How to professionally print your calendar
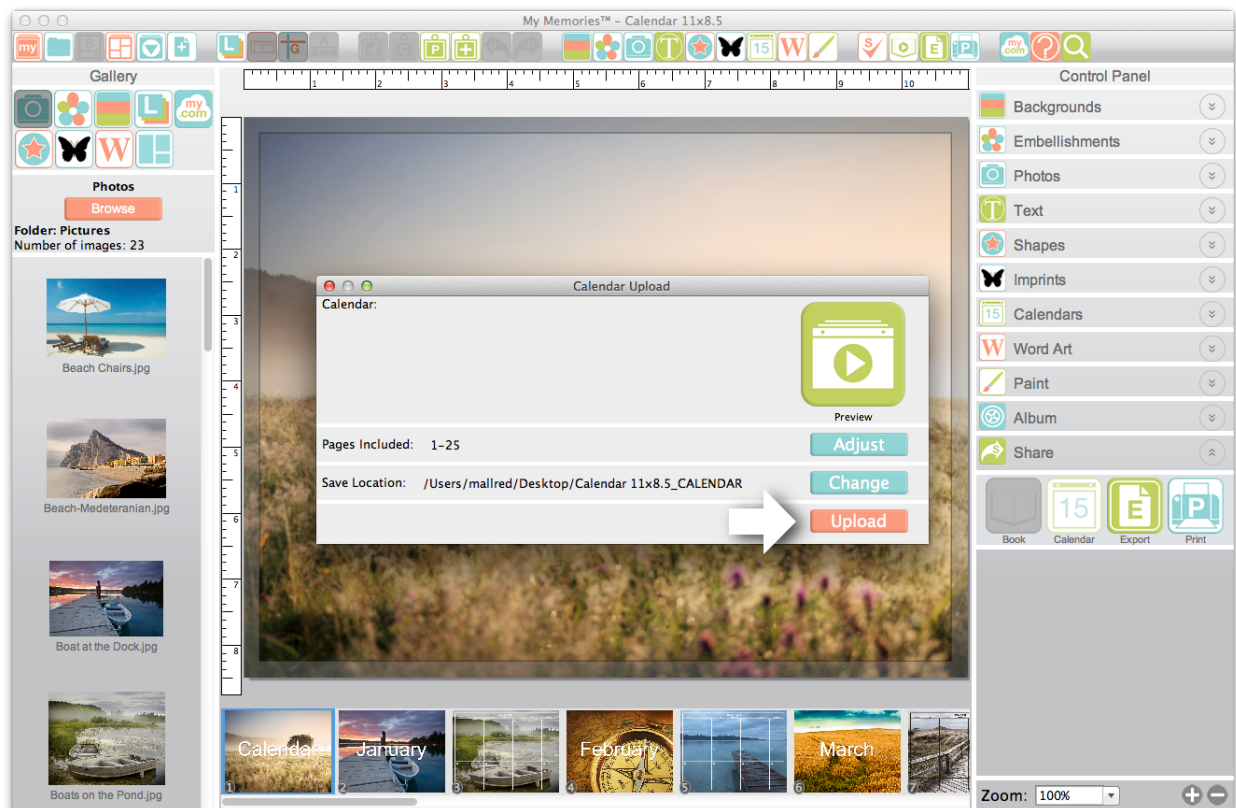
1. Open the **Share** tab in the control panel, and select the **Calendar** icon.

