

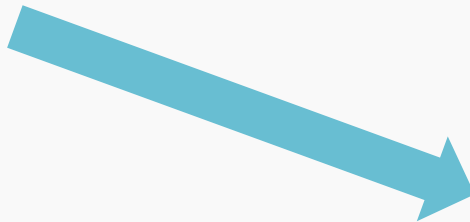


Flyer Approval Instructions for School Approvers



District Office,
Schools, and Parent Groups

All flyers from external organizations require your approval. You will be notified via email when you have a flyer pending approval.



Community Partners



Posted Online and
Emailed to Parents

Step 1: Log in to your Peachjar account

Existing Account? [Login Now](#)

Username or Email Address:

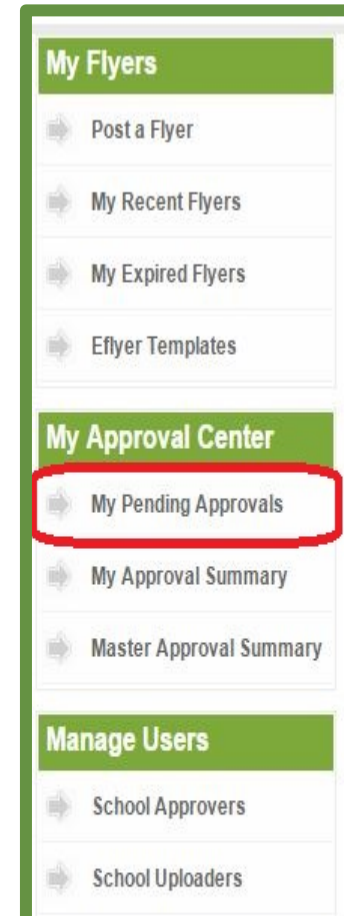
Password:

[LOGIN](#)

[LOGIN WITH GOOGLE](#)

[FORGOT PASSWORD?](#)

Step 2: Select “My Pending Approvals” from the left side menu bar



Step 3: Taking Action on Flyers Pending Approval

All flyers pending approval at your school will be displayed. You may click on a flyer to review its contents in full screen (shown in a new tab).

To approve a flyer, click the green “Approve” button. To deny a flyer, click the red “Deny” button. When you are done taking action on all flyers pending approval, click “Continue.”

To view more information about the organization who submitted the flyer, click the organization’s name. A green box will appear. Any notes you type in the white box will be visible only internal staff.

Once you have taken action on all pending flyers, click the “Continue” button at the bottom of the page.

The image shows a screenshot of a flyer management interface. Two flyers are displayed side-by-side. The left flyer is for "Surf Camps USA" and the right flyer is for "Bonsallpalooza 2015 - Benefit Concert for Music Education". Below the flyers, there are buttons for "Approve", "Hold", and "Deny". A green box is overlaid on the Surf Camps USA flyer, displaying the following information:

- Name: Brooke Swayne
- Company: Surf Camps USA
- Last Approved: Never
- URL: <http://surfcampsusa.com/index.html>
- Email: info@surfcampsusa.com
- Notes: [Empty text box]

At the bottom of the green box is a "Save Notes" button. Below the flyers, there are also buttons for "Surf Camps USA" and "Bonsall Education Foundation".

Step 4: Confirm selections

This page enables you to verify your actions. Click “Submit” to confirm. Approved flyers will appear immediately on your school’s Peachjar webpage and will be emailed to parents.

Confirm Choice(s)



Surf Camps USA
Post Date: 03/11/2015

Approve At:

- Vivian Banks Charter

Submit Cancel

Emails are sent as an “eflyer packet” within 24 hours if “Immediate” distribution is requested, or on a future distribution date, if selected by the posting organization.

If you deny a flyer, the community organization will receive a refund from Peachjar. Should a community organization have questions about a refund, please direct them to Peachjar.




Approval History

To view previously approved/denied flyers, select “My Approval History” from the left side menu bar. The “Search” feature makes it easy for you to find approved/denied flyers by name of the posting organization or the flyer title.


Approval Center >> My Approval Summary

Organization's Name: Flyer Title: **Search**

1 2 3 4 8 >



Flyer ID: 47732
Uploaded: 03/11/2015
Duration: 2 months
By: [Surf Camps USA](#)



Flyer ID: 46562
Uploaded: 03/05/2015
Duration: 1 month
By: [Bonsall Education](#)

Surf Camps USA

School Name	Your Action	Overall Status	Approved /Denied	Scheduled Posting	Details
Alamosa Park Elementary		●	Mar 12, 2015	Apr 11, 2015	Details
Aviara Oaks Elementary		●	Mar 12, 2015	Apr 11, 2015	Details
Aviara Oaks Middle		●	Mar 12, 2015	Apr 11, 2015	Details

Bonsallpalooza 2015 - Benefit Concert for Music Education

School Name	Your Action	Overall Status	Approved /Denied	Scheduled Posting	Details
Bonsall Elementary	●	●	Mar 13, 2015	Mar 13, 2015	Details
Bonsall High School		●	Mar 06, 2015	Mar 06, 2015	Details
Bonsall West Elementary		●	Mar 06, 2015	Mar 06, 2015	Details

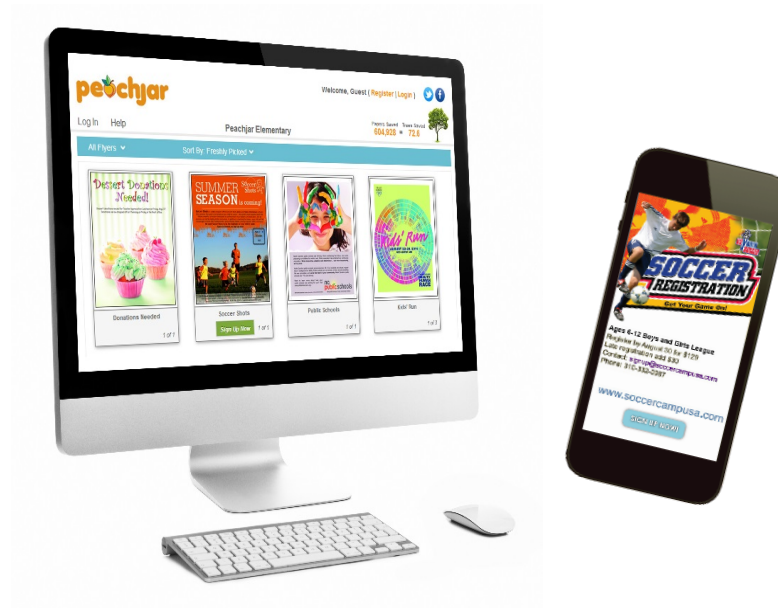


Training Resources

Sign up for a 20-minute online training webinar:

[Peachjar Training](#)

FAQ's and online training resources: [Online Training Tools](#)



Customer Support: 858-997-2117 x 2 • support@peachjar.com

