

PRINTING DOCUMENTS

PTA has an account with WebCRD. This is also known as DISTRICT PRINTING. You can simply send your print request to WebCRD approximately 3-4 days in advance, and the flyers will be delivered to River Ridge.

BEFORE PRINTING, WE NEED TO INFORM YOU OF A FEW RULES:

- **ALWAYS RUN YOUR PROOF FOR APPROVAL THROUGH THE PTA. JIM ROSE WILL NEED TO APPROVE EVERY DOCUMENT THAT GETS SENT THROUGH WEDNESDAY FOLDERS.**
- **NEVER USE SCHOOL OR LISD LOGO WITH OUT APPROVAL**
- **MAKE SURE PRINTING COSTS INCURRED, IS INCLUDED IN YOUR BUDGET.**

Now are you ready?

STEP 1. Go to <http://webcrd.leanderisd.org/>

Step 2. Enter User Name and Password: Make sure it says LOCAL ACCOUNT
User Name: RiverRidge
Password: rattler16

Step 3. Choose file and Upload. Click GO BUTTON... You will then see a different screen.

Step 4. View and approve proof. Put in how many copies you need. THIS IS WHERE YOUR TOTAL WILL BE DISPLAYED. Approve amount and

Step 5. Submit! You should receive a confirmation and date of delivery.

