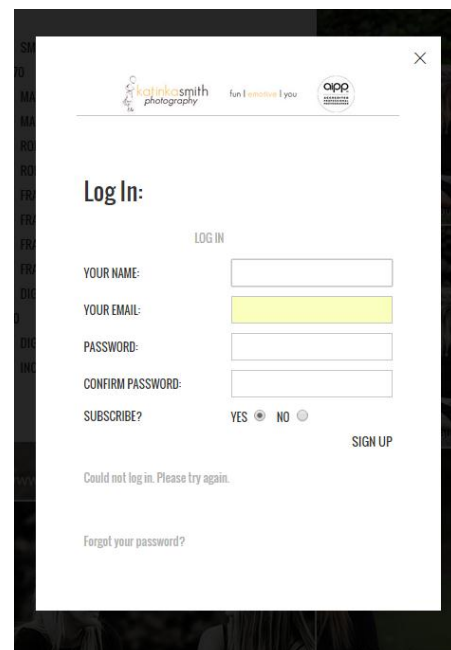
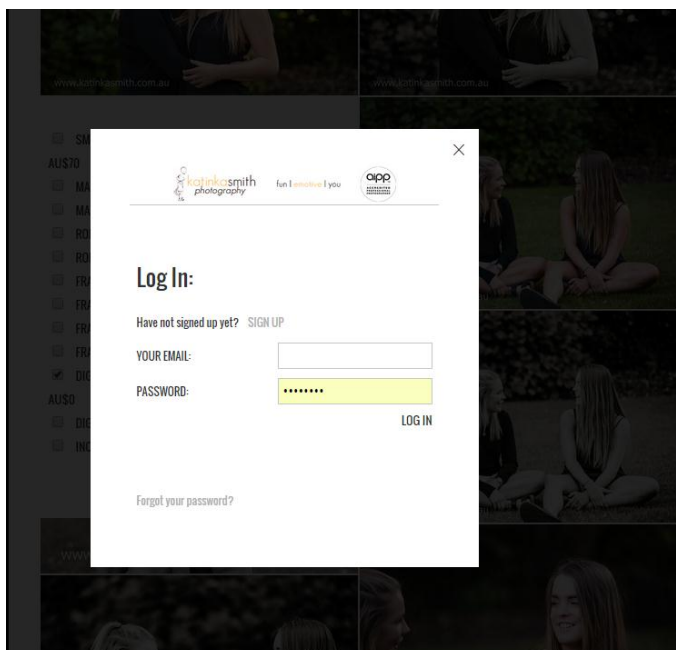
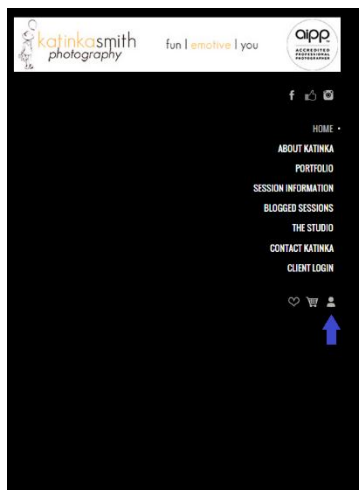




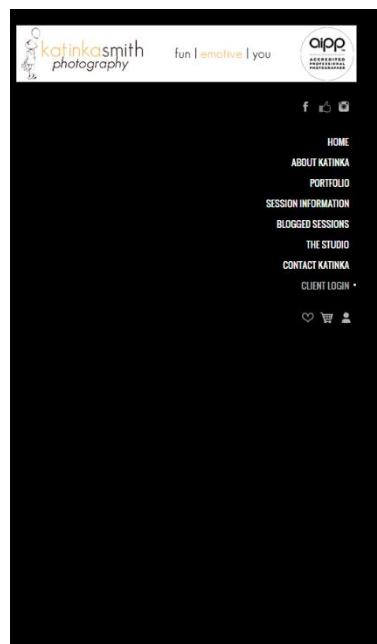
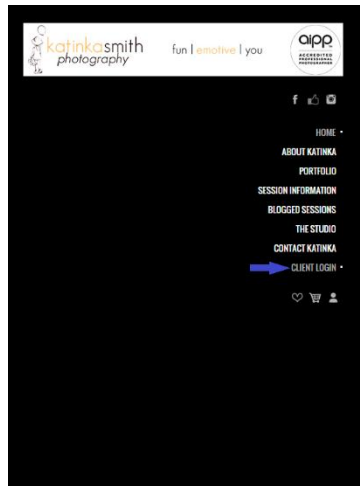
## ORDERING YOUR IMAGES

