



**The fast, easy  
& friendly way  
to build your  
planner**

PREMIER PLANNER BUILDER  
**QUICKSTART GUIDE**

 School Specialty  
 **PREMIER**

# PREMIER PLANNER BUILDER QUICKSTART GUIDE



This is a helpful guide to using the new Premier Planner Builder. It's the easy way to create, review and approve your planner. Just follow these few steps and you'll be done in minutes!

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## LOG IN

Check your inbox for 2 more emails from School Specialty and log into your order on the Premier Planner Builder. If your order includes more than one package, you will receive links to customize each package separately. If you don't receive these emails, you may want to occasionally check your junk mail folder.



**Email #1:**  
the links to your order



**Email #2:**  
Your secure username & password

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## PICK YOUR GRADE LEVEL & SIZE

Next, simply use the drop-down menu to pick your grade level and the size of your planners.

The screenshot shows two dropdown menus. The first is labeled 'Level' and has a placeholder text 'Select Your Planner Level'. The second is labeled 'Size' and has a placeholder text 'Select Your Planner Size'.

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## CUSTOMIZE YOUR COVER

Using the menu options on the left, it's time to start customizing! First up — picking your Front Cover. There are plenty of stylish designs to choose from, with some offering more customization options than others.

The screenshot shows the customization interface. On the left is a sidebar menu with options: HOME, Front Cover (selected), Handbook (optional), Planner Format, Enhancement (optional), Enhancement 2 (optional), and Back Cover. The main area displays a preview of a planner cover titled 'Bright Futures' with a colorful design. Below the preview is a 'Change selection' link. On the right is a 'Customizations' panel with fields for School Name, School Logo, Primary Color, Secondary Color, and Additional Text. There are 'SAVE' and 'PREVIEW' buttons at the top right of the panel.

### WATCH A HELPFUL VIDEO:

See how to customize your planners:  
[www.schoolspecialty.com/premier/planner-builder](http://www.schoolspecialty.com/premier/planner-builder)

Call our Customer Service Team for help with your order: **US: 1-800-447-2034 • CA: 1-800-665-2461**

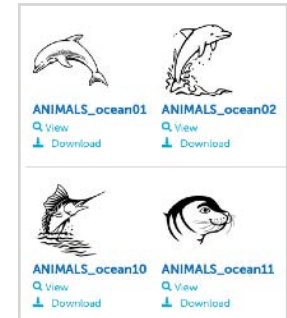
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## ADDING YOUR SCHOOL LOGO

If you choose a semi-custom or custom cover you can add your own school logo artwork (in a jpg, bmp, or png image format). To use artwork from a previous planner, call us at 1-800-447-2034 (US) and 1-800-665-2461 (CA). Don't have a school logo yet? We've made it easy to choose from our library of high quality images at [www.schoolspecialty.com/premier/logo-library](http://www.schoolspecialty.com/premier/logo-library),

- find and download an image
- upload it to your planner. We will automatically resize it and add your school name. All logos will be printed in black and white.

Upload Your School Logo



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## UPLOADING YOUR HANDBOOK

Next, you can create your title page and upload a PDF of your school's specific handbook information. If you don't upload any handbook pages, we will add an Emergency Contact page plus 6 notes pages in its place. Handbook pages will be printed in black & white. To help ensure your handbook is the right size and format, we've created ready-made templates you can download at [www.schoolspecialty.com/premier/reference](http://www.schoolspecialty.com/premier/reference)

### A NOTE ABOUT FONTS:

When creating or revising your Handbook document, please use only the following standard system fonts, otherwise your handbook will not print correctly. If you need help, just call our Customer Service Team at US: 1-800-447-2034 or CA: 1-800-665-2461.

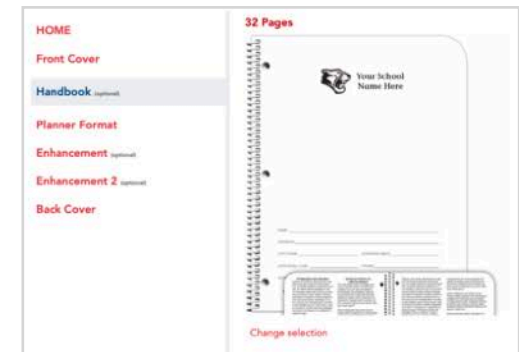
Arial

Calibri

Cambria

Comic Sans

Times New Roman



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## CHOOSE YOUR PLANNER FORMAT

Next, choose the type of planner, and the block or matrix style of its calendar pages.



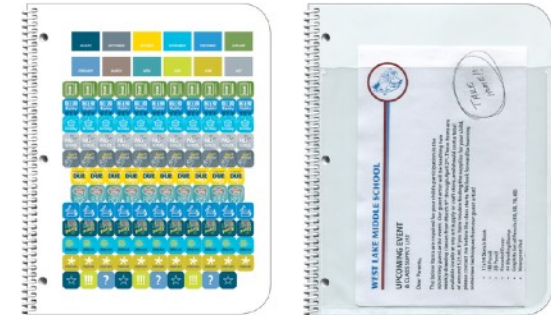


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## PICK YOUR ENHANCEMENTS

These can include Home-School Pouches, Hall Pass pages, Stickers and Trackers. These thoughtful additions work in conjunction with your planner's exceptional design and content to give students a clear tool to capture achievements, assess accomplishments and plan for their personal goals.



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## PICK YOUR BACK COVER

Just like your Front Cover, there are plenty of stylish designs to choose from, with some offering more customization options than others.



America Facts (Back)  
8" x 10"



Plain Calendar (Back)  
5" x 8"  
8" x 10"



Positive Actions (Back)  
8" x 10"

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## REVIEW & APPROVE

Your final step is to preview and proofread your planner carefully. You can even download a PDF. Once you click **APPROVE PROOFS**, your planner will be released to production and printed as it appears in the preview. If you are a PO-required school we will not start production until we receive your Purchase Order.



If you notice this symbol beside the 'APPROVE PROOFS' button, it means that there are still sections in your planner that you have not completed. Click the yellow circle to see what's missing.

