TreeRing Yearbook Step By Step Instructions for
Teenage Drama Workshop

1. Go to [https://tr5.treering.com/validate](https://tr5.treering.com/validate)
2. Enter your group’s private **passcode**: 1015423257113639
3. Click **Confirm**
4. **Create Your Account**
   a. First Name
   b. Last Name
   c. Email Address (this will be your username for sign in)
   d. Create Password
   e. Confirm Password (make sure there are no typos!)
   f. Birthday (to verify you are over 13 in compliance with the Children’s Online Privacy Act)
   g. Select a Role (student or parent)
5. **Claim Your Student(s)** *(You will not see this step if you are a student)*
   a. Enter your student name (as you start to type your child's name, student names will show up)
   b. If your student is there then click on the Claim button
   c. If your child is not there click on **Student Not Listed** and then enter your student information
   d. If you have more than one student at the school click the **+ Add Additional Student** button
6. **Add Your Profile Photo**
   a. Select from your computer, Facebook or Flickr to choose a photo to use for your photo. (This is important to identify yourself within your community)
   b. The click **Save Photo and Continue**
7. **Find Friends**
   a. This step is optional, but if you like to add some of your friends that are already in the community click on their names
   b. When finished click Skip this Step or **Add Friends and Continue**
8. Purchase Your Yearbook
   a. Choose the quantity of books you’d like to purchase and click Select Quantities and Continue.

   b. If you’d like to upgrade your book to Hard Cover (if available) change to Yes if not leave as No and click Select Options and Continue.

   c. Enter your Credit Card or Check information and then click Pay and Finish to securely complete your purchase. A receipt will be sent to your email.