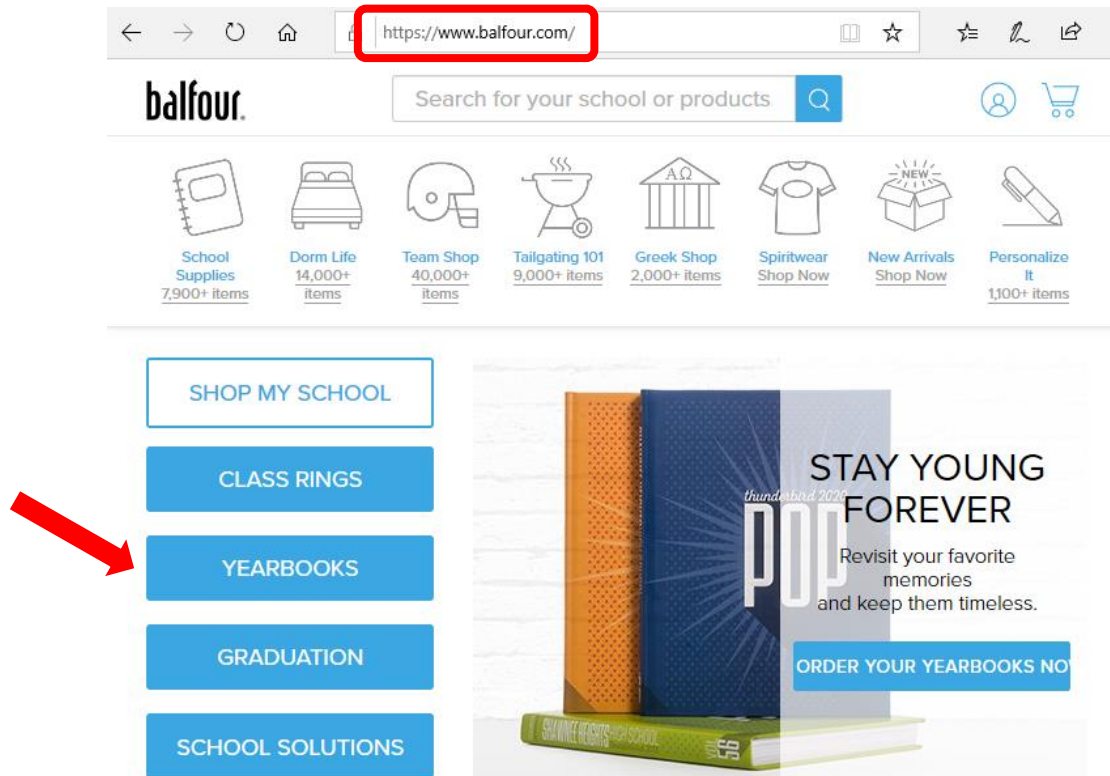
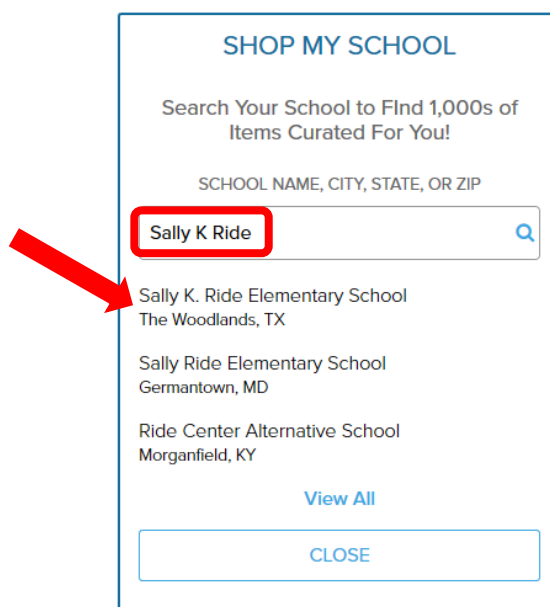


## Ride Elementary 2019-2020 Yearbook and 4<sup>th</sup> Grade Ad Online Ordering Instructions

1. Go to [Balfour.com](https://www.balfour.com/)
2. Click on **Yearbooks** button.



3. Type **Sally K Ride** in the search bar and select our school (the first option).



4. Input the First and Last Name of your student and select his/her Grade.
5. Click on the **Shop for this student** button.

---

**Sally K. Ride Elementary School**  
The Woodlands, TX


Choose how many students you would like to shop for.

Enter the student's information below OR if you received an order form letter from us, enter the ID number to populate the student's information.

