Madera Unified School District

How to get started with **peachjar**

Peachjar sends school-approved eflyers directly to parents' inboxes and posts them to each school's website.

Register for an account

- Go to www.madera.k12.ca.us, click on the 'Peachjar' icon located on the Madera Unified School District home page and read the disclaimer.

- Go to www.peachjar.com (click on the hyperlink or 'Peachjar' icon within the disclaimer.)

- Click 'Register' (upper right), create an account and select the account type 'Enrichment Provider'.

- An email address will be used for your username and a password will be assigned to you.

Once you register with Peachjar, you can upload your eflyer as a PDF and select your desired schools for distribution. Your eflyer will be sent automatically to the appropriate school or district office for approval. Once approved, your eflyer will be posted to your selected schools and emailed to all parents as a visually engaging image. Your flyer will include a 'Sign Up Now' button when you add your registration page URL. You can also add your website's URL so parents can click for more information.

Post a flyer

Go to:
- Peachjar's home page, click 'Login' and enter your username and password.
- Under 'My Flyers' on the left, click 'Post a Flyer'.

Choose a Category
- Choose a category and a subcategory for your flyer. Categories help users to find and view flyers specific to their interests. Your flyer will always appear under the 'All Flyers' category.

Flyer Details

Select the File to Upload
- Peachjar only accepts PDF files. Under 'New File Upload' click 'Select File'. Locate the file you wish to upload and click 'Open'. Click the 'Upload' button to start the upload process. Once the upload finishes, click 'Continue'.

Choose Credits Package
- Select the credit package that fits your needs. You may select a custom amount using the bottom row of the table. To help determine your credit needs, try the Credits Calculator. Click 'Purchase Now'.

Checkout
- Review your order thoroughly. After checkout and submission, your order can not be edited. If your order is correct, click 'Checkout'.
- Choose your payment type, input your payment details, then click 'Submit Order'.

Distribution

- Your flyer will be automatically submitted to the appropriate district staff for approval. Once approved, your flyer will be distributed to parents and posted to each school's Peachjar webpage. **Allow 10 business days for flyers to be approved.**

Flyer Details

Step 1: Enter the title of your flyer in the 'Title' field.

Step 2: Select the Country, State and School District. Choose the schools you would like to post and distribute your flyer. To select multiple schools, hold the keyboard 'CTRL' button and click the desired schools to select them. The Posting Summary (bottom right) will update reflecting your selection.

Step 3: Choose the duration and start date of the posting. Your flyer will be will be removed automatically after the time period expires. You may choose to have your flyer immediately queued for posting and deliver upon approval or schedule a future date for distribution.

Step 4: Optional step which allows you to include your website and email address to allow users to contact you. Your email address will not appear to the users but will be the email messages are sent to if a user contacts the poster of this flyer.

Step 5: If you have a registration URL for your event, you may enter it here. This will create a 'Sign Up Now' button that accompanies your flyer in the emails and on the website and parent can use this button to link directly to your registration page. Click 'Event Location' to add an address.

Questions? Contact Peachjar: www.peachjar.com, gogreen@peachjar.com or 877.402.1786