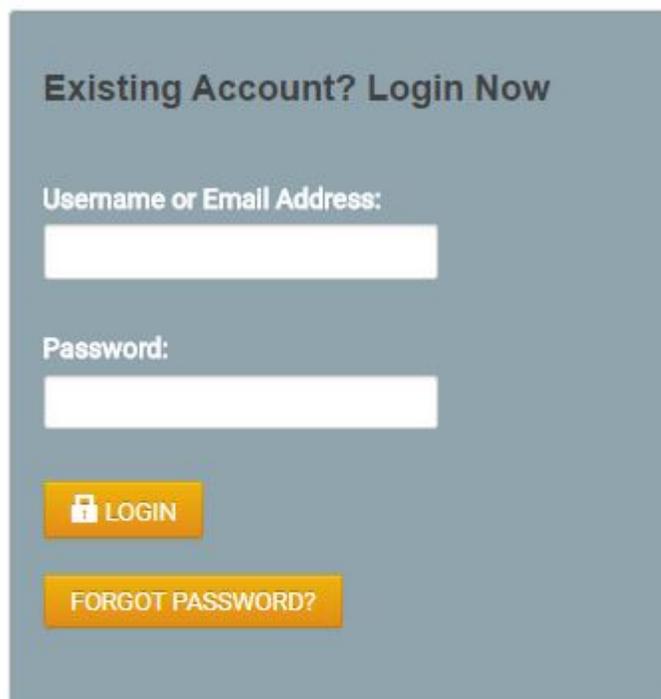


How to Upload a Digital Flyer

Once you have [registered for an account](#) on Peachjar, you are ready to start distributing your flyers!

Step 1: Login

Go to Peachjar's homepage at www.peachjar.com. Click 'login' and enter your username and password.



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

Step 2: Send a Flyer

Once you are logged in, click 'Send a Flyer' under the 'My Flyers' heading on the left.

My Flyers

➔ My Flyers

➔ District Flyer Guidelines

➔ Flyer Metrics

Step 3: Choose a Category

Send a Flyer

Choose a Category ?

- Camps
- Career & Personal Development
- City/State Resources
- Community Events
- Educational Learning & Instruction
- Health & Wellness
- Higher Ed/College Prep
- Music & Arts
- Other
- Parent Groups
- Parent Resources
- Religious Organizations
- Sports & Fitness
- Youth Groups
- For District Staff

Step 4: Flyer Details, School Selection & Duration

Title: Enter the title of your flyer.

* Title:

Event Location: If your event has a location, add an address and a map will be displayed.

Event Location:

This will appear on the school website where your flyer is posted.

e.g. Address, City, State, Zip Code

Event Start Date: If your event has a specific date, enter the date of your event

Event Start Date:

This will assist with accessibility compliance (e.g. for those who are visually impaired)

Description: Enter a short description for your event, this step helps with accessibility compliance.

*** Description:**

Please provide two to three sentences describing your event (e.g.: Wilson Basketball camp is a coed basketball camp for all ages K-12. All sessions are held in the gymnasium at Franklin High School and begin June 20th.). This will assist with accessibility compliance (e.g. for those who are visually impaired).

e.g. Description of the event...

Maximum length 400 characters

Note to Flyer Approver: This allows you to send a short message to the flyer approver regarding your flyer, program, or organization.

Note to Flyer Approver

e.g. To whom it may concern...

Maximum length 400 characters

Choose Schools: You can filter schools by entering the school name, district name, city, state, or zip code in the search bar and clicking the 'Find' button. You can also narrow down your results by adding a grade level filter or by zooming in and out of the map to change the mile radius of your search.

Click on 'Selected Schools' to view your current selection and click on 'Available Schools' to view the additional schools that are available to select. Use the checkboxes to manually select and de-select schools.

Choose Schools

Back Go back to the old way

Near School Name, District Name, City, State, or Zip
 FIND

VIEW BY

School

OR

District

GRADE LEVEL FILTER

Elementary ✕

Middle School ✕

High School ✕

Other ✕

▼

Selected Schools: 0 <

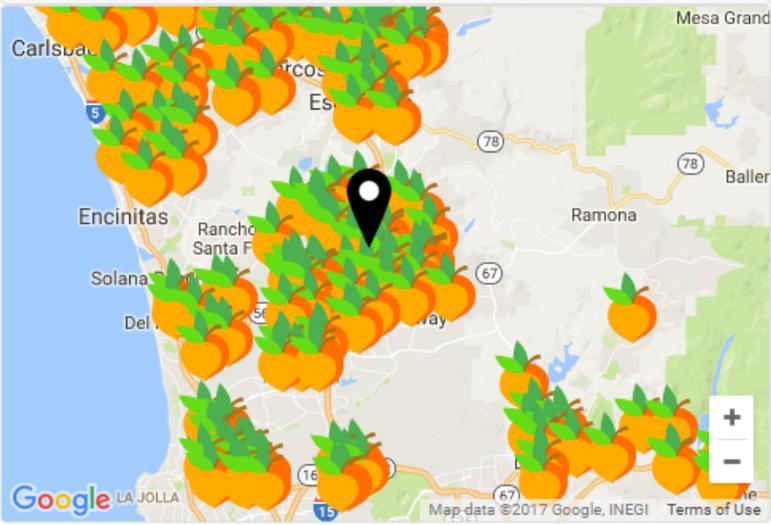
Available Schools: 174 ▼

School Count:	District Count:
174	12

Select All

- Alpine Elementary School**
District: Alpine Usd
- Boulder Oaks Elementary School**
District: Alpine Usd
- Creskide Early Learning Center**
District: Alpine Usd
- Joan Macqueen Middle**

Current Radius: 22 miles ⚙



Duration: Choose the duration of your posting. Your flyer will be removed automatically after the time period expires.

