

Add new teammate

First Name

Last Name

Email

Role

Enter the teammate's name, email and role.

Have the teammate go to yearbooks.picaboo.com and sign in or create an account with the email address you're providing here.

Once signed in, the teammate will see this project in his or her library.



Team Roles & Adding Users

While it may not take an entire village to create a yearbook, you shouldn't have to do it alone. Add team members, assign roles and sections and let your yearbook be a true team effort.

TEAM ROLES

It is important to carefully consider the job role assigned to each team member. While these are the titles we have assigned for team roles within our web application, each team member will likely wear many hats.

The **ADVISER** is in charge of the yearbook project and has access to all sections and editing tools. In addition, the adviser can add and assign roles to other team members, manage members, supervise and organize Skipple photos, request a PDF proof and is the only person who can set the price and place an order for the book on behalf of the school.

The **SENIOR EDITOR** has all the abilities the adviser has except for ordering, inviting other members, viewing or assigning Skipple photos, or setting the price.

An **EDITOR** is assigned a particular section to work on, therefore you must create sections within the **Section Manager** prior to assigning anyone this position. The editor cannot access anyone else's section and cannot import photos.

A **PHOTO EDITOR** has access to all of the images within the **Recent Photos** module in the project dashboard, but cannot access any sections.

A **VIEWER** can browse the book, but cannot make any alterations. This is the ideal position for anyone who has volunteered to help proofread the book.

1 To add team members, find the **Team** module from the Project Dashboard and then click the **New Team Member** button.

From the pop-up window, individually add each member of your team and assign a team role (see left) to them. Continue to repeat this process as needed to complete your team assignments.

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3 If the team member already has a Picaboo Yearbooks account under the email address you used for them in Step 2, the book will appear in their **Library** the next time he or she logs in. If the team member does not already have an account, the book will appear in their **Library** once he or she sets up an account using that email address.

Hi Taylor,

You are now a Photo Editor for the yearbook named: "Alvernia Wildcats"

To get started, log in or create an account at yearbooks.picaboo.com/web. Thanks for helping us make "Alvernia Wildcats"

--Ashley Edwards (ae_edwards@averniak12.org)

Team Email team New team member

Name	Role	Sections
✓ Megan Boo	Adviser	All
✗ Jackson Daley	Sr. Editor	All

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You may return to the **Team** module at any time to add or edit team members. To remove a member from your team, click the red **X** to the left of their name.