

PTO Yearbook Letter

Hi SPU Parents,

I apologize for any links that are not working correctly. Thank you for your patience as we navigate these uncharted waters along with you. Please read this email in its entirety, and if you have any questions please email me directly at sanpasqualunionpto@gmail.com, and I will do my best to answer them for you.

***Follow these steps to have your yearbook shipped directly to your home:**

How to Update the Shipping Address for Previously Placed Orders that are Shipping to Home -

<https://treering.zendesk.com/hc/en-us/articles/360041258011-How-to-Update-the-Shipping-Address-for-Previously-Placed-Orders-that-are-Shipping-to-Home>

Note: Addresses cannot be updated when using the iPhone app.

1. Log in to www.Treering.com and select My Orders.
2. Click on the order number.
3. In Order Details click on Edit Address.
4. Edit the address and select Verify Address.
5. Select Use Original Address or Use Suggested Address. We advise that you use the USPS Suggested Address to eliminate delivery issues. You can also go back to edit your Original Address if it is wrong by clicking on Edit.
6. In the Order Details you will see the address has been updated.

If you need any help changing your shipping address, please call (877) 755-8733. This is the number for Treering and they can help you resolve this issue that I unfortunately will not be able to help you with.

***If you are unsure if you have already purchased a yearbook-** log in to <https://www.treering.com/> and click on My Orders and it will show you the last yearbook that was purchased. Then proceed with the steps mentioned above.

***If need to purchase a yearbook** please go to <https://tr5.treering.com/validate> and enter SPU's passcode: 101312922969274 . At check-out it will ask you for the shipping address- please enter your home address.

****Electronic Signatures**** Please follow these links to learn how to send and receive signatures and how to add them to your custom pages. This is new for the yearbook team, given our situation this year. If you have any questions please email me (sanpasqualunionpto@gmail.com) and I will do my best to answer them.

[Sending and Requesting Signatures](#) -

<https://treering.zendesk.com/hc/en-us/articles/360000019203-Sending-and-Requesting-Signatures>

[Adding Signatures to Custom Pages](#) -

<https://treering.zendesk.com/hc/en-us/articles/360037853011-Adding-Signatures-to-Custom-Pages>

Thank you again for your patience! Have a great day!

All the best,

SPU Yearbook Team