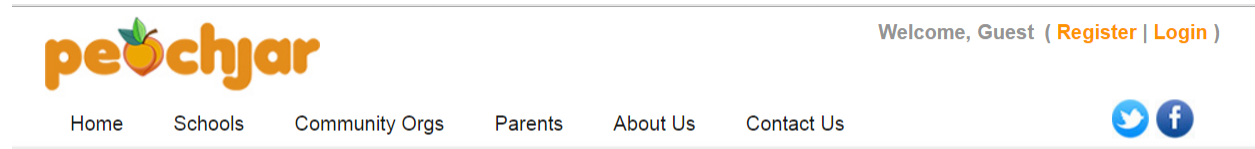
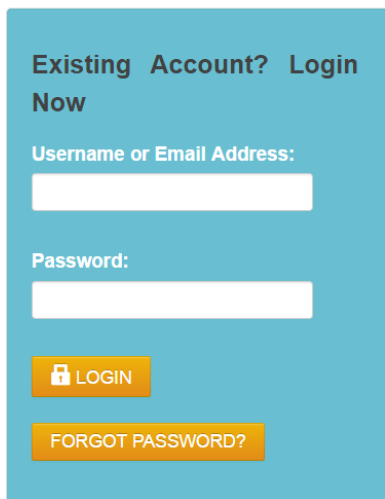


## Instructions to set Account Settings in Peachjar and how to view flyers online

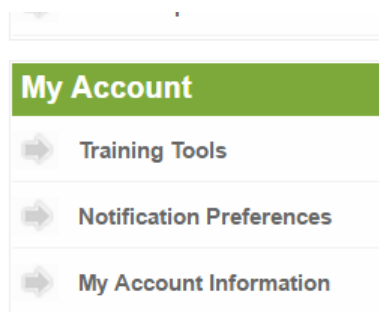
1. Go to [www.peachjar.com](http://www.peachjar.com)



2. Log into your peachjar account using your email address (the email address that was given to the school). If you don't know your password, click "Forgot Password" to reset it.

The image shows a login form on a light blue background. At the top, it says "Existing Account? Login Now". Below this are two input fields: "Username or Email Address:" and "Password:". Under the password field is a "LOGIN" button with a lock icon. At the bottom of the form is a "FORGOT PASSWORD?" button.

3. Under the My Account section on the right hand column, click on "Notification Preferences":



4. At Notifications Preferences you can select flyer delivery frequency and select which schools you'd like to receive flyers from:

**Notification Preferences**

**Flyer Delivery Frequency**

Please send me flyers: Daily Save Frequency

**My Schools**

You will receive eflyers from the schools listed here. To receive eflyers for another school, click on Add a School.

Peachjar only delivers school-approved eflyers. Nothing else!

Default	District	School	
<input checked="" type="radio"/>	Wayland Union Schools	Dorr Elementary	<span style="border: 1px solid #ccc; padding: 2px;">Remove School</span>
<input type="radio"/>	Wayland Union Schools	Baker Elementary	<span style="border: 1px solid #ccc; padding: 2px;">Remove School</span>
<input type="radio"/>	Wayland Union Schools	Pine Street Elementary	<span style="border: 1px solid #ccc; padding: 2px;">Remove School</span>
<input type="radio"/>	Wayland Union Schools	Steeby Elementary	<span style="border: 1px solid #ccc; padding: 2px;">Remove School</span>
<input type="radio"/>	Wayland Union Schools	Wayland High School	<span style="border: 1px solid #ccc; padding: 2px;">Remove School</span>
<input type="radio"/>	Wayland Union Schools	Wayland Union Middle School	<span style="border: 1px solid #ccc; padding: 2px;">Remove School</span>

Add School(s)
Remove all Schools
My Account


5. You can set your delivery to Immediately, Daily, Weekly, or Never.


6. Once finished with selections, click Logout in the upper right hand corner.

7. All Flyers sent out on Peachjar are posted on each school's Peachjar page found by going to the district website [www.waylandunion.org](http://www.waylandunion.org), clicking on "Schools." Select which school building and then clicking the Peachjar logo found on the home page:

The screenshot shows the homepage for Dorr Elementary School. At the top, it says "Welcome to Dorr Elementary School". Below this, there are several sections:

- Dorr Calendar:** A calendar for April 2016. The 25th is highlighted in green.
- News & Announcements:** A section with a "View Archives" link and two items: "Dorr Press April 2016" and "Dorr Press March 2016", each with a "Share" link.
- peachjar logo:** The Peachjar logo is prominently displayed.
- Spotlights:** A section titled "Spotlights" featuring "Online Payments" with a "Check out our webpage. More..." link.
- Upcoming Events:** A list of events: "APRIL 22 Dorr Carnival 5:30 PM" and "APRIL 28 Muffins With Mom 8:00 AM".
- Footer:** A small banner for "Dorr Elementary" with a Facebook icon and "337 likes".

8. Once you click on the  logo on your school's home webpage, you will see the current flyers posted where you can view or download by clicking on the flyer:



The screenshot shows the peochjar website interface. At the top, there is a navigation bar with the peochjar logo on the left, a user greeting "Welcome, lauriez@wayland.k12....us ( My Account | Logout )" in the center, and social media icons for Twitter and Facebook on the right. Below the navigation bar, there are statistics: "Papers Saved 1,859,374" and "Trees Saved = 223.1" with a tree icon. The main content area has a header with "All Flyers" and "Sort By: Freshly Picked". Below this is a grid of flyer thumbnails. The first row contains four flyers: "Theatre Camps \*\* grades K - 12th grade", "Childhood Trauma Parent Workshop", "Wayland AquaticATS", and "CPR Class available, sign up today". Each flyer has a "Sign Up Now" button and a "1 of 1" indicator. The second row shows the beginning of four more flyers: "BRICKS 4 KIDZ", "SIMPLY LOCAL", "Henika District Library April 2016 Youth Events", and another flyer partially visible.

If you have any questions regarding our Electronic Flyer system, please contact Laurie Zywiczyński, Director of Community Relations, 269-792-2281 ext. 2811.