peachjar

Peachjar Quick Reference Guide

Logging in to your account: *Go to Peachjar.com, click login in the upper right corner. Your username is your email. If you forgot your password, click the 'Forgot Password' link.*

Uploading a flyer:
1. Have a PDF version of your flyer ready, 1-4 pages in length and less than 50 MB. For the best visual display, we recommend portrait orientation and 8.5 x 11in dimension.
2. Log into your account and navigate to the 'Send and Post a Flyer' section to the left.
3. Follow the prompts to upload, review and title and call-to-action buttons for your flyer.
4. You will see your school is pre-selected for distribution.
5. Once your information is complete, click submit.
Note: If you'd like your flyer distributed to additional schools in your district, email your flyer to your district office or to other school admins.

Need a flyer template? *You can find dozens of colorful flyer templates by clicking the flyer template link in the upper right-hand corner of the Distribution section in your account.*

Need to edit or remove your flyer? *Once the email with your flyer is distributed to parents, they will continue to have that version in their inbox. In this case, you may want to remove the flyer and distribute a new one. We recommend noting the change in the title, for example "UPDATED: Title". To remove the flyer, go to the reporting section of your account, click the down arrow next to 'View flyer' on the flyer you wish to remove and select 'remove flyer.'* **Tip to keep in mind:** *You can only remove a flyer that you have uploaded. District admins can remove flyers for any/all schools in the district.*

Trouble shooting tips: *Confirm your flyer is in PDF format and 50MB or less in size. There are tools to compress flyers if needed, such as Adobe Acrobat or [Small PDF](). If you're still having trouble, try using an alternate browser (we recommend Chrome) or clearing cookies/cache (chrome://settings/clearBrowserData).*

Need to add parent emails? *Parents that are in your student information system are automatically registered to begin receiving flyers with the next automated upload to Peachjar. If a parent would like to receive flyers but is not in your SIS, they can do so by registering at peachjar.com. If this is the case, please ensure the parent information is also added directly to your district's student information system (SIS). This prevents parents from having to update which school they receive flyers from when their child advances.*

Need to change your school's uploader? *The School or District Admin can do this by going to the account settings and selecting school uploader to add or remove a school uploader.*

Feel free to call Peachjar at 858-997-2118 or email us at clientcare@peachjar.com for any additional questions! We're happy to help!