1. **Log in to your account.** If you haven't already got one then you will need to **sign up** with an account. You cannot place an order without one. It has the bonus of allowing you to save favourites to come back later and to be able to go back and look at your purchase history – handy. **Please use the password that I provided you to access your gallery. When viewing your profile information in my admin view I will be able to see your password! So don't use any passwords that you use for anything else.**



## 2. VIEW YOUR GALLERY

Click on the Client Login tab and enter the password that you have been provided.



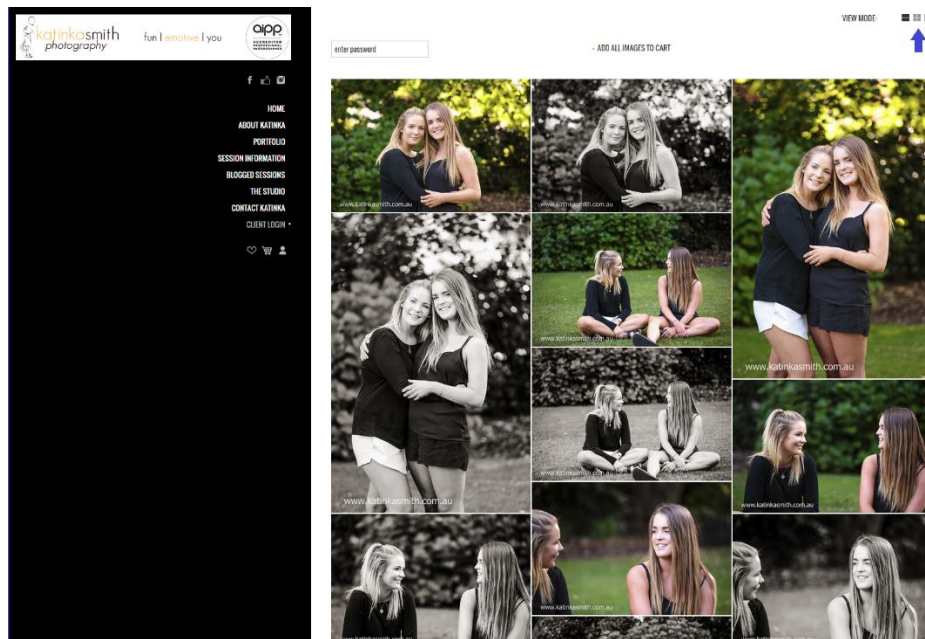
### CLIENT LOGIN

Enter the password provided to you by Katinka. Galleries are live for 48 hours

Enter password below

SUBMIT

4. Your gallery will appear in a thumbnail view by default. A great way to see all of the images quickly from your session. You can change the view by clicking on the options in the top right hand corner.

