QUICK STARTER GUIDE

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Upload Photos

- Press the "**Upload**" button to upload your photos into the gallery.

- Press the "**+Add Scene**" button to create sub galleries such as Ceremony, Beach…etc.

- You can **minimize** the upload window, and work on the rest of the gallery. It will automatically close when upload is completed.

- Move your cursor over the gallery name to **rename / order / sort.**

- Photos uploaded in the gallery will also appear in each product's design editor software. Which means you only have to upload the photos once for each client, regardless of how many products you wish to order.

CLICK HERE TO
ADD YOUR LOGO   **GALLERY**   SHOP   Add Product   Graphic Service   Client Purchase Link   🛒 Orders

GALLERY   ✎ ∧ ∨ ⇩ᴬ₂ ⇩ᶻₐ 🗑

UPLOAD

+ ADD SCENE

② Add and Remove Products

- Some popular products are pre-loaded you can press the **"Remove"** button to hide it from a particular client. Different clients you can display different products.

<div align="center">

[▤ Add to Cart]   [☁ Editor]   [**Remove this product**]

</div>

- Add new products via the **"Add Product"** button. We are an open platform with new suppliers and new products from time to time.

GALLERY   SHOP   **Add Product**   Graphic Service   Client Purchase Link   🛒 Orders

- For example, if you wish to show 3 different combinations of Large Wall Art then add large Wall Art 3 times.

- New products will be added to its default position in the product lineup.

③

Graphic Service

- In the **"Editor"** software below each product ⌒ Editor . You and your client can use the "Message to the designer" button to communicate design or photo editing requests.
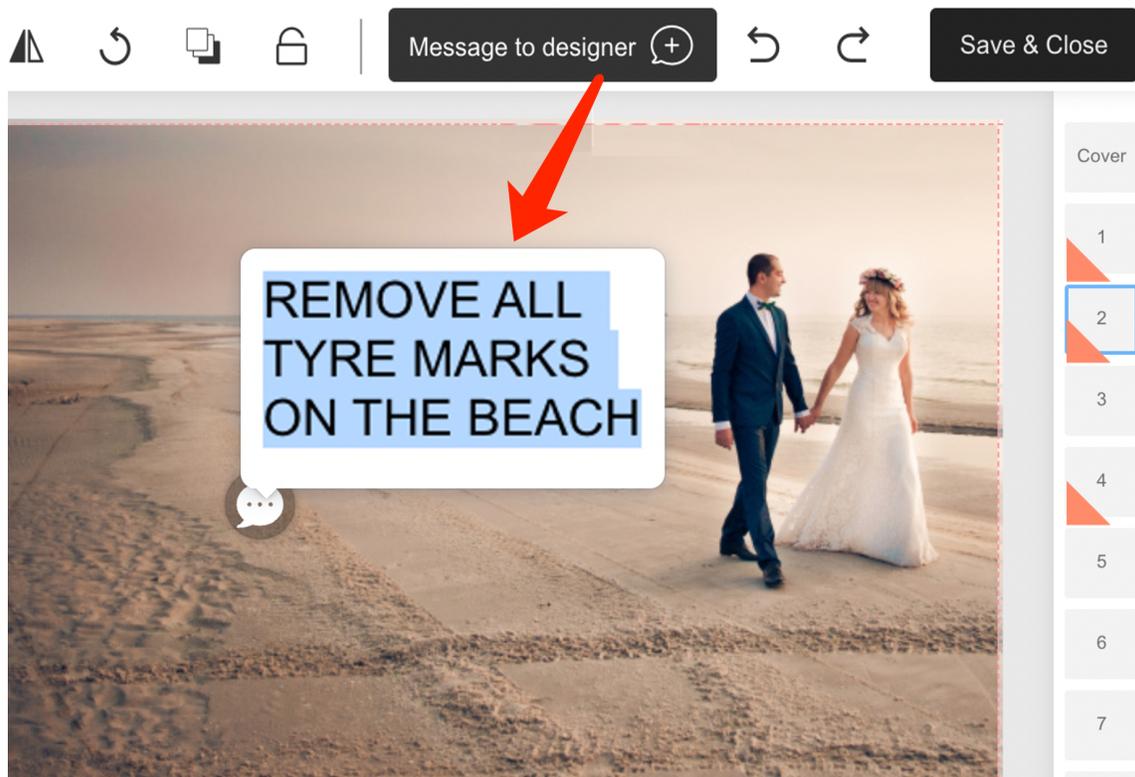
- You can choose to fulfil your client's request yourself by replacing the image within the editor then ask your client to view the updates.

- Alternatively, you can press the **"Graphic Service"** button to submit to our graphics team to do the work for you. Our designers will check the "Message to the designer" speech bubbles and perform graphic work according to the message. Please make sure you put the speech bubble on the relevant area matching the message in the speech bubble (see example above).

GALLERY   SHOP   Add Product   Graphic Service   Client Purchase Link   🛒 Orders

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Order Products Yourself

- To order products yourself as a photographer simply select the desired product options, then press the "Editor" button, the editing software will open according to your selection.

- In the editor you can drag the photo into the product template and leave messages to the designer. Remember to press "Save".

- When you are completely happy with the design, simply press **"Add-to-cart"**. The product will be added to **"Orders"** page where you can complete the payment and begin physical production.

SHOP	Add Product	Graphic Service	Client Purchase Link	🛒 Orders

Premium Album

Note : If you have included an album in your initial package you can set the base price to "0' set a price to charge your customer for additional sides.