Note: If the Calendar icon is not available this indicates your album size is not one of the supported calendar upload sizes. 11x8.5 is currently the only supported upload size. To change your album to a size that is supported go to the Album menu > Change Size.
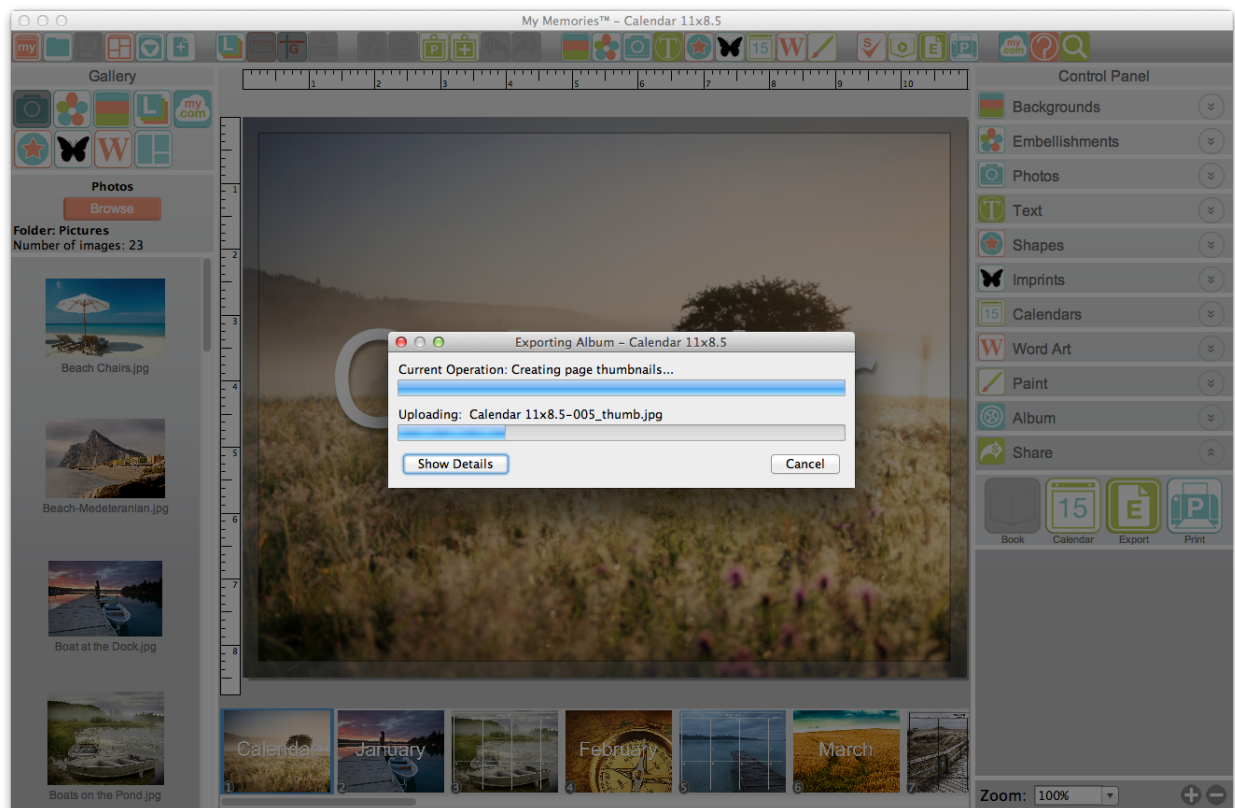
Note: We currently only professionally print calendars that are exactly 25 pages total.
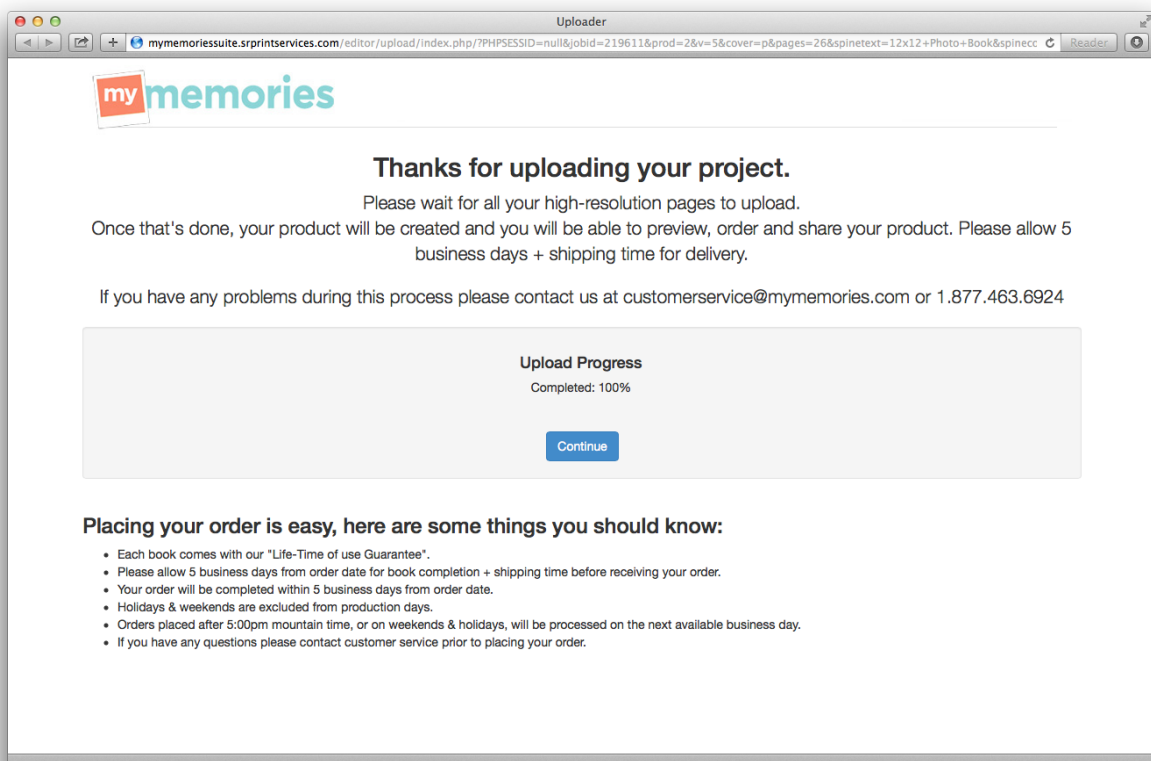
2. After previewing your calendar click **Upload**.

