katinka smith photography
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admin@katinkasmith.com.au
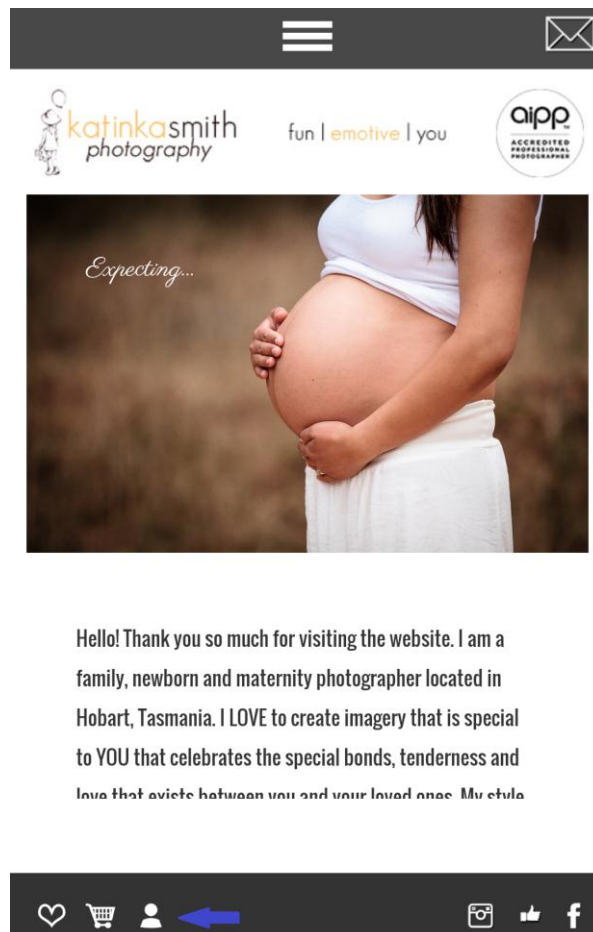www.katinkasmith.com.au

fun | emotive | you

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.

Log In:

Have not signed up yet?   SIGN UP

YOUR EMAIL:

PASSWORD:

LOG IN

Forgot your password?
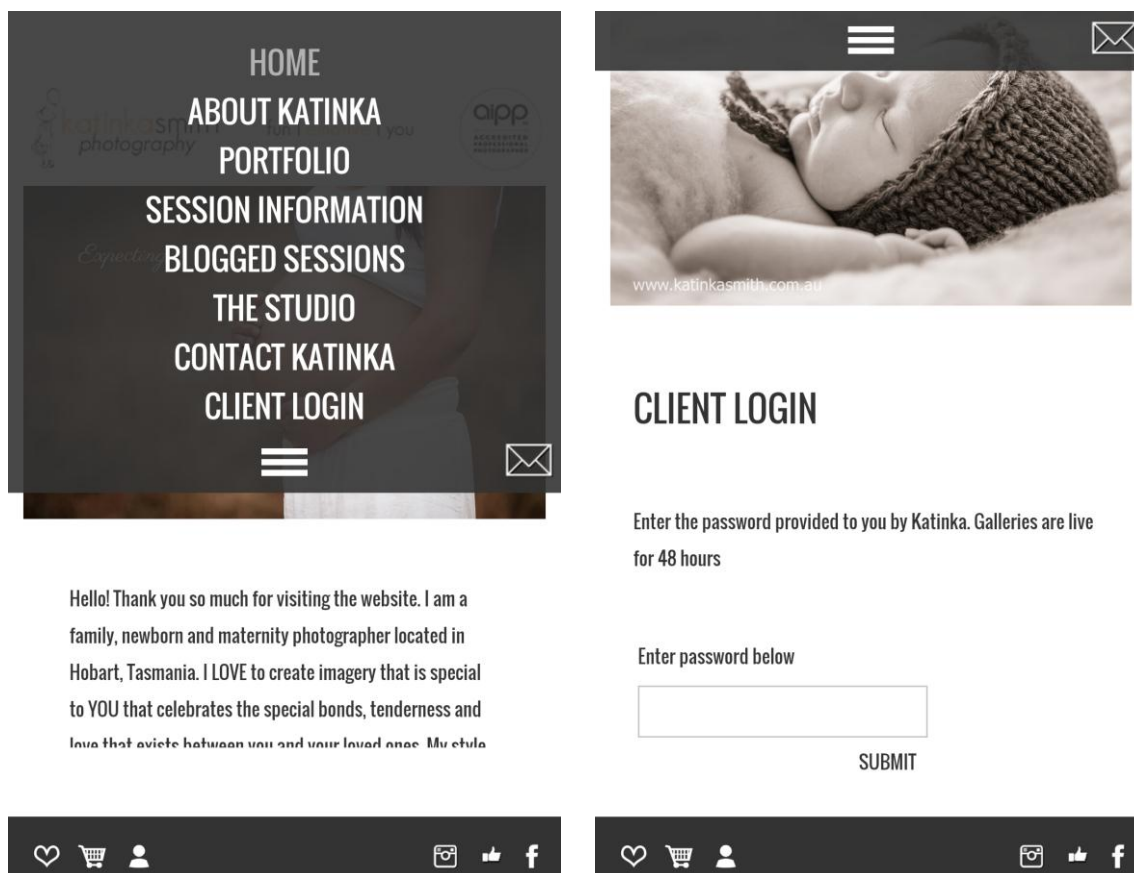
Sign Up Below:

LOG IN

YOUR NAME:
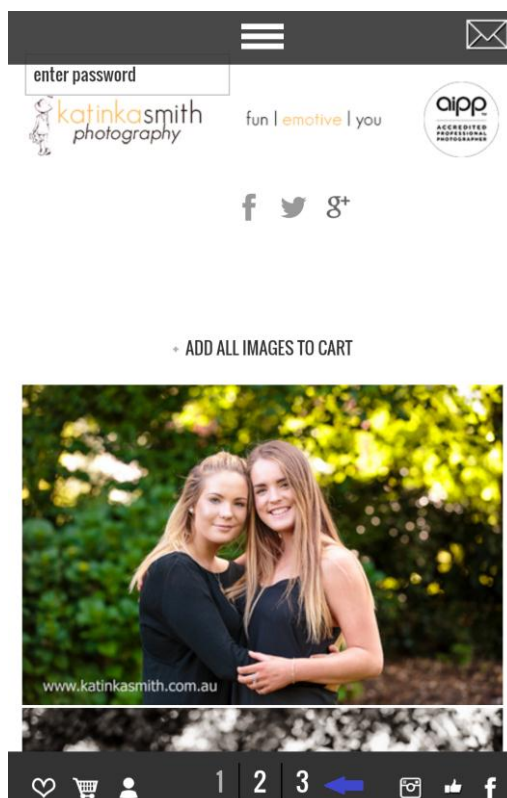
YOUR EMAIL:

PASSWORD:

CONFIRM PASSWORD:

2. **VIEW YOUR GALLERY**
    Click on the 3 bars at the top of the screen to drop down the menu. Choose Client Login
    and enter the password that you have been provided in the login screen.

3. Your gallery will appear in a blogstyle view with the images showing one under the other.
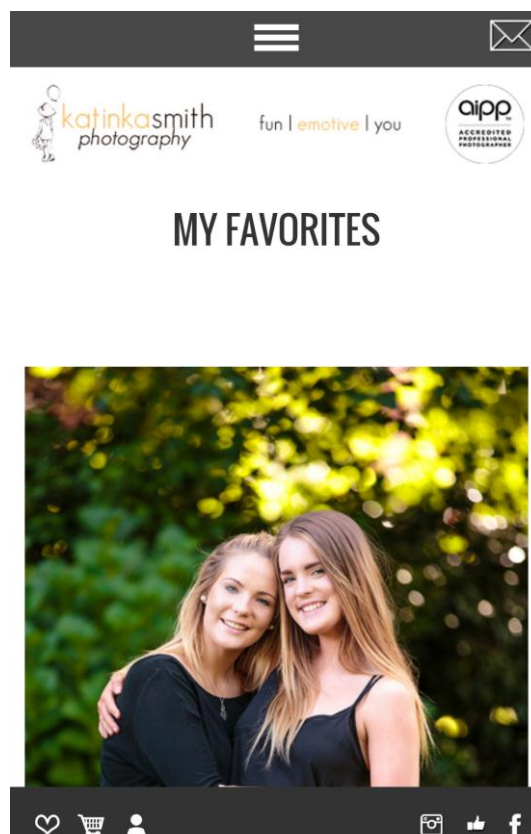
4. Please be aware that not all of the images will display on the first page. You can navigate to
    further pages by looking for the page number which will be at the bottom of your screen (it will
    scroll with you).

5.   By pressing on an image you can add it to your favourites or add it to your cart quickly.

6.   Your **favourites** can be viewed later by clicking on the 'love heart' icon on the bottom menu.

7. 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.)

