



## Getting Started

Choose the Photographer Login option and create your profile. Once you have created a log in you may set up an event for your customers to pre-register or load the images in and activate the event making it ready for your customers to start ordering.

## Setting Default Pricing

You are not required to set Default pricing, however this is a quick and easy way to load your pricing. You may create multiple sets of pricing and choose the one to load into each event.

## Adding an Event

In this section you will indicate event-specific information such as the name and password and other features including whether or not to add Premier Packaging, adjust the images, Watermark information, name your categories, load in your pricing and more. You may set your expiration date at 90 days or less. Additional time will be given if orders are placed in the last 30 days at which time you may edit the expiration date another 30 days out.

## Uploading Images

The Upload Images screen will automatically appear once you create an event, you may opt to select the Add Images Later button if you are not ready to load your images otherwise use the browser to select the folder of images you would like to work with first. Add the images you want and either browse to a new set of images or click the Send button. You will now be auto-directed to the Images screen where you can group and rotate the images.

## Activating & Sending Emails to Pre Registered Clients

Activation of the event takes place from the Control Panel. You will be prompted to send emails to the Pre Registered clients. This will walk you through the steps of choosing a pre-set email layout and you will enter your text and send.

## Client Order Proofing

With this option selected you will be emailed when your customer places an order. You will have 5 days in which to log in and release the order from the Event list. Prior to releasing the order you may make edits to your images, such as retouching, and reload them into the event with the **same image file name**. When you release the order, we will print from the files currently loaded into the event. Orders will print automatically after 5 days. You may not make changes to your customer's order, only to the images we will print from.

## Fees & Payment

Your customer will be charged the prices you set. You will then be charged a percentage based off of that order total. If the total is over \$100 you will be charged 10%, if the order is under \$100 you will be charged 15%. Your profit check will be mailed the first business day of each month.