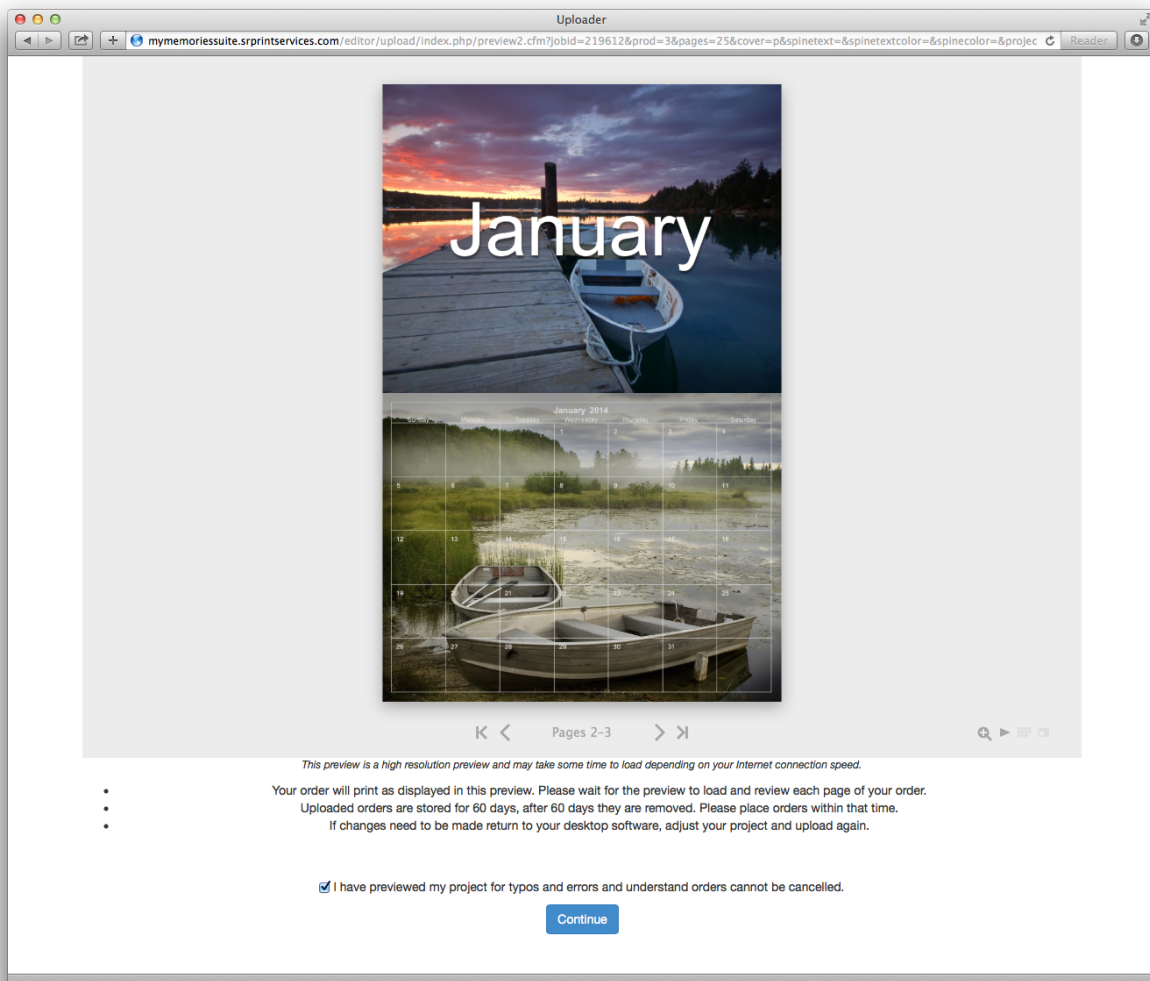**3**. Exporting and uploading will being and may take several minutes to complete.

