



Upload Your Publication to LPi Express via the LPi Dashboard

1

Navigate to <https://my.lpidashboard.com>



Welcome

Log in to LPi Dashboard to continue to
your application.

Email address*

springfieldcommunity@gmail.com

Password*



[Forgot password?](#)

Continue

Don't have an account? [Sign up](#)

2

Enter your login credentials, then click “**Continue**” to proceed.

Log in to LPI Dashboard to continue to
your application.

A login form with two input fields. The first field is labeled "Email address*" and contains the text "springfieldcommunity@gmail.com". The second field is labeled "Password*" and contains a series of dots, with a small eye icon to its right. The entire form is enclosed in an orange border.

[Forgot password?](#)

Continue

Don't have an account? [Sign up](#)

3

Click “**Upload My Publication**” to start the upload process.

Welcome, Mary!

springfieldcommunity@gmail.com

My Organization:

Springfield Community Center



My Dashboard



Upload My Publication



Contact Support

Welcome to the New LPI Dashboard

Stay tuned – more coming soon!

Important Update: Microsoft is Discontinuing Publisher

[LPI recommends Canva Pro](#)

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Please select your preferred publication option. In this example, the “**24 PG Newsletter**” is shown.

Welcome Mary Davis to LPi Express.
Account Number: **03-4412**
Organization Name: **Springfield Community Center**

[< Back](#)

Please select from the following publication options:

24 PG Newsletter

Type: **Newsletter** Quantity: **1500** Pages: **24**
Spec summary: **24 PG 4/4 (0 of 12 Used) - Qty 1500**

[FAQ](#) | [Contact Support](#)

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Begin by selecting a “**Publication Date.**” For instance, this example shows September, chosen on the calendar.

Account Number: **03-4412**
Organization Name: **Springfield Community Center**
Publication Type: **24 Page Newsletter**
Number of Pages: **24**

Please review and update the details for this publication below as needed.

Publication Date

September

Pages

24

Quantity Per Location

Springfield Community Center, 2875 S James Dr, New Berlin, WI 53151

1500

Total Quantity

1500

6

“Pages” is a non-editable field that displays the current page count for this publication option.

Please review and update the details for this publication below as needed.

Publication Date

September

Pages

24

Quantity Per Location

Springfield Community Center, 2875 S James Dr, New Berlin, WI 53151

1500

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Confirm the quantity and adjust it if necessary. If there are multiple locations, ensure adjustments are made accordingly.

Publication Date

September

Pages

24

Quantity Per Location

Springfield Community Center, 2875 S James Dr, New Berlin, WI 53151

1500

Total Quantity

1500

Any other production details required for this submission?

Yes No

Next: Upload Your Publication

8

The **“Total Quantity”** should represent the combined total across all locations, if there are multiple.

Please review and update the details for this publication below as needed.

Publication Date

September

Pages

24

Quantity Per Location

Springfield Community Center, 2875 S James Dr, New Berlin, WI 53151

1500

Total Quantity

1500

Any other production details required for this submission?

Yes

No

9

If you select **Yes** for **“Any other production details required for this submission?”**, an **“Additional Production Details”** comment box will appear for you to enter any relevant information. **Please note that submitting extra details may result in a delay in the printing of your publication.**

24

Quantity Per Location

Springfield Community Center, 2875 S James Dr, New Berlin, WI 53151

1500

Total Quantity

1500

Any other production details required for this submission?

Yes

No

Next: Upload Your Publication

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If you have no additional comments, please leave this option set to “No” and proceed by clicking “**Next: Upload Your Publication**”.

Pages
24

Quantity Per Location
Springfield Community Center, 2875 S James Dr, New Berlin, WI 53151 1500

Total Quantity
1500

Any other production details required for this submission?

Yes No

Next: Upload Your Publication

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“**Publication Details**” confirms the currently selected publication options and the details of the order.

< Back 24 PG Newsletter

Publication Details

Publication Date: 09/01/2025

Pages: 24

Total Quantity: 1500

Any other production details required for this submission?: No

Please Upload Your File Below.

After uploading, you'll be required to preview and approve the order as long as validation requirements are passed.

Drag and Drop Your File
OR Click Here to Select from Your Computer.

PDF file types only. Maximum file size is 500MB.

Next: Preview Your File >

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"Drag and Drop Your File OR Click Here to Select from Your Computer" to choose your PDF file.

Back 24 PG Newsletter

Publication Details

Publication Date: 09/01/2025
Pages: 24
Total Quantity: 1500
Any other production details required for this submission?: No

Please Upload Your File Below.

After uploading, you'll be required to preview and approve the order as long as validation requirements are passed.