**Student Number 1**

School Name	<a href="#">Use Current School</a>	Grade
<input type="text" value="Sally K. Ride Elementary School"/>	<input type="text" value="4th Grade"/>	
First Name	Last Name	
<input type="text" value="John"/>	<input type="text" value="Doe"/>	

[Shop for this student](#)



6. To purchase a Yearbook select **Get Started**.  
(Instructions to purchase an Ad begin on Step 15).

**Sally K. Ride Elementary School**  
The Woodlands, TX

Official Sally K. Ride Elementary School Yearbook Packages

**Currently Shopping For:**  
John Doe  
4th Grade

[Shop For Another Student](#)


**Yearbook Only**

\$30.00

[Get Started](#)

Package Includes:


- ✓ 2020 Sally K Ride Elementary Yearbook







7. Use the dropdown arrow to select your homeroom teacher.
8. If you would like to personalize your yearbook go to Step 9, otherwise click the **Add to Cart** button and go to Step 10.

**Sally K. Ride Elementary School**  
The Woodlands, TX

Balfour > Yearbook Packages > **Yearbook Only**



**Yearbook Only**  
Be the first to review this product  
**\$30.00**

Currently Shopping For:  
John Doe  
1st Grade

2020 Sally K Ride Elementary Yearbook !

Homeroom-Teacher-Other\*

-- Please Select --

**Optional Section**

Name Stamp Line 1 - **\$5.00**

\* Required Fields

**IN STOCK**


Qty

**Add to Cart**

9. On the **Optional Section** click the down arrow and click the picture of the black yearbook. A custom text box will appear. Type in the student name or desired custom text. Click the **Add to Cart** button once complete.

**Optional Section**

Name Stamp Line 1 - **\$5.00 !**



[Remove](#)


Custom Text (25 character maximum) \*

▲ Maximum number of characters: 25

10. To purchase a yearbook for another student, click the **Keep Shopping** button and go to Step 11. To purchase a personalized Ad for your 4<sup>th</sup> Grader, click the **Keep Shopping** button and go to Step 14. To complete your yearbook order go to Step 12.

**Shopping Cart** [Share Cart](#)

✓ You added Yearbook Only to your shopping cart.

Item	Price	Qty	Subtotal
<b>Sally K. Ride Elementary School (1 item)</b>			
Order For: John Doe Grade: 4 Ship To: School  <a href="#">Move to Wishlist</a> <a href="#">Edit</a> <a href="#">Remove</a>			
Yearbook Only Selections ▾	\$30.00	1	\$30.00

[KEEP SHOPPING](#) [CHECKOUT](#)

Your information (for example, password or credit card numbers) is private when it is sent to this site.

Subtotal	\$30.00
Handling	\$1.00
<b>TOTAL</b>	<b>\$31.00</b>

11. Select **Add Another Student**. Repeat Steps 4-10 for each additional student.

Choose how many students you would like to shop for.

Enter the student's information below OR if you received an order form letter from us, enter the ID number to populate the student's information.

[Shop John Doe - 4th Grade](#)  
Sally K. Ride Elementary School - The Woodlands, TX [Edit](#) [Remove](#)

[Add Another Student](#) +

12. Click on the green **Checkout** button.

13. Input your email and click on the radio button with your preferred method of payment. (You do NOT need to create an account, but it is recommended)

- Credit card – fill in your information and select the **Place Order** button to submit.
- PayPal – select the **Continue to PayPal** button to continue with payment.


Review & Payments

Email Address\*  ?


☒ Yes, sign me up to receive emails on special offers and promotions.

Payment Method:

☐ Credit Card [Place Order](#)

☐  PayPal [What is PayPal](#) [Continue to PayPal](#)

Subtotal	\$30.00
Handling	\$1.00
<b>Order Total</b>	<b>\$31.00</b>


	Yearbook Only Quantity: 1 <a href="#">View Details</a> ▾	\$30.00
---	--	---------


**CUSTOMER SUPPORT**  
1-800-BALFOUR (800-225-3687)

14. Select the student you wish to buy an Ad for.

Choose how many students you would like to shop for.

Enter the student's information below OR if you received an order form letter from us, enter the ID number to populate the student's information.

