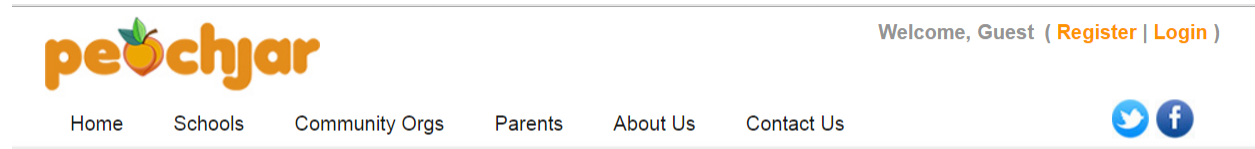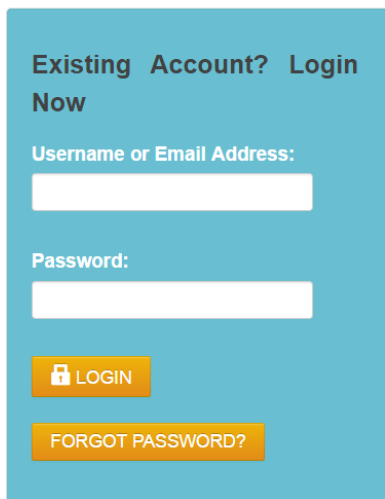Instructions to set Account Settings in Peachjar and how to view flyers online

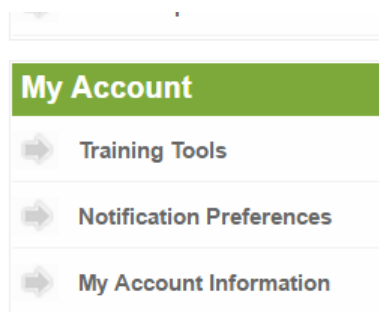1. Go to www.peachjar.com

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.

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:

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, clicking on "Schools." Select which school building and then clicking the Peachjar logo found on the home page:

8. Once you click on the **peachjar** 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:

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