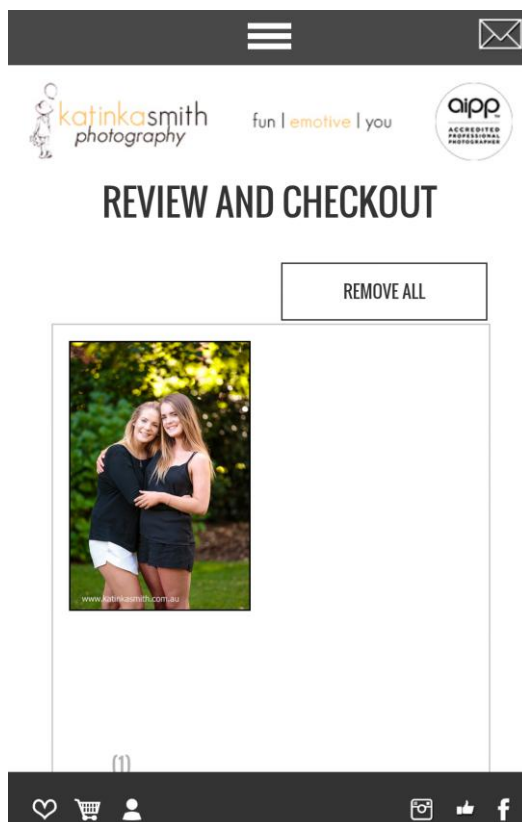|		
☐ SMALL PRINTS (unmatted) 5x7 or 6x4 - AU$	QTY:	0
☐ MATTED PRINT 8x12 - AU$	QTY:	0
☐ MATTED PRINT 11X14 - AU$	QTY:	0
☐ ROLLED PRINT 12X18 - AU$	QTY:	0
☐ ROLLED PRINT 16X24 - AU$	QTY:	0
☐ FRAMED PRINT/CANVAS 8X12 - AU$	QTY:	0
☐ FRAMED PRINT/CANVAS 12X18 - AU$	QTY:	0
☐ FRAMED PRINT/CANVAS 16X24 - AU$	QTY:	0
☐ FRAMED PRINT/CANVAS 20X30 - AU$	QTY:	0
☐ DIGITAL FILE (AS PART OF PACKAGE) - AU$0	QTY:	0
☐ DIGITAL FILE (SINGLE) - AU$	QTY:	0
☐ INCLUDE IN ALBUM - AU$0	QTY:	0

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

IMPORTANT.

9. **Do not click on the Paypal 'Pay Now' option**. Only use the '**Pay Offline'** button. As menionted 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!)
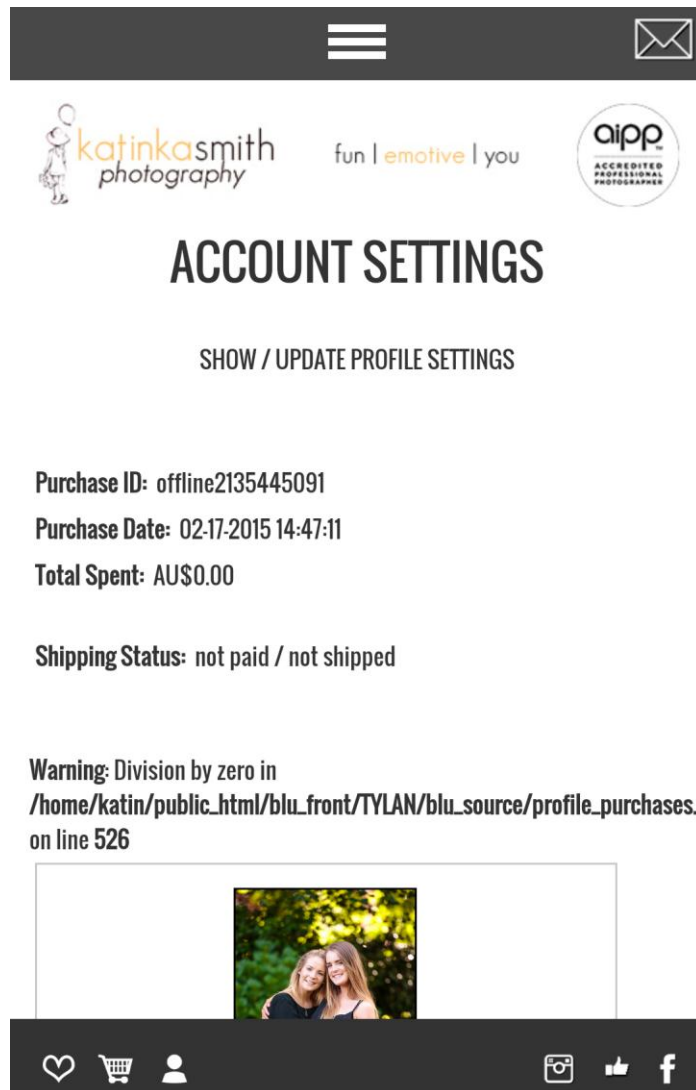

10.

11. Once you click on the **'Pay offline'** button completed any fields in the account settings pop up and pressed the Submit button. You will be taken to your account where you can review the order. Your order will also be emailed to you.

12. 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.