

Submitting Student Planner Information



Cover

Select your cover by filling out our Final Planner Production Form.

<https://www.meridianplanners.com/final-planner-production-form/>

On the form, enter your **Customer Number** (school code) and your **Password** (your state abbreviation, ex. MO)

Follow the prompts to fill in your information.

- Planner Type
- Cover Choice
 - Predesigned
 - Meridian designed cover. Include school name and mascot free of charge.
 - Custom
 - Meridian designed cover. Choose 1-2 colors, upload school photo, include school name and mascot free of charge.
 - School Designed
 - You are submitting your own custom designed artwork for the cover – Cover Fee Applied.
- Font
- Typeset School Name – Line 1 and Line 2
- Mascot Option*
- Additional Cover Printing (if applicable)

Once you have completed all the steps below click submit. You will then be redirected to our FTP site to upload any files to finalize your order.

*Only choose "use mascot from last year" if you have submitted a mascot to us previously.



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Handbook Page Submission

Upload your files (handbook pages, inside/outside cover printings, school supplied mascot) through our FTP site.

<https://ftp.meridianplanners.com/Logon.aspx>

Enter your **FTP Username** (school code with the letter M at the ending, ex. 12345M) and **FTP Password** (state abbreviation with 65301, ex. NY65301)

Drag and drop your files.

Things to remember while uploading files to FTP:

- All pages need to be in PDF format
 - File > Save As PDF
- Files must be named appropriately
 - Ex. 2019 Elementary Handbook Pages
 - Ex. Middle School Mascot
 - Ex. Inside Back Cover–Calendar
 - Ex. Outside Back Cover–School Map
- Planner pages must be in correct format size
 - Visit our customer center for Handbook Page Templates
 - <https://meridianplanners.com/pages/customer-center-online-pay>



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