



## Do this NOW!

Just starting the year with YTO?

Then start the right way. Too many advisers just jump in and have their kids start designing pages, uploading pictures and generally get going. But the problem is that later on they find that they skipped some steps and wish they could go back.

Don't be one of those people. Start the right way. Here are the two things you or your editors must do before you ever let one other staffer touch your YTO site. Do them today!

### Enter your staff

Start by asking your entire yearbook staff to write down their e-mail addresses as well as a login and a password they would like to use. (Check the YTO login in page to see the alphanumeric requirements.)



Then go to your YTO website and choose Plan>Staff and enter all of them. (You could have a trusted editor do this.)

Our recommendation is to give each one of them their own login and password. Some advisers have created just one password for the entire staff at the beginning of the year and then when a student left the yearbook staff, they had to change the password and login in for everyone. Avoid this by giving each student their own. It will take a few minutes now but can save you a lot of time and hassle later on.

### Do your ladder.

#### All of it!

This is another task you can delegate but make sure it gets done. All of it. (Notice how we keep saying "all of it," that's because we mean it.)



And make sure that all parts of it are completed including the deadline, the staffer assigned to it (you can assign two to a spread this year) and the color designated. This may seem like overkill now but you will thank me later when you only want to see deadline two or all the pages being worked on by a particular staffer.

And as soon as you have it complete, e-mail me and let me know. I will check it and make sure you have all your color in the right place and generally go over it for possible problems that may pop up later.

There is an old saying in yearbook—"You can never have your ladder too complete or done too early." ▲