Flyer Approval Instructions for School Approvers
All flyers from external organizations require your approval. You will be notified via email when you have a flyer pending approval.
Step 1: Log in to your Peachjar account

Existing Account? Login Now

Username or Email Address: tsuarez
Password: 

LOGIN
LOGIN WITH GOOGLE
FORGOT PASSWORD?

Step 2: Select “My Pending Approvals” from the left side menu bar

My Flyers
- Post a Flyer
- My Recent Flyers
- My Expired Flyers
- Eflyer Templates

My Approval Center
- My Pending Approvals
- My Approval Summary
- Master Approval Summary

Manage Users
- School Approvers
- School Uploaders
Step 3: Taking Action on Flyers Pending Approval

All flyers pending approval at your school will be displayed. You may click on a flyer to review its contents in full screen (shown in a new tab).

To approve a flyer, click the green “Approve” button. To deny a flyer, click the red “Deny” button. When you are done taking action on all flyers pending approval, click “Continue.”

To view more information about the organization who submitted the flyer, click the organization’s name. A green box will appear. Any notes you type in the white box will be visible only internal staff.

Once you have taken action on all pending flyers, click the “Continue” button at the bottom of the page.
Step 4: Confirm selections

This page enables you to verify your actions. Click “Submit” to confirm. Approved flyers will appear immediately on your school’s Peachjar webpage and will be emailed to parents.

Emails are sent as an “eflyer packet” within 24 hours if “Immediate” distribution is requested, or on a future distribution date, if selected by the posting organization.

If you deny a flyer, the community organization will receive a refund from Peachjar. Should a community organization have questions about a refund, please direct them to Peachjar.

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Approval History

To view previously approved/denied flyers, select “My Approval History” from the left side menu bar. The “Search” feature makes it easy for you to find approved/denied flyers by name of the posting organization or the flyer title.
Training Resources

Sign up for a 20-minute online training webinar: Peachjar Training

FAQ’s and online training resources: Online Training Tools

Customer Support: 858-997-2117 x 2 • support@peachjar.com