 [Shop John Doe - 4th Grade](#) [Edit](#) [Remove](#)  
Sally K. Ride Elementary School - The Woodlands, TX

Add Another Student 

15. Click the **Page Ad** icon on the lower left-hand corner of the page.

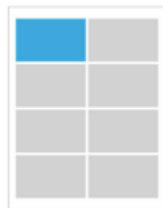
Official Sally K. Ride Elementary School Yearbook Packages


Currently Shopping For:

John Doe  
4th Grade

[Shop For Another Student](#)

Yearbook Only  
\$30.00

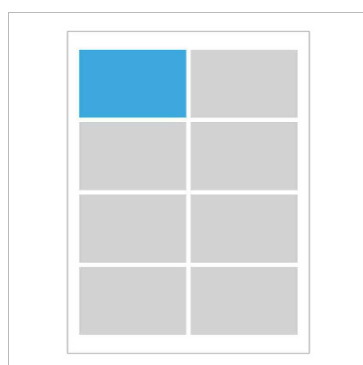


 Business 1/8 Page Ad -  
Create online  
\$15.00

16. Select the **Add to Cart** button

- You do **NOT** need to design your ad when you purchase.
- Balfour offers a "buy, then design" option, giving you flexibility to edit your ad in multiple design sessions before submitting it.

Balfour > Yearbook Packages > [Business 1/8 Page Ad - Create online](#)



Business 1/8 Page Ad - Create online

IN STOCK

SKU: A0177156A0000

[Be the first to review this product](#)

**\$15.00**

Currently Shopping For:

John Doe  
4th Grade

Qty

1

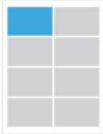

[Add to Cart](#)



17. To complete your purchase, review your information and click the **Checkout** button.

## Shopping Cart

[Share Cart](#)

Item	Price	Qty	Subtotal
<b>Sally K. Ride Elementary School (2 items)</b>			
Order For: John Doe Grade: 4 Ship To: Digital Delivery  <a href="#">Move to Wishlist</a> <a href="#">Edit</a> <a href="#">Remove</a>	\$15.00	1	\$15.00
<hr/>			
 <b>Yearbook Only</b> Selections <a href="#">v</a> <a href="#">Move to Wishlist</a> <a href="#">Edit</a> <a href="#">Remove</a>	\$30.00	1	\$30.00
<hr/>			
Handling Charge			\$1.00

[UPDATE CART](#)

[KEEP SHOPPING](#)

[CHECKOUT](#)

Your information (for example, password or credit card numbers) is private when it is sent to this site.

**ORDER SUMMARY**

Subtotal	\$45.00
Handling	\$1.00
Shipping	\$0.00
<b>TOTAL</b>	<b>\$46.00</b>

**DISCOUNT CODES**

Enter your discount code

  
[APPLY CODE](#)

**CUSTOMER SUPPORT**  
1-800-BALFOUR (800-225-3687)

18. To complete your order, you will need to **create an account** or **sign in** to your existing account.

We noticed you have an Ad Space in your cart.  
[Sign in](#) or [create an account](#) to complete your Ad!

Checkout as a new customer

Creating an account has many benefits:

- See order and shipping status
- Track order history
- Check out faster

[Create an Account](#)

OR

Checkout using your account

Email Address \*

Password \*

[Forgot Your Password?](#) [Sign In](#)

19. Once you log in select the **Continue to Payment** button.

Select Method	Price	Method Title	Carrier Title
<input checked="" type="radio"/>	\$0.00	Free	Free Shipping

**Continue to Payment**

Subtotal	\$45.00
Handling	\$1.00
Shipping	\$0.00
<b>Order Total</b>	<b>\$46.00</b>

	Business 1/8 Page Ad - Create online	\$15.00
	Quantity: 1	

	Yearbook Only	\$30.00
	Quantity: 1	
	<a href="#">View Details</a>	

**CUSTOMER SUPPORT**  
1-800-BALFOUR (800-225-3687)

20. Click on the radio button with your preferred method of payment.

- Credit card – fill in your information and select the **Place Order** button to submit.
- PayPal – select the **Continue to PayPal** button to continue with payment.

**Payment Method:**

☒ Credit Card

PayPal [What is PayPal?](#)

**Place Order**

**Continue to PayPal**

Subtotal	\$45.00
Handling	\$1.00
Shipping	\$0.00
<b>Order Total</b>	<b>\$46.00</b>

	Business 1/8 Page Ad - Create online	\$15.00
	quantity: 1	

	Yearbook Only	\$30.00
	Quantity: 1	
	<a href="#">View Details</a>	

21. You will receive an email when your workspace is available, directing you to log into [Balfour.com](https://Balfour.com). Click on **My Orders** to locate your order, and then click **Edit Now** to begin creating your Ad. Please reference the Yearbook Ads FAQ's for additional information.