4. Once the initial export process completes your **default web browser** will open a web page. This page will display the progress of the upload. Once the upload has completed click the **Continue** button.
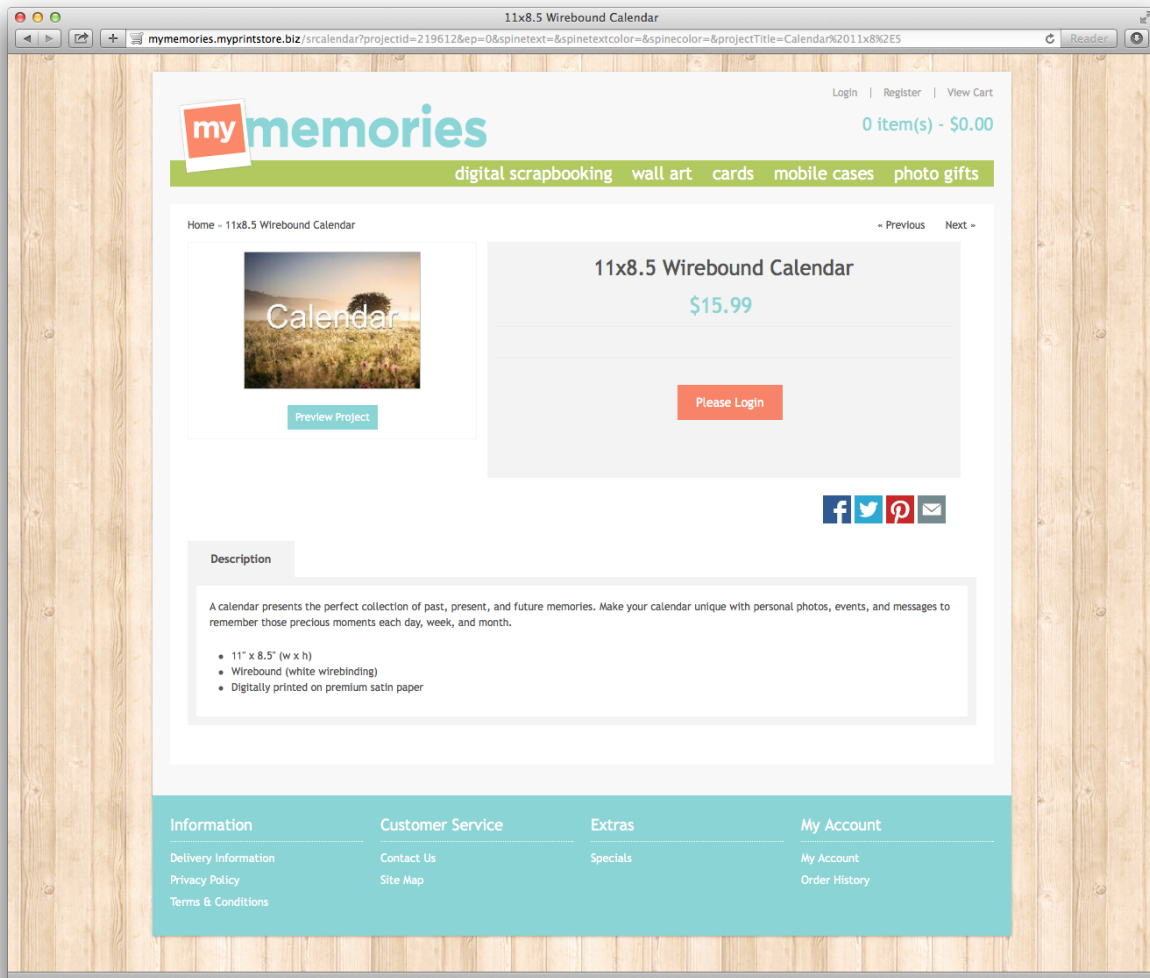
5. A **final preview** will load of your calendar. Please wait for all of the pages to load and **review each page** of your order. Your calendar will **print as displayed** in this preview. If changes need to be made return to the software, adjust the project and upload again. It is very important to **review each page** in this preview.