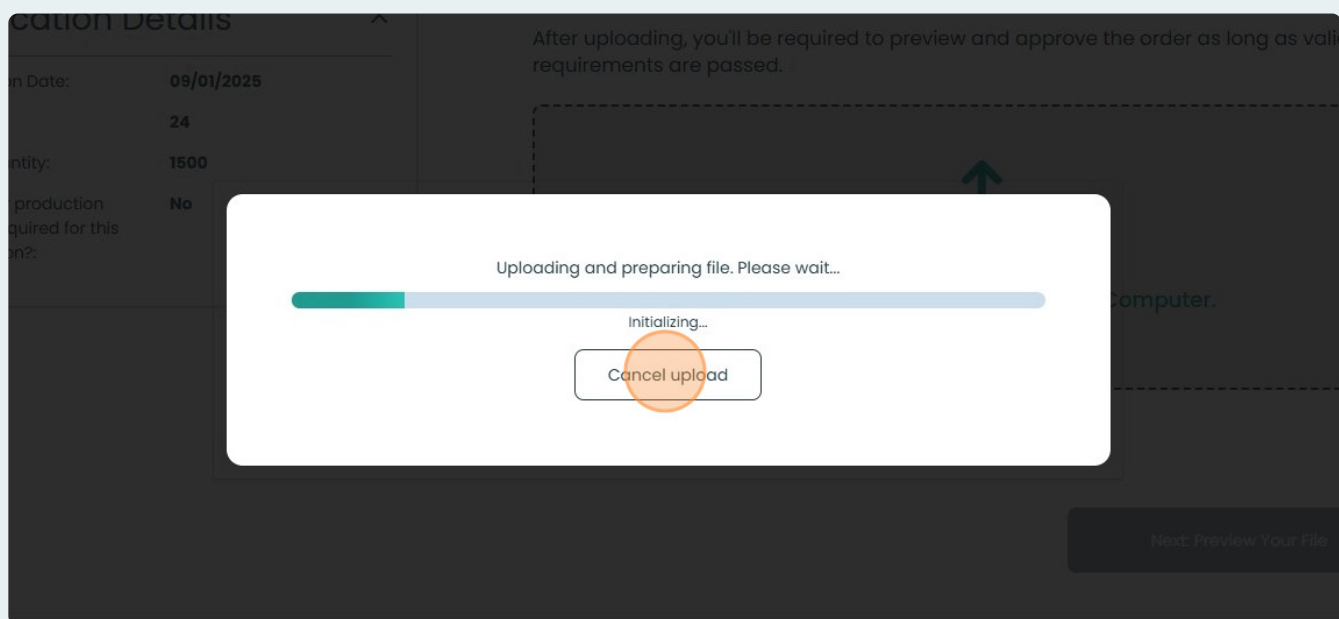
Drag and Drop Your File
OR Click Here to Select from Your Computer.

PDF file types only. Maximum file size is 500MB.

Next: Preview Your File >

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Please wait while your file is uploading and being prepared. You may click "Cancel upload" if you decide not to proceed.



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Once the preview of your cover is displayed, you have the option to replace the file or proceed. To replace it, click the red “X” to remove the file and select a different PDF. Otherwise, click **“Next: Preview Your File”** to continue.

Publication Details

Publication Date: **09/01/2025**
 Pages: **24**
 Total Quantity: **1500**
 Any other production details required for this submission?: **No**

Please Upload Your File Below.

After uploading, you'll be required to preview and approve the order as long as validation requirements are passed.



Next: Preview Your File >

15

Use the “>” arrow to preview and navigate through the pages of your file.

pages below to make sure your file is correct.



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Once you've reviewed your file, check the acknowledgment radio button to continue. It reads: **"I have reviewed and approved the above document for printing."**



NEW YEARS EVE PARTY
Friday, December 27th in Frigo Hall. Doors open at 4:30pm
Join us for a **fried chicken dinner** from Dileas, a performance by **Michael Joseph**, and **A SPARKLING GRAPE JUICE TOAST TO 2024!** A fried chicken dinner from Dileas (including sides, dessert, and a beverage) will be served at 5pm. Michael Joseph will perform from 6pm until 7pm!

Tickets to attend will be **\$15** and will be available at the administration desk from **November 15th to December 13th**. If you would like to bring **ONE guest**, you may buy a ticket for them **AFTER December 4th** for **\$25**. Ticket sales will be capped at **150 attendees**.

Please be aware and considerate of the fact that NO tickets will be sold after December 13th as it's the holiday season and Dileas needs plenty of time to prepare our order!

Katie will need help serving food at the event. If you're interested in volunteering, she will **begin accepting volunteers starting December 1st**. Volunteers will get a discounted event ticket for **\$5**. Spots are limited and will be filled on a **first-come, first-served basis**. Please provide the \$5 to Katie at the time of sign up.

