Yearbook Ordering for 2016

- Go to Balfour.com
- Type in Ricks Center for Gifted Children in the box
- (Double check the next page, upper left corner directly under Balfour logo to be sure you’re in *Ricks Center*)
- Scroll down a bit and click YEARBOOK (it’s the only option for our school products)
- Under the left side of the screen that says “Shop Categories” go to “YEARBOOK AND ACCESSORIES”
- Look around at the options, you never know if some of the accessories look good
- The top option is Yearbook itself. Be sure to put how many you’ll be ordering
- Once you click the number wanted, it will give you a page and asks for information: student’s First and Last name, Grade and Home Room – all required. Home Room will be *teachers’ names* OR you can put our usual ID (PSAX, TEAM, LEAP, etc.)
- Just below HOME ROOM, is the option for including names. If you’d like to have your students’ nameplate on the front of the book, it’s an extra $5 charge and be sure to type the name exactly how it is to appear.
- There are options for icons as well – if you’d like to add a little icon with the name….
- Check out and you’re all done 😊

**Yearbook Ads**
The ordering of the Ads will be done in a similar fashion, but the option is not available just yet. I will let you all know when it’s ready to go. As you see on the ordering, the deadline is May 1st so you have time if you want to order your Ad along with your book when the option is available – no need for 2 separate orders.

As always, contact me ([karie.wyckoff@du.edu](mailto:karie.wyckoff@du.edu)) or Balfour directly (link available on the ordering site) with any questions.

Thank you all for your support.