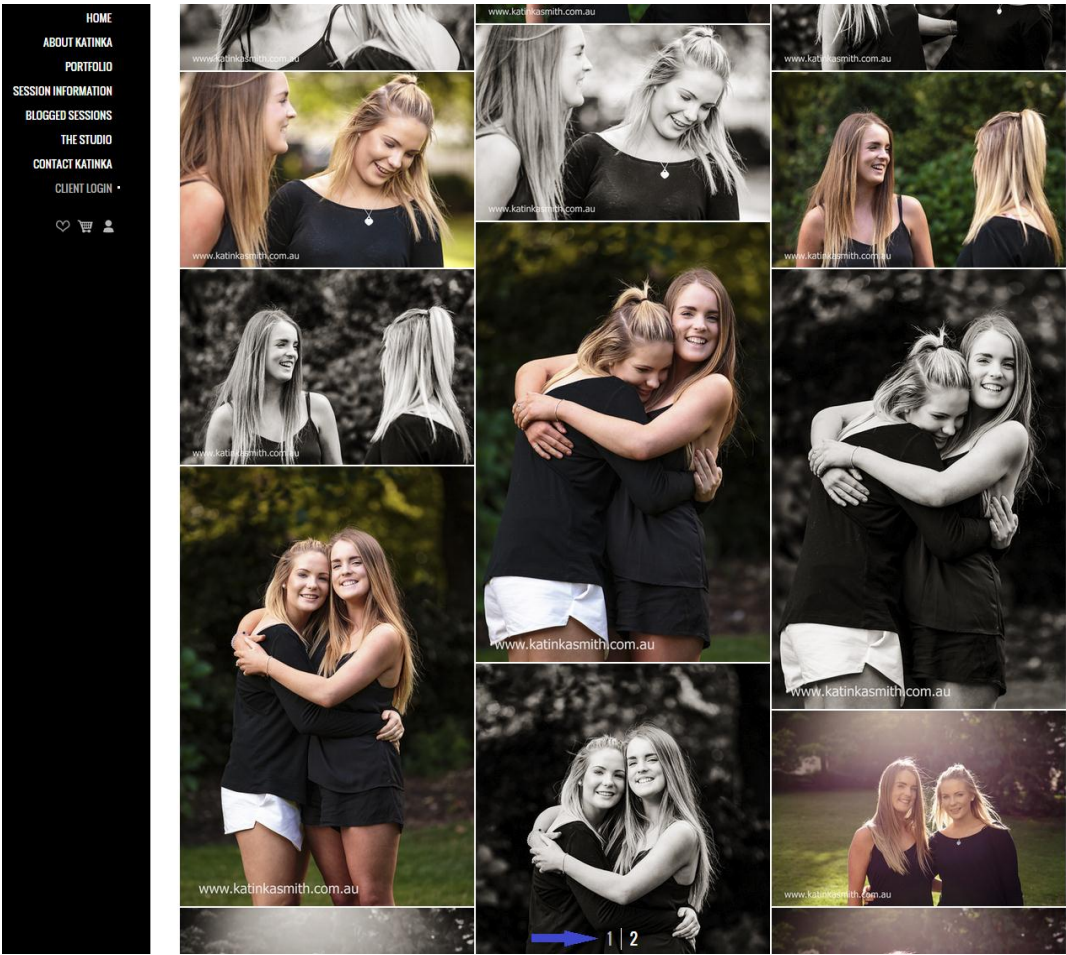


5. By mousing over an image you can add it to your favourites, look at it larger or add it to your cart quickly.





6. Please be aware that not all of the images will display on the first page if there are a lot. You can navigate to further pages by looking for the page number which will be at the bottom of your screen (it will scroll with you).



7. Your **favourites** can be viewed later by clicking on the ‘love heart’ icon on the left hand menu.



8. CHOOSING YOUR PURCHASES

Clicking on the cart option in the above quickview (which can be done from the main gallery or from the favourites gallery) will bring up the below cart. Choose your options and click add to cart. If you are purchasing a package of digital images – 5 or 10 – then please choose the “Digital File (as part of package)” option. Your total will show as \$0, but don’t worry too much about that. The primary purpose of the cart is to communicate to me WHAT you want. I will issue an invoice outside of the cart system (based on the pricing guide supplied) because the site cannot accurately account for my packages and options. Likewise if you are purchasing a book, please use the “include in album” option to communicate your choices to me, or simply note down the image number and email it to me. **IF YOU WISH TO PURCHASE THE ENTIRE GALLERY OF DIGITAL IMAGES, PLEASE DON’T CHOOSE ANY OPTIONS IN THE CART, JUST EMAIL ME SAYING THAT YOU WANT TO BUY THE GALLERY.**

(Please note that when buying digital you will get both the colour and the black and white version of the file where they are both available. You only need to add one or the other to the cart and I will automatically supply the other.)