Start Date: You may choose to have your flyer immediately queued for delivery, or schedule distribution for a specific date.

Choose Duration & Start Date

Posting & Distribution Duration: 1 Month ▼

Posting Date:

Immediately
 Specific Date
[Learn more](#) ?



If you select a duration longer than 1 month, your flyer will be emailed at the beginning of each 30 day period.

Choose Duration & Start Date

Requires 5 credits per school for the first month and 3 credits per school for each additional consecutive month. Each month purchased includes one email to parents with a one month posting on school websites.

Posting & Distribution Duration:

5 Months ▼

Posting Date:

Upon Approval Specific Date [Learn more](#)

Step 5: Upload Flyer & Select Calls to Action

Upload Flyer: Click “Choose file” and upload your 6MB or less PDF file.

Select Calls to Action: If there is a website associated with your flyer, enter the URL into the “Learn More” field. If you would like to add another call-to-action in addition to Learn More, you can include “Sign Up Now”, “Call Now” or “Download App”.

Upload Flyer & Select Calls to Action

- For optimal results, we recommend creating your flyer on an 8.5" x 11" document in portrait orientation.
- Your flyer must be uploaded in PDF format and cannot exceed 6 MB in file size.
- Once you click the Submit Order button, you may not alter the content of your digital flyer.

Upload Flyer

Choose File

Having a Call-To-Action makes it 4 times as likely that a parent will click on or engage with your Flyer. You have 2 options below. To add a Learn More button, please add a URL into the field below.

Learn More Button

To add a second Call-To-Action button (recommended), please select from the options below.

Call-To-Action Button:

Email Preview

Soccer



Soccer Shots
The Children's Soccer Experience

Soccer Shots is a national intro to soccer program focusing on character development, individual skill, fitness and sportsmanship, providing an opportunity for children to be challenged through fun games and team interaction. Children will also be introduced to competition in a developmentally appropriate manner. Our caring team positively impacts children's lives on and off the field through best-in-class coaching, curriculums, and communication.

REGISTER ONLINE TODAY!
at www.soccershots.org/columbia

WHO: All Children Ages 5-8
WHERE: OPES
WHEN: Wednesdays at 3:45pm Starts 9/14 and runs for 16 weeks. (Classes are 45 Minutes long.)
COST: \$99 plus an \$18 Annual Registration Fee due ONCE per school year. Payment Plans Available Online at Checkout. (Registration Fee includes the all new ADIDAS Soccer Shots Jersey, Mid Season Player Review, End of Season Certificate, and Season Medal.)

Please Follow us on FACEBOOK www.facebook.com/soccershots/columbia to receive weekly updates on what your child is learning as well as any important updates on the program.

VISIT US ONLINE at www.soccershots.org/columbia | Questions? Call us at 803.351.1572 or email us at customerservice@soccershots.org

National Partners: 

500 SCHOOLS IN COLUMBIA 2016

Total Page 1

Step 6: Choose Credits (if applicable)

If you currently do not have enough credits in your account balance to send to all the schools that were selected, you will be prompted to purchase more credits. Select the credit package that fits your needs or buy what you need using the custom row at the bottom of the table.

When the desired package is selected, click 'Purchase Now'. For more information about credits, please refer to our [Pricing](#) page.

Choose Credits

Cart

Complete Purchase

You need to buy a minimum of 17 credits to check out.

Buy in bulk and save. Peachjar credits never expire! [FAQ's](#)

	Credits	Price Per Credit	Total Price	Savings
<input checked="" type="radio"/>	17	\$5.00	\$85.00	-
<input type="radio"/>	100	\$4.50	\$450.00	Save 10%
<input type="radio"/>	300	\$4.25	\$1,275.00	Save 15%
<input type="radio"/>	750	\$4.00	\$3,000.00	Save 20%
<input type="radio"/>	<input type="text" value="Custom"/> <input style="font-size: 0.8em; border: 1px solid #ccc; padding: 2px 5px; border-radius: 3px;" type="button" value="?"/>	-----	-----	-----

You need 17 credits to check out.

Cancel & Remove

Continue

Step 7: Shopping Cart

If you would like to send another flyer click 'Add Another Flyer'. If you are finished, click 'Submit Order'.

Shopping Cart

➔

Flyer - Soccer

1 school(s) for 1 month: [show schools](#)

Delete

17 Credits

Your Credits Applied -17 credits

Subtotal: 0 credit

Total

\$0.00 US

Add Another Flyer

Submit Order