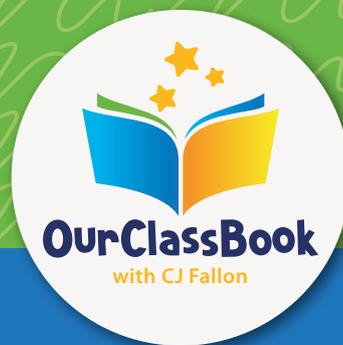


Publishing Checklist

OurClassBook



1 Activate Your Kit

- As soon as you receive this publishing kit, please activate it! It only takes a moment. www.ourclassbook.com/activate/

Parents can now order directly at www.ourclassbook.com

2 Tell the Parents the Good News!

- Send home the Parent Order Forms included in your kit 2–3 weeks ahead of your submission date. Have your class write your **Book ID on the order forms** so that parents can pre-order their copy of your special book on our website.

You can find your Book ID on the back of your kit envelope or in a recent email from us. Make sure parents order before we receive your class' work for publishing so they can avail of the discounted pre-order price!

3 Finalise Your Order

- Once you have completed your manuscript, you can finalise your order by going to www.ourclassbook.com/finalise/

Here you will tell us everything we need to know about your classbook. If you are doing a digital book, this is when we will ask you to upload it for publishing.

4 Pack Up Your Manuscript

- Organise your cover sheet, title and dedication pages, along with your book pages in numbered order, and finally the authors' page. All pages should be facing upwards. It is not necessary to staple pages together or to put them into individual plastic pockets.
- Fill out the white box marked with a star on the back of your kit envelope.
- Send one final reminder home to the parents that now is the last chance to avail of the discounted pricing.
- Put the envelope in your box, affix your pre-paid returns label to the package and drop it off at your local post office one week before your submission date. If you need a new returns label, please email info@ourclassbook.com.

Congratulations!

You have turned your students into real published authors!

Have any questions along the way?

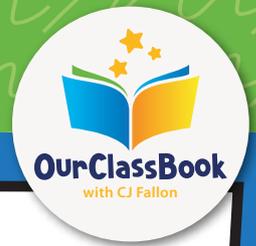
info@ourclassbook.com

Ireland: 01 616 6443

UK: 0161 884 4389



Important Steps!



Activate

As soon as you receive your kit... **activate it!**
It only takes a moment.

www.ourclassbook.com/activate/



Share the Big News

Now is the cheapest time for parents to order a copy of your class' special book. Help parents save money by:

1. Share your Book ID with the parents.
2. Send home the order forms in this publishing kit.
3. Forward the email to the parents that we'll send you 3 weeks before your submission date.
4. Send one final reminder home before you submit your class' manuscript for publishing.

Finalise

Before you submit your manuscript... **finalise it!**

Finalise your order online prior to posting your manuscript to us for publishing.

www.ourclassbook.com/finalise/



Make sure you complete all of the steps overleaf prior to submitting your class' work for publishing.

Doing so will avoid delays in receiving your published books. You can expect to receive your printed books four to five weeks after we receive your class' manuscript for publishing. Please note your order may be delivered to you in up to three separate deliveries.

For more information, visit

www.ourclassbook.com

Have any questions along the way?

info@ourclassbook.com

Ireland: 01 616 6443

UK: 0161 884 4389

