page beautifully! Please note that it is not possible to change your ad once you've submitted it to us, so please be sure you send us the proofed, finalized version of your page!

TO PAY FOR YOUR AD:

1. Enter the following web address in your browser of choice: **Deerfield.edu/payments**.
2. Click the green 'Make a Payment' button.
3. Choose one of the following options:
 - a. Log-in if you've registered with Diamond Mind previously. (Note: This is a third-party site, your Deerfield credentials will not get you access to this account)
 - b. Create a new account to register and save your student's information and preferred payment method.
 - c. Continue as Guest.
4. If not pre-filled, enter your student's first name, last name and ID number.
5. Select this payment type:
 - a: Deerfield Account Payment– for tuition and other incidental charges on your student's account.
6. Enter the amount you wish to pay in the payment amount box.
7. If you are paying with a debit or credit card, the amount you will be charged including credit card processing fees will display in the gray box below the amount you entered. Processing fees for amounts paid by ACH will be waived.
8. If not pre-filled, enter your billing information and choose and enter your payment method.
9. If you need to change your student or payment information, hover over your email address in the top right corner of your screen, click 'Manage my account'.

We will confirm receipt of your ad so that you know we have it! If you have any questions, please feel free to email our team at **MyYearbookSubmission@gmail.com**, and we will answer your inquiries as quickly as possible.

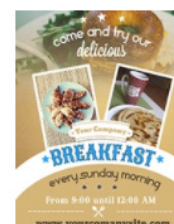
DESIGN AND SUBMIT EASILY! FOLLOW THESE STEPS!

We recommend using a great collage-making website called **www.postermymwall.com** that allows you to build high resolution collage pages filled with as many pictures as you wish. Follow the directions below to build a perfect-for-print page and simply share it with us. Give yourself a few minutes to play around with the dragging of photos and the manipulation of text, and you'll be amazed at what you can do. Deadline = **March 15!** **CLICK HERE** if you'd like to see a tutorial!

- 1 Go to **www.postermymwall.com** & click on "Create A Design" on the homescreen.
- 2 Click the option to "Start From Scratch".
- 3 Decide what size you would like your ad to be and select the appropriate design type.
Full Page - Select FLYER
Half Page - Select POSTER
Quarter Page - Select FLYER
Eighth Page - Select POSTER

CREATE A DESIGN

START FROM SCRATCH



Flyer (US Letter)
8.5in x 11in



Poster
24in x 36in

- 4 Indicate whether your space needs to be portrait or landscape in orientation. You must select the option that matches your chosen ad size below:
Full Page - Select PORTRAIT
Half Page - Select LANDSCAPE
Quarter Page - Select PORTRAIT
Eighth Page - Select LANDSCAPE

Select Orientation

☒ Portrait
☐ Landscape

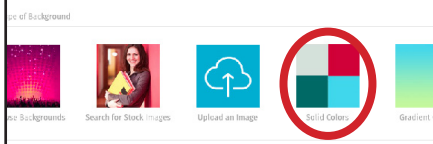


CREATE

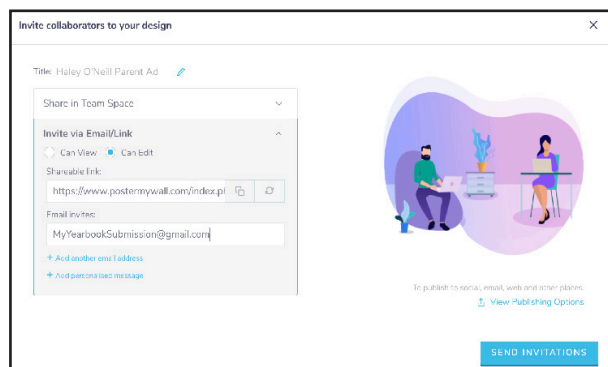
CANCEL

- 5 After you have chosen the orientation of your ad, choose the background color by selecting "Solid Colors". Pick your color and hit "Apply". No need to stress about this color now, you can always change it while you are designing your ad.

- 6 Now you're ready to create. Click on "Photo" or "Text" to add items to your page. You can also choose the "Background" button to change the background color of your ad. Get playing and have fun! Save and return as often as you need (you'll see a "Save" button in the upper right corner.)



- 7 TO SUBMIT YOUR FINAL AD TO US: Look for the button to "Collaborate" and click it.
 - Give your page a title of **student name AND ad size**.
 - Click "Invite via Email/Link"
 - Keep "Can Edit" checked
 - Enter **MyYearbookSubmission@gmail.com** in the email invite field.
 - Click the blue "Send Invitations" button
 - Take a look at this example; it shows what your screen should look like as you finish!



Final important notes! Please only send us the FINAL version of your ad (it is not possible to make changes after you submit.) We will confirm receipt of your ad, so be on the lookout for that! Questions? Email us at MyYearbookSubmission@gmail.com and we will be happy to help! Reminder that this all must be done by March 15th!