Tuesday, December 3rd at 10:30am in Frigo Hall & the Senior Center
It's time to decorate for Christmas! Please contact Katie if you're willing to help!

MAYSLAKE CHORUS CONCERT
Sunday, December 8th at 2pm in Frigo Hall
More information to follow.

EXPRESSIONS DANCE COMPANY CHRISTMAS PERFORMANCE
Tuesday, December 10th at 6:30pm in Frigo Hall
More information to follow.

CHRISTMAS PARTY
Friday, December 13th at 1:30pm in Frigo Hall
Entertainment provided by Erik & Ral Donner! More information to follow.

DECEMBER BIRTHDAY PARTY
Friday, December 20th at 1:30pm in Frigo Hall
Entertainment provided by Ross Failla! More information to follow.

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☐ I acknowledge that I have reviewed and approved the above document for printing.

Submit for Print >

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Then, click **"Submit for Print"** to finalize the upload process.



NEW YEARS EVE PARTY
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☒ I acknowledge that I have reviewed and approved the above document for printing.

Submit for Print >

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You will receive this alert if an order for the same publication date has already been uploaded. Please read the print and call us if needed. Otherwise, proceed to Step 19.

Your Print Order is Already in Progress; a Duplicate File Has Been Uploaded

A file was already uploaded for this date.

This duplicate file has been successfully uploaded, but is **On Hold**.

The duplicate will not be printed without verbal approval.

Reprint fees and/or expedited shipping fees may apply.

Please contact a representative to authorize the replacement.

[Contact Us](#)

[FAQ](#) | [Contact Support](#)

@ LPi

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Your upload is complete and has been successfully processed. You may begin another upload by selecting “**Return to Homepage**”.



Home

Your order has been successfully processed.

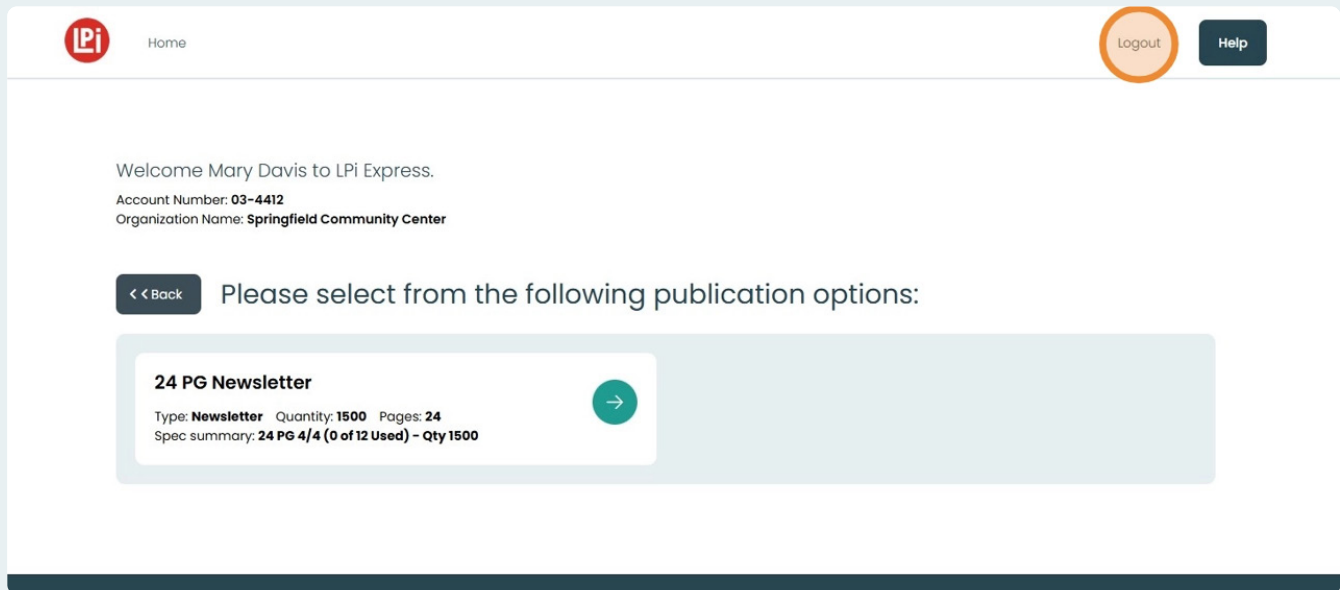
The order reference number is: **79750**

[Click here for order details.](#)

[Return to Homepage](#)

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"Logout" returns you back to your Dashboard.



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If you have questions, please click on "**Contact Support**" to access our contact information.