To navigate through the preview click on the **previous** or **next** buttons.

After you have reviewed every page and are ready to continue click the check box at the bottom, then click **Continue**.

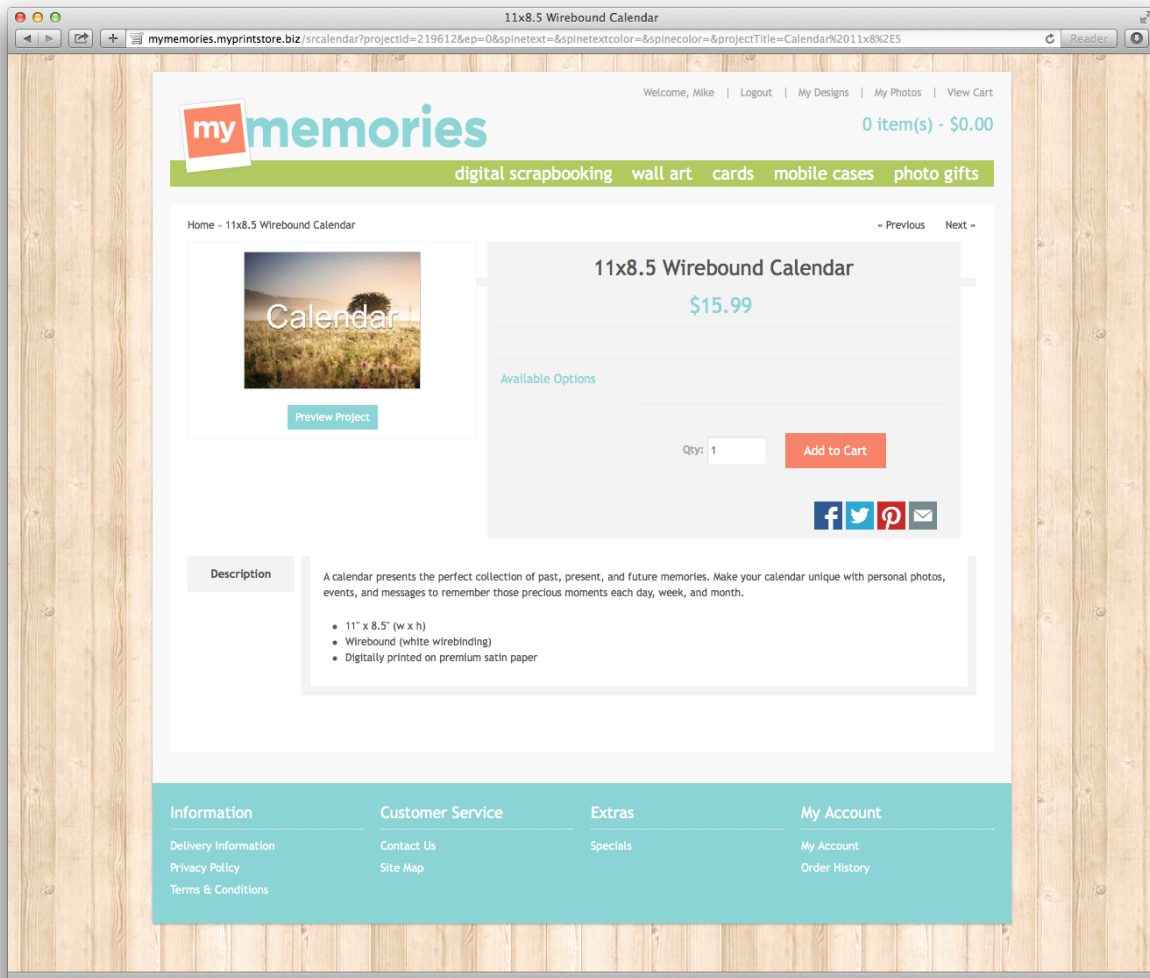**6**. Click on the **Please Login** button.

