

HELLO AND CONGRATULATIONS

to the families of the Phillips Academy Class of 2026!

Among the many duties as parents of seniors is processing what you'll need/want to do for your senior's yearbook. Below you'll find critical instructions for submitting your senior's portrait as well as how to purchase their yearbook and a senior tribute page for the book.

1: Buy your senior's yearbook: Our book costs \$100 and increases on Dec. 1 to \$125. We order a finite number of books, so do not wait - or you could miss out. [CLICK HERE](#) to purchase or visit www.YearbookOrderCenter.com and enter school code **3591**. Deadline for best price: **December 1, 2025**

2: Submit your senior's portrait. We feature each senior in a portrait in our book. You can have your own taken by a photographer of your choice and email it to us; your senior can also reach out to the Pot Pourri yearbook staff to ask them to take a portrait (this must be coordinated between your senior and our staff; parents should not be the intermediary to make this happen. Your senior can email potpourriphotorequests@gmail.com to connect with our staffers!) Here's the critical information for you to submit a portrait to us:

- Please email your ONE chosen senior portrait to us at **PAseniorportraits@gmail.com**.
 - Please send your portrait to us via this specific email address rather than sending to a specific individual on campus. This will help us ensure accuracy for this critical section of our yearbook.
 - Include your student's name in the email, please.
 - Please send one portrait and one portrait only. We manage a lot of details and changing your minds can create the possibility of human errors on our end.
 - We will confirm receipt of your image by email.
- Deadline for submitting a portrait: **January 1, 2026**
- Specifications:
 - We will size and crop all images; you don't need to do a thing for this.
 - Our portraits are vertical, not horizontal.
 - JPEGs & PNGs files, please.
- **If we do not receive a portrait from you or your student, we will use their Bluecard picture in this section.**

3: Buy your family's senior tribute ad: Our senior tribute pages are a fun senior tradition and really great section of our book, and we hope you'll consider participating. To do so, you'll choose your page size and make a collage of images and any message of your choosing for your student. Please follow the directions on the next page to design, submit, and purchase entirely online (you can also [CLICK HERE](#) to just get started right now or visit www.YearbookOrderCenter.com & enter school code **3591**!) This is an important section of our book, and we know it's important to you. As such, please follow these instructions carefully. Our deadline for family ads (and for best pricing on them) is **November 15th**. We will do our best to accept ads after this date, but we cannot guarantee it; it will be entirely based on space that remains after this deadline, and a \$30 late fee will apply.



SENIOR TRIBUTES

YEARBOOK

Class of 2026



Let us help you with your senior tribute ad for the 2026 PA yearbook! Simply follow the steps below. Our deadline for submission is **November 15, 2025**. We will accept late submissions as long as space allows; they will be assessed a \$30 late fee. If you need tech support as you are submitting your ad, please call **1-877-362-7750**, as this team of people is best equipped to help sort out any tech issues you may be having! *If you want to try making your own fun and funky collage, we've provided instructions for a site we like called PosterMyWall.com on the next page - but using this third party site is entirely optional! We've just provided it as a resource for you should you want it.*

HOW TO BUY & DESIGN YOUR AD - DEADLINE NOVEMBER 15th

Please follow these instructions to ensure proper placement of your tribute page!

1. Go to www.YearbookOrderCenter.com & enter school code **3591**
2. Choose "Buy a Yearbook Ad" and select the size of the space you wish to purchase.
3. Select "Buy this item for Student", and search for your child's name.
4. Click the Log In button, and you will be prompted to create an account for a digital studio that will allow you to either design your ad through this website OR submit one you've already built yourself.
5. Depending on the size of the ad you've selected, the website will show you a variety of design options you can choose from. Choose a design that will work for you! If you've built an ad yourself using PhotoShop, Illustrator, or a high-resolution collage-making site like postermywall.com, you want to select the design that will let you upload one image! Easy peasy! Click "Select" once you've chosen your design. →
6. This will launch a design studio that you are now free to play in. Upload your digital photos, choose background colors, change fonts, and design to your heart's content. You may save your work and come back later. **IMPORTANT:** Carefully proofread your ad before paying & submitting. Once we receive your ad, we submit it for printing and cannot pull it back for corrections at a later date.
7. When you are satisfied with your design, you will check out and pay for your ad on this website. The ad will automatically be transmitted to us, and we place it in the book for you - that's it! You're done!

FULL PAGE - \$495
HALF PAGE - \$295
QUARTER PAGE - \$210



REMINDERS & SUGGESTIONS

*If you need Tech Support whatsoever as you do this, do not hesitate to call this number: **1-877-362-7750***

If you are building your own ad, you absolutely want to do it in a professional program at a high resolution (300dpi or more at print size!) Professional programs are PhotoShop & Illustrator, not Word & PowerPoint. And if you don't know these programs, try www.postermywall.com, which lets you build really funky high res collages for \$2.99 (see the next sheet for instructions!) This website will produce a high-resolution file for us to print! This is entirely optional, though.. You can design & submit without doing ANYTHING from these other platforms.

Don't wait until the last minute! Give yourself time to do this and to ensure completion on time.

OPTIONAL: Wanna get creative?

MAKE YOUR OWN COOL COLLAGE!

If you really want to dive in, we recommend a great collage-making website called **postermymwall.com** that allows you to build collage pages filled with as many pictures as you wish. For \$2.99 you can download a high-res version of your collage and submit that for your page! Just follow the steps below! Give yourself a few minutes to play around with the dragging of photos and the manipulation of text, and you'll be amazed at what you can do. And once you've built the ad that you like, pay for the \$2.99 version of it and then follow our instructions for submitting (page 2 of this PDF) [CLICK HERE](#) for a tutorial if you want to see more!

1 Go to www.postermymwall.com & make an account for yourself. Once you have done this, click on "Create" in the upper right.

2 You'll see a menu option that says "Blank Design". Choose this!

3 **Important:** Decide what size you would like your ad to be and select the appropriate design type.

Full Page - Select FLYER

Half Page - Select POSTER

Quarter Page - Select FLYER

4 This step is **CRITICAL**. Indicate whether your space needs to be horizontal or vertical.

Full Page - Select PORTRAIT

Half Page - Select LANDSCAPE

Quarter Page - Select PORTRAIT

5 Now you're ready to create. [CLICK HERE TO WATCH A TUTORIAL](#) for an overview of how to use this site! Click on My Uploads, Text, and/Background to begin designing and adding items to your page. Get playing and have fun!

6 You can Save your design and come back to work on it later. When finished, please proof your ad carefully, as it is not possible for us to make changes after you submit it to us.

7 When you are happy with your design, click "Download" in the upper right. Choose the "Standard Image" for \$2.99 in JPG format. This high-res JPEG file is what you will upload as you actually submit and pay for the yearbook page itself on www.YearbookOrderCenter.com (school code **3591**). See instructions on the second page of this PDF to See instructions on the second page of this PDF to submit & pay! **Deadline reminder: November 15, 2025! Late fees apply after this date and are subject to space availability in the book!**