Dimension : Square | Horizontal | Vertical

Size : 10"x10"(25cmx25cm) | 12"x12"(30cmx30cm) | 15"x15"(37cmx37cm)

Cover Option : Full Crystal Fusion | Full Leather or Linen

Gatefold Craftsmanship : No | Yes ❷

Acrylic Album Box : No | Yes ❷

Album Design Service : No | Yes

Add-to-Cart items will be added to the Orders page for you to checkout together.

10"x10" or 12"x8" Album(20sides) : Cost: $229   Pack+Freight: $49   Price: 899

Additional Side : Cost: $8   Price: 16

12"x12" or 15"x10" Album(20sides) : Cost: $289   Pack+Freight: $69   Price: 999

Additional Side : Cost: $9   Price: 18

15"x15" or 18"x12" Album(20sides) : Cost: $369   Pack+Freight: $89   Price: 1099

Additional Side : Cost: $11   Price: 22

Status : Press "Editor" and use the "Speech bubble" tool to communicate your design request

≣ Add to Cart	☁ Editor	Remove this product

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Sell Online

- Fill in your retail prices, this is the price you want to sell to your client.

- Prices you filled in will be saved and displayed by default the next time you create a new gallery for a new client.

- Pricing for each gallery is kept completely separate. Our gallery has the benefit of allowing photographers to set different prices for different client's gallery.

- You can open both the photographer gallery page and client purchase page at the same time. Whenever you make a change on the photographer gallery page, the client purchase link will update (need to refresh the link). Which means even after you sent the client purchase link to your client you can still make changes to the gallery settings.

- If a product is already included in your initial package and you don't need to charge your customer again then set the base price to Zero.

10"x10" or 12"x8" Album(20sides) :   Cost: $307   Pack+Freight: $39   Price: 499

Additional Side :   Cost: $8   Price: 30

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Client Purchase Link

One click to generate link for your client to make purchase

The gallery with virtual product is the modern way for photographers to share and sell online. Simply use the "Client Purchase Link" to present your customers with a 3D product experience with the customer's own photos as stunning virtual products that look completely real! As if its already made.

CUSTOMERS LOVE TO BE SERVICED they probably think you spent hours working on editing their photos and preparing this virtual product presentation. When you service them like that, they will buy from you.

Customers are 3 times more likely to purchase a product with 3D virtual product presentation. Because Customers Buy What They See!!!
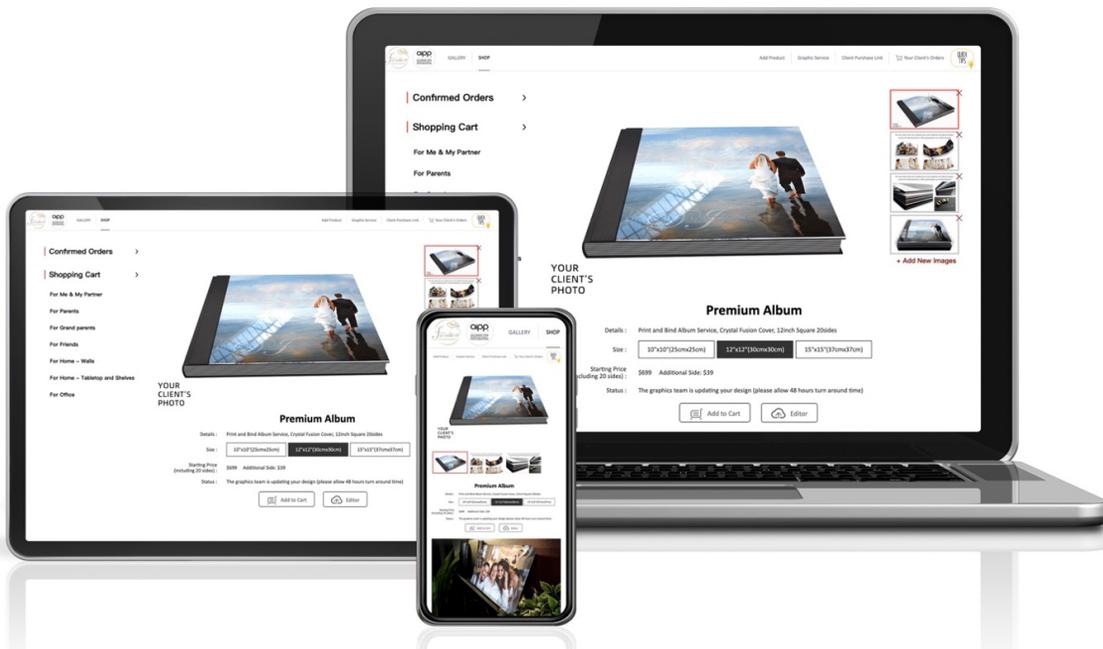
WHAT HAPPENS WHEN YOUR CLIENT MAKES A PURCHASE:

- On the "Client Purchase Link" your client can **"Add-to-Cart"** the product they wish to purchase and pay via the gallery's built-in online payment facility.

∨

- Your client's payment will be transferred to the photographer's nominated bank account.

∨

- An automated email will be sent to the photographer notifying a sale on the gallery.

∨

- Everything ordered in the client purchase link will be displayed in **"Orders"** page for the photographer to review before giving approval for physical production.

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Start Production

The **"Orders"** page contains your direct orders and what your client purchased via the "Client Purchase Link". This is where you confirm payment and see a detailed summary of the cost & income from this particular client.

| GALLERY | SHOP | Add Product | Graphic Service | Client Purchase Link | 🛒 Orders |

As soon as your client makes a purchase via the client purchase link, the photographer will get an automated email prompting the photographer to check the **"Orders"** page.