7. Please login using your **email** and **password**. This will be the same login credentials that you use on the main www.mymemories.com site.

Note: If you have not created an account at www.mymemories.com you will need to register. Click the continue button to setup an account.

        a.) The continue button will open a new tab at the www.mymemories.com register page.

        b.) After you have set up an account you can click back to the printstore tab and then enter your login information to continue with the order.
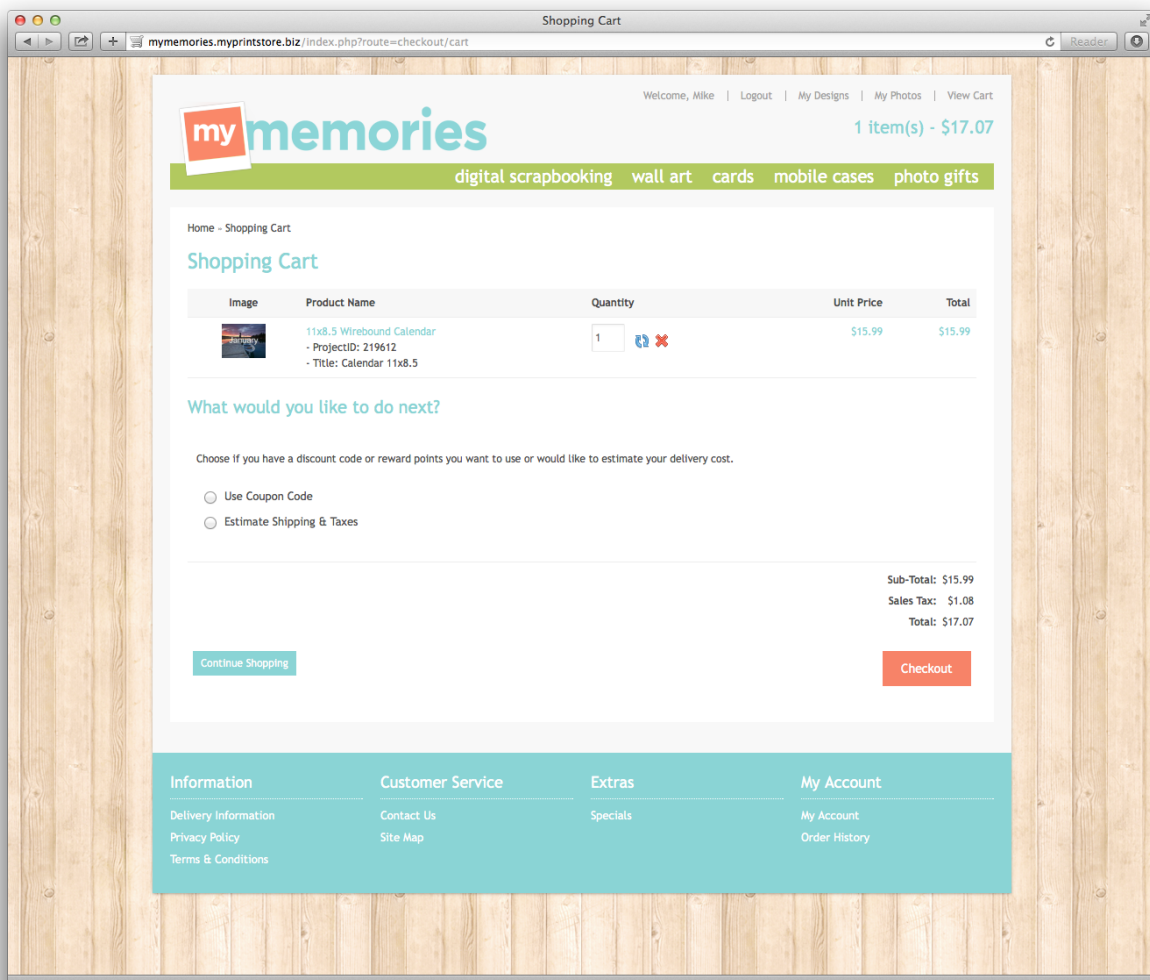
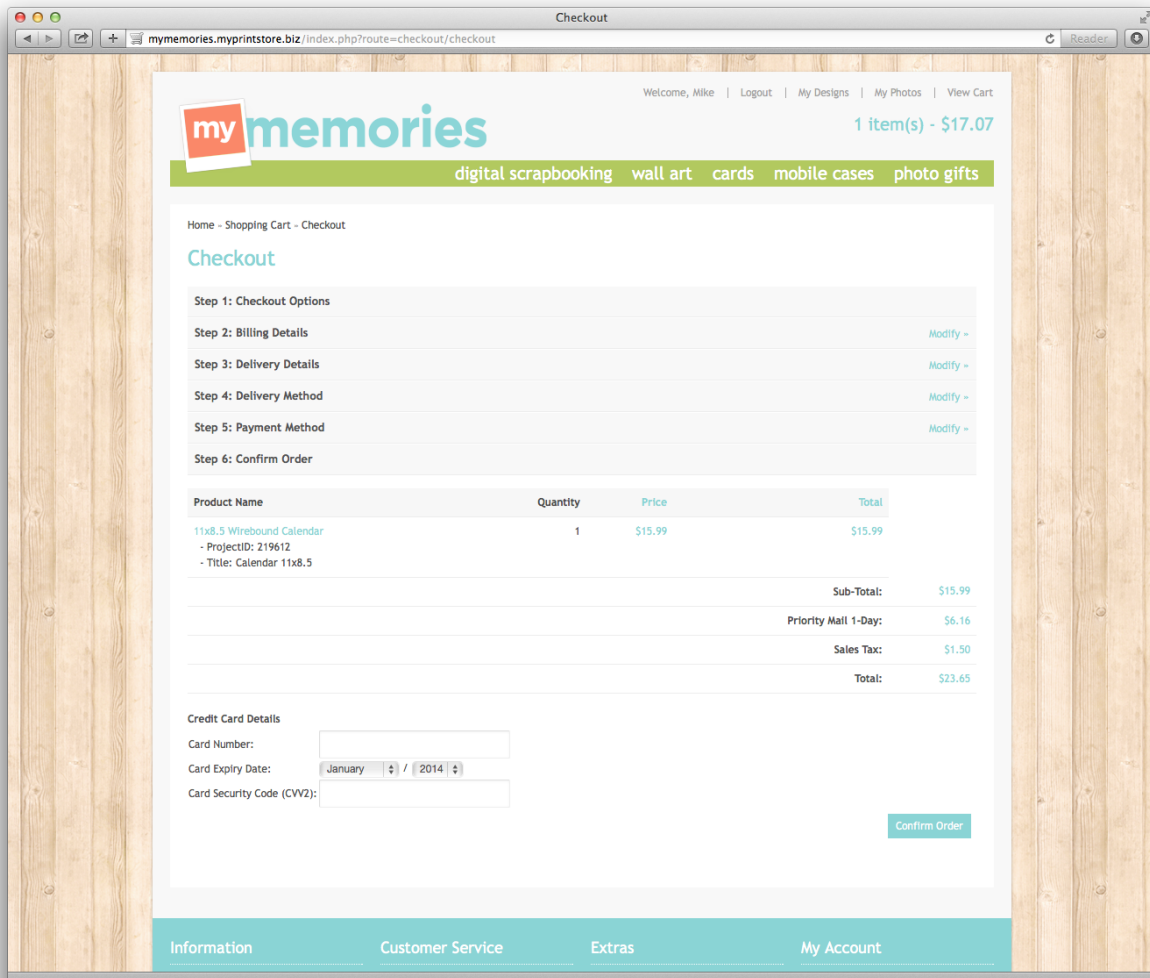**8**. Once you have signed into your account click the **Add to Cart** button.

9. **Review** the options selected for your calendar to ensure everything is accurate. In the Shopping Cart page you can add additional quantities to the number of calendars being ordered.

You may also use photo print specific coupon codes to get discounts or special offers on this page.

Once you have verified your selections and added any additional products to your cart click the **Checkout** button.

10. In the Checkout options enter your **billing & shipping address**. Next select your desired **shipping option**. Review your order details and enter in your **CC info**. Once you have confirmed your billing, shipping, and order details click the **Confirm Order** button.

11. After you have placed your order you will receive a **confirmation** that the order has been placed. You will also receive a **confirmation email**, and a second email when your order ships with tracking details.

If you click on the **Continue** button it will take you to your order history page so that you can review your order details, and place additional orders of this same calendar at a later time.

If you have any **questions** please visit our support page at www.mymemories.com/support, email customerservice@mymemories.com, or call 877-463-6924.