

To: Chapter Historians and District Members,


Greetings! The time has come to work together to create Rosena Kruley's state president's archive book. Before you begin your pages, please read these directions carefully.

Entries may be the highlights of this Biennium that you want to share with Rosena such as member photos, special recognitions, interesting programs, altruistic projects/activities etc. You don't need 5-6 pictures of the same thing- think variety. Create captions to identify events and people. The biennium ends with the last chapter meeting this year and usually lots of good pictures and memories are shared at that last meeting. ***Note***- President Rosena has requested that **ALL** chapters be represented in this book. So, you can begin your pages, starting now. **SET JUNE 30TH AS A POTENTIAL COMPLETION DEADLINE.** Stay in touch along the way. I'm excited to see these pages "come to life"!

Debbie Waltzer,
State Historian 2022-2024

Steps to follow to access to **Rosena Kruley's State President's Biennium Book** using the Shutterfly website:

1. Type or click on the link [Shutterfly.com](https://www.shutterfly.com) into the URL, allowing your browser to search.
2. "Sign in" using the following: username: adk.debbiewaltzer@gmail.com password: #2Canines!
3. Select "**Projects**" at the top, right hand side, top margin.
4. Hover over the icon - Rosena's Book; and then click on the **EDIT button**.
5. When the book cover appears, click on the right arrow on the right-hand side of the screen **and it will turn to the next page**.
6. The book is organized by District- Northern, Valley, Marina and Southern.
7. **Chapter Historians**- Scroll through all the pages until you find a blank page or pages. You may use only one page if you prefer or if necessary two pages. You will insert images and other embellishments representing your Chapter activities for the Biennium.
8. **Don't forget to label with names, events and commentaries.**
9. **Use the various page layouts along the left column**; be sure to use the "text box" link along the top bar, to create captions or add brief commentaries.
10. **Use the various links at the bottom of the window to:** upload photos, add embellishments- stickers, frames and ribbons.
11. **IMPORTANT: If you have a question, please contact me directly-** adk.debbiewaltzer@gmail.com or by phone at (951) 201-8702
12. **Click SAVE** in the top, left corner as you work on your pages and before you leave your pages. **NEVER CLICK "SUBMIT"**



13. When you are finished with a work session, **be sure to sign out.** Click on the “back arrow top left, gray margin. **Click the “drop down arrow” under “Hi Debbie”, click Sign Out.**