



### **We Strongly Recommend That You Automate Your Email Upload**

When you are logged into your account, click the Guardian Email Upload option in the navigation bar on the left. You will see the information needed to update your script.

### **Pricing Is Almost Always Cheaper Than Having Paper Flyers**

There is no cost for flyers posted by school and district uploaders. However, we do require community organizations to pay a small fee in order to use this service. The most the organizations will ever pay is \$25/school, which is almost always more affordable than having them printed and delivered. Bulk rate discounts may apply and organizations should contact us by [live chat](#), [email](#), or at 858-997-2117, option 2 for more details.

### **Please Communicate with Your Community Organizations Early and Often About Peachjar**

There are so many benefits to our digital platform, from call-to-action buttons that allow registration on-the-go to specific event times and locations that can be added to mobile calendars and maps. By letting your organizations know about the switch to Peachjar you help them save time and money. [Resources](#) for how to communicate this change are available.

### **Ask Parents to Look for Peachjar Emails**

Some email providers filter messages based on content, subject line, or the sender's address and may put Peachjar emails into the "junk" or "spam" mail folder. By asking parents to make sure they are receiving Peachjar emails you can be sure they stay engaged in the important information you are sending them. [Resources](#) for how to communicate this request are available.

### **You Should Plan to Approve Flyers Regularly, and Always Within 5 Business Days**

The best way to keep parents engaged and provide timely information on community events is to approve flyers regularly. This ensures parents have time to register and mark their calendars for upcoming events as well as return credits to an organization for any flyer you are not permitting to share.

### **Non-Profit Doesn't Mean Free**

We love non-profit organizations. In fact, most of the organizations that distribute flyers with Peachjar fall into this category. We're happy to see that so many districts are happy to allow postings from non-profit organizations, but please keep in mind that service fees apply regardless of non-profit status.

## **Peachjar Provides a Free Posting Program as Part of Our Efforts to Help All Students Get Access to Enrichment Opportunities in Their Area**

Organizations may qualify to distribute flyers for free if their program or service is being offered with absolutely no opportunity for money to be exchanged either at the event (vendors, merchants, tuition, tickets, food trucks) or in the future (open house events typically do not qualify). Please have your organization contact [support@peachjar.com](mailto:support@peachjar.com) or 858-997-2117 option 3 to see if they qualify. Our [free posting policy](#) is available online.

## **We Use the Term "Metrics" When Talking About Tracking Flyer Success**

You can view metrics for any flyers that you've uploaded in the My Flyer section of your account. This is where you will find total sends, the open rate, and number of times people clicked on the flyer. School uploaders and community organizations can access and view metrics for flyers they've uploaded, too.

## **Only Share School-Related Flyers**

School and district uploaders should never share flyers for outside organizations and should instead direct those organizations to create their own account through Peachjar.com.

## **Flyer Templates Are Meant to Save You Time**

As district and school uploaders, you are able to share flyers for school and district-related programs or events. Your account includes access to a free library of full-color flyers, from bake sales to art shows, school dances and report cards. All school and district uploaders have access to these templates, including anyone that was added as a representative for your parent organization.

## **Multi-Language Flyers Can Also Be Posted**

Our digital flyer templates are offered in Spanish, too. Just click the green "Spanish Templates" button in the upper right-hand corner of the screen. You can submit flyers in other languages in Peachjar, too, just make sure to merge multiple pages into one document to save time. You can share a flyer of up to four pages through Peachjar.