

Northwest Christian Academy

Yearbook

Step by Step Directions

2021-2022

How to Order ONLINE

- ⇒ **Already have an account?** Log in at <https://www.treering.com/>
- ⇒ **Need to create an account?** Here are your options:
 - Please use the parent email address listed in your student's FACTS account
 - Click this link to go to the Northwest Christian Academy Sign Up Page <https://tr5.treering.com/create-account/1014762067131718>
 - If you can't click the above link: Go to o treering.com/validate and enter our school's passcode: 1014762067131718
 - Here is a [PDF Step by Step](#) on creating your account

Create Your Custom Pages

Deadline to create Custom Pages is May 4.– Pages will be reviewed before the school order is submitted for printing. If there are concerns, we will email you.

Have questions: Call TreeRing 650-319-7164.

Here is a [PDF Step by Step on creating custom pages](#)

When you are on the custom pages builder

- On the **Left** you can choose your **background** and **layout**
- On the **Right** you will see
 - **My Photos**
 - Upload or select photos you have already uploaded
 - Drag and drop photos into the picture boxes or onto your page
 - **Double click** to move a photo inside the picture box so your subject is in the frame. From here you can edit photos if they are too dark, zoom in, flip if it's turned the wrong way.
 - **Single Click** for options such as frame (boarder)
 - **Text** – add your own text or go through created text graphics
 - **Graphics** – there are over 5000 to choose from, so you can filter at the top with the drop down by different categories: animals, sports, holidays, school, quotes, art & music and much more
 - **Community Content** – shared pictures
 - Click on Shared Photos
 - All Shared Photos – Families can post to the shared photos at any time