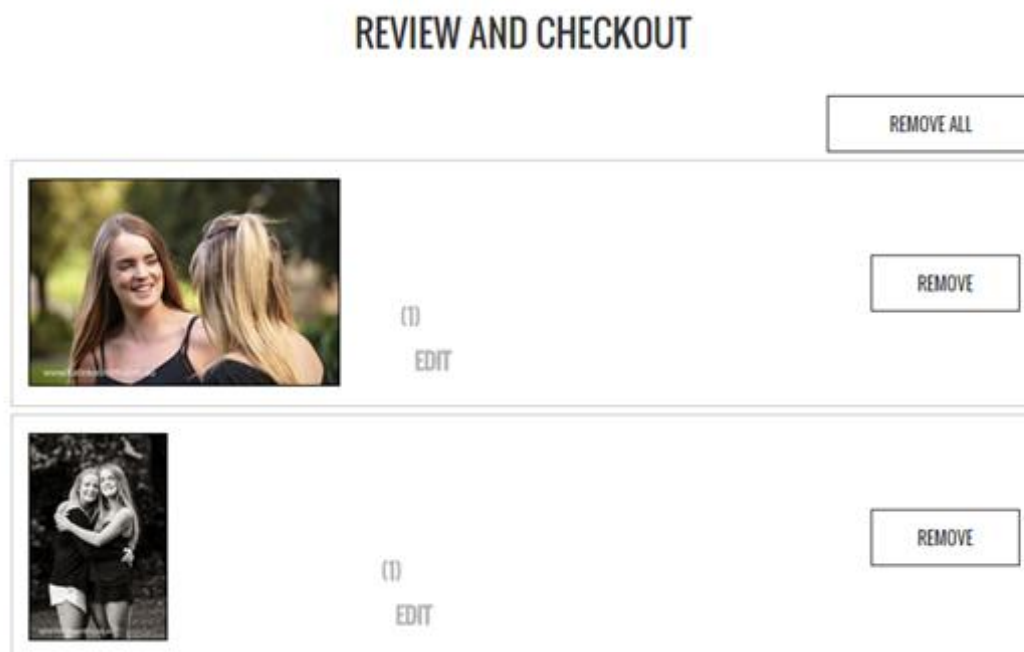




- ☐ SMALL PRINTS (unmatted) 5x7 or 6x4 - QTY:
- AUS\$
- ☐ MATTED PRINT 8x12 - AUS\$ QTY:
- ☐ MATTED PRINT 11x14 - AUS\$ QTY:
- ☐ ROLLED PRINT 12X18 - AUS\$ QTY:
- ☐ ROLLED PRINT 16X24 - AUS\$ QTY:
- ☐ FRAMED PRINT/CANVAS 8X12 - AUS\$ QTY:
- ☐ FRAMED PRINT/CANVAS 12X18 - AUS\$ QTY:
- ☐ FRAMED PRINT/CANVAS 16X24 - AUS\$ QTY:
- ☐ FRAMED PRINT/CANVAS 20X30 - AUS\$ QTY:
- ☐ DIGITAL FILE (AS PART OF PACKAGE) - QTY:
- AUS\$
- ☐ DIGITAL FILE (SINGLE) - AUS\$ QTY:
- ☐ INCLUDE IN ALBUM - AUS\$ QTY:

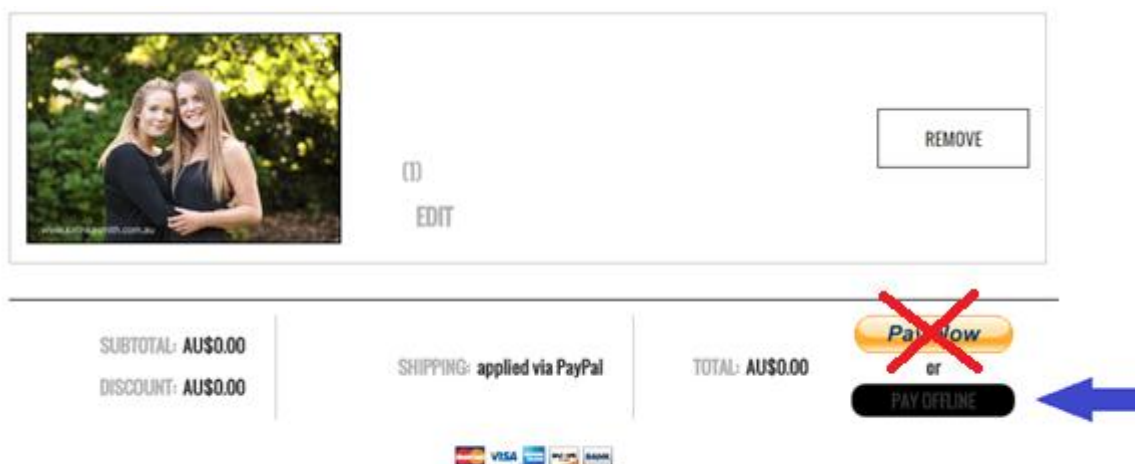
ADD TO CART

9. When you have chosen your order, click on the Cart on the left hand menu to review your order and checkout.







## IMPORTANT.

10. **Do not click on the Paypal 'Pay Now' option.** Only use the '**Pay Offline**' button. As mentioned above, the cart is for communicating your choices to me and is not capable of being a complete solution for me. The offline option will email me a copy of your order and I can then issue you with an invoice. (The Paypal option will not work properly and besides using paypal charges me loads of fees – boo fees!)



