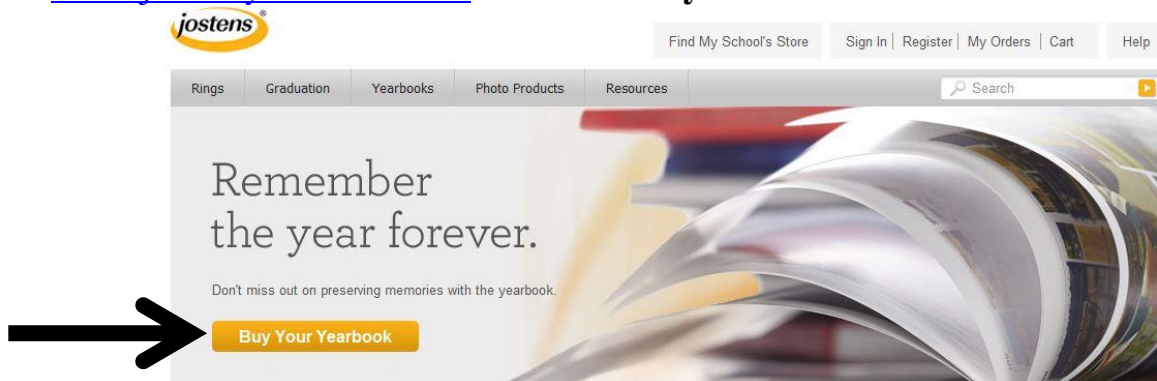
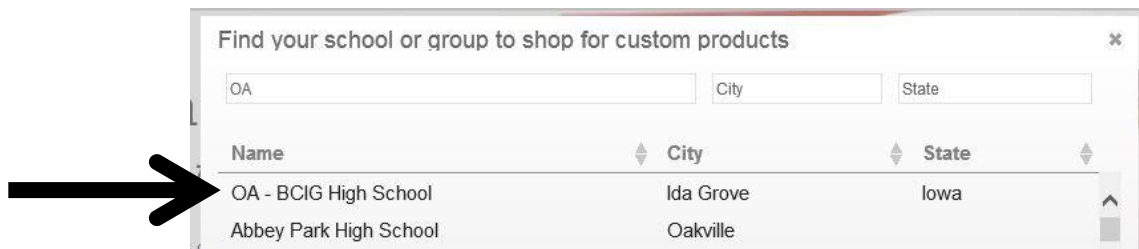


# How to Order a Yearbook Online

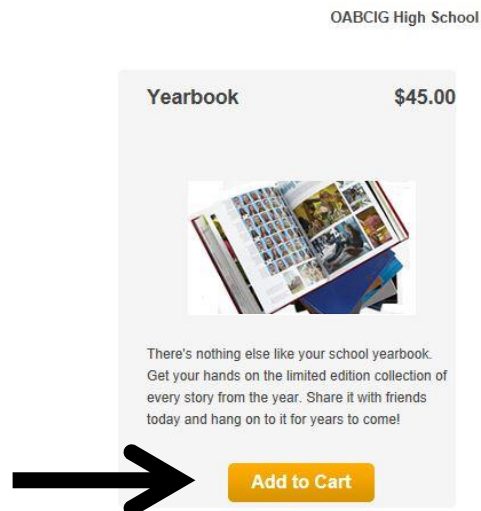
1. Go to [www.jostensyearbooks.com](http://www.jostensyearbooks.com) and select **Buy Your Yearbook**



2. Type in **OA-BCIG High School** and select it from the list of schools.



3. Find **Yearbook** and **Add to Cart**.



4. **Decide** whether or not you want to Personalize your book (there is a extra charge)...**Select No Thanks or Continue.**

**Personalize Your Yearbook.**  
Make it yours by adding your name and icons below.

Personal Text:

Icons:

**TOP SECRET**

5. **Repeat** Step 4 for the next two screens dealing with additional items you can purchase.

6. Type in your student's name **OR** your name if you are not a student. **If you are an elementary or middle school student or an adult from the community, you will be prompted to CREATE NEW ACCOUNT.** Only high school students' names are in the Jostens mailing system.

**Search Results**

The following student matches were found. Please select your name on the list. If your name is not shown on the list, you can search again or call us at 1-866-282-1516.

No matches found.

7. Check over the order and then **select Continue.**

**Please Confirm your Order**

Description	Qty	Price ea.	Price
Yearbook	1	\$45.00	\$45.00
Subtotal			\$45.00
Handling Fee			\$0
Tax			\$0
Total:			\$45.00

Full Payment \$45.00  **Payment processed:** \$0  
**Yearbook Amount Due:** \$45.00  
**Total Amount Due:** \$45.00

**FYI:**  
Account Info   
Number: 44825900021

8. Type in **Parent Information** and select **Continue**.

The screenshot shows a form titled "Parent Information" with the following fields: Parent First Name\*, Parent Last Name\*, Email\*, Confirm email\*, Address1\* (containing "900 Montgomery Drive"), Address2, City\*, State\* (a dropdown menu with "Select State" selected), Zip\*, Telephone (with "Ex: 999-999-9999" as a placeholder), and Extension. At the bottom left are "Cancel" and "Continue" buttons. A large black arrow points from the right towards the "Continue" button.

9. Type in **Student Information**. **If you are an elementary or middle school student or an adult from the community, you will NOT be able to Select a Grade. INSTEAD** at the bottom where you see **HOMEROOM**, type in which building you are in and what grade you are in (i.e. BCIG 2<sup>nd</sup> grade, OA kindergarten, OABCIG 7<sup>th</sup> grade, community member). Select **Continue**.

The screenshot shows a form titled "Student Information - 44825900021" with the following fields: Student First Name\* (containing "John"), Student Last Name\* (containing "Doe"), Grade (a dropdown menu with "Select Grade" selected), a checked checkbox for "Use Parent Information", Email\* (containing "hbeck@oabcig.org"), Confirm email\* (containing "hbeck@oabcig.org"), Address1\* (containing "900 Montgomery Drive"), Address2, City\* (containing "Ida Grove"), State\* (a dropdown menu with "Iowa" selected), Zip\* (containing "51445"), Telephone (with "Ex: 999-999-9999" as a placeholder), Extension, and Home room (containing "BCIG 1st grade"). At the bottom left are "Cancel" and "Continue" buttons. Two large black arrows point from the right towards the "Home room" field and the "Continue" button.

10. Proceed through the rest of the **Checkout** screens.