

# Order Yearbooks Online!

## Yearbooks on Sale ~ Order Online

- August 1st—September 30th—\$30 (\$5 additional for optional nameplate = \$35 total)
- October 1st—January 31st—\$35 (\$5 additional for optional nameplate = \$40 total)

## Step 1—Go to the following website:

- [www.yearbookordercenter.com](http://www.yearbookordercenter.com)—there are two options for choosing the school
  - Order Number is 3607. Type “3607” in the text field provided
  - Or choose—“United Stated-Michigan-Waterford-Pierce Middle School

## Step 2—Student name

- Type in the student’s FIRST name and LAST name in the respective fields. Click on “SEARCH”
- Click on the circle next to your child’s name. The click “SHOP FOR SELECTED STUDENT OR BUSINESS”
- If you can’t find your student’s name, you will have the option to add a new student

## Step 3—Verify student home room

- Student’s homeroom/SRT should automatically be listed in the field.
  - If the information is correct, click on “CONTINUE WITHOUT UPDATING”
  - If the information is incorrect, please change and click on “UPDATE STUDENT INFORMATION”

## Step 4—Order Yearbook with Nameplate optional

- There are two choices
  - Yearbook plus nameplate = \$35
  - Yearbook only = \$30
- Click “ORDER” under the choice you would like.

## Step 5—Verify Order

- If the order and quantity are correct, click “ADD TO CART”
- Final verification—three options
  - “CHECKOUT” if everything is correct
  - “SHOP FOR A DIFFERENT STUDENT”
  - “CONTINUE SHOPPING FOR CURRENT STUDENT”

## Step 6—Check Out

- Fill in all fields required for billing purposes and payment options.
- Upon completion click “CHECKOUT”.

## Step 7—Verification of payment

- Verify payment information.
- An option to print a receipt will be provided upon final verification.