11. Once you click on the **'Pay offline'** button you will get the following screen. Please complete the fields and press the Submit button. Please be aware that the box does not go away once it has sent through your order. It will grey out for a bit and then appear again. Just press the 'x' to close it.





## ACCOUNT SETTINGS

You have unpaid orders. Please update your phone number.

YOUR NAME:

YOUR EMAIL:

YOUR PHONE NO.\*

PASSWORD:

CONFIRM PASSWORD:

SECURITY QUESTION:

SECURITY ANSWER:

SUBSCRIBE? YES ☒ NO ☐

SUBMIT

\* Needed if you make a purchase with the offline payment option.



12. You will be able to view your order in your profile (by clicking on the little person head that you used to sign up on the left hand menu) and it will also be emailed to the email address that you have supplied.

## ACCOUNT SETTINGS

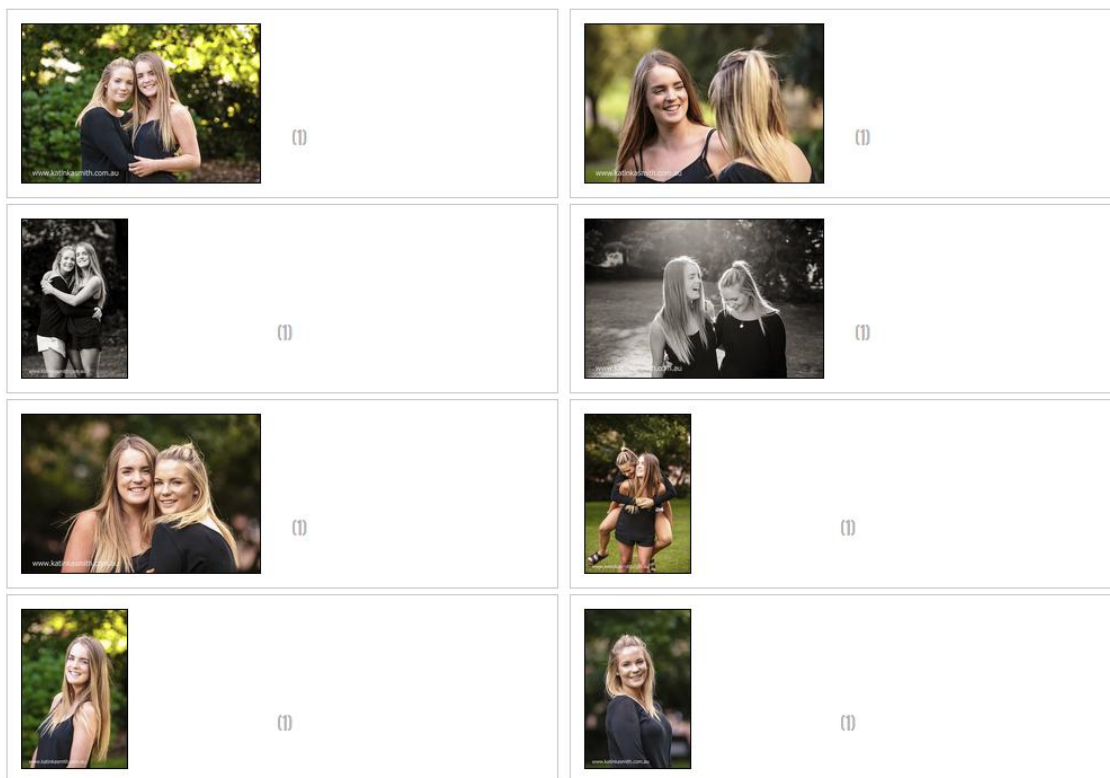
[SHOW / UPDATE PROFILE SETTINGS](#)

Purchase ID: free211118917

Purchase Date: 02-17-2015 07:41:26

Total Spent: AU\$0.00

Shipping Status: not paid / not shipped



13. Please send me an email/text message to let me know that you have sent your order through so I can keep an eye out for it. I will then send through an invoice for you and once paid I can fulfil your order.