Nettle Creek Color Systems

Pro-Album

Online Solution

Set-Up & Getting Started Instructions

www.Pro-Album.com is owned and
administrated by Nettle Creek Color Systems Inc.
765 489 6174

Table of Contents

Logging on to your Account Settings
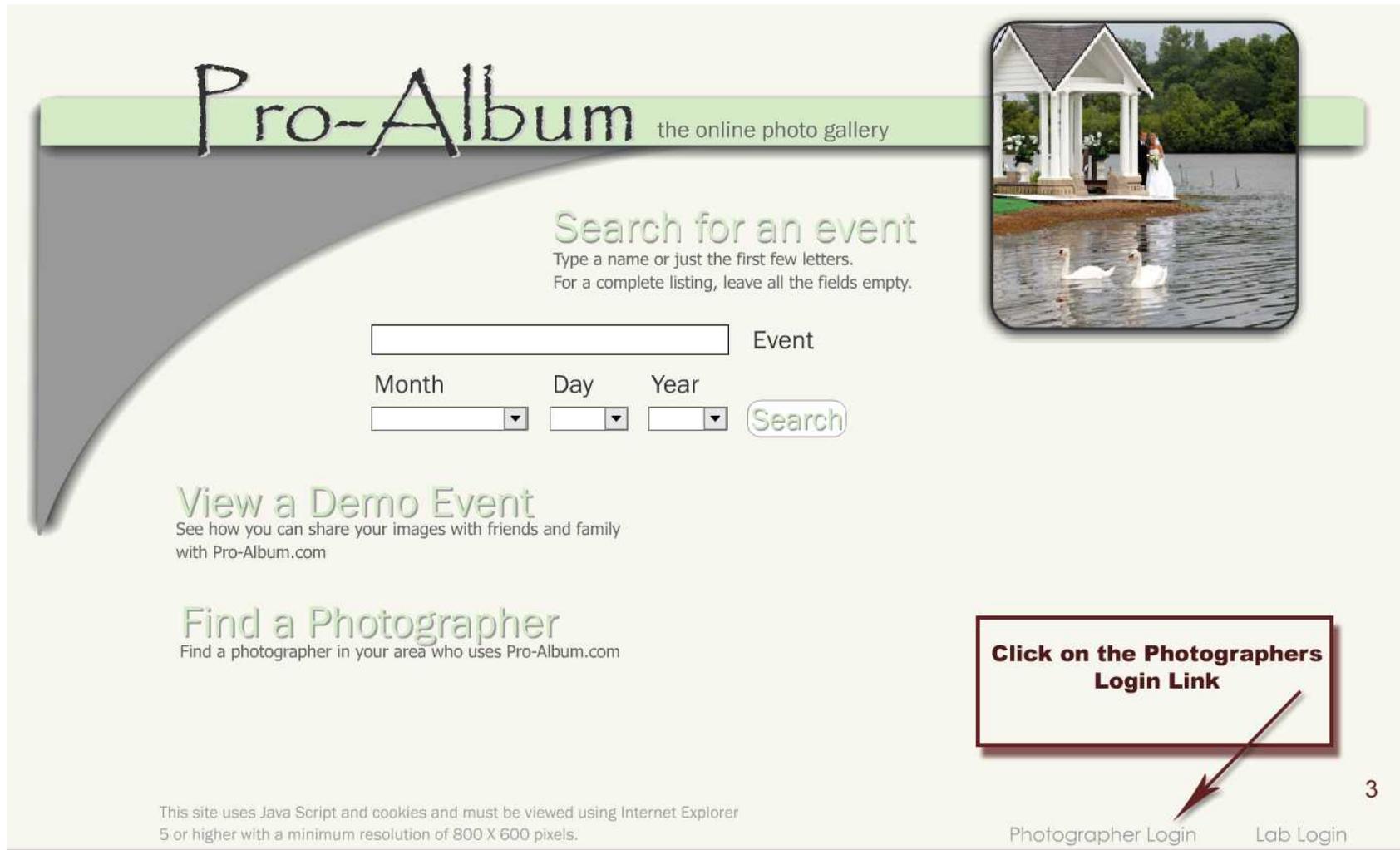
Pro-Album the online photo gallery

Search for an event
Type a name or just the first few letters.
For a complete listing, leave all the fields empty.

[_____] Event

Month   Day   Year
[_____ ▼]   [__ ▼]   [___ ▼]   (Search)

View a Demo Event
See how you can share your images with friends and family
with Pro-Album.com

Find a Photographer
Find a photographer in your area who uses Pro-Album.com

**Click on the Photographers
Login Link**

This site uses Java Script and cookies and must be viewed using Internet Explorer
5 or higher with a minimum resolution of 800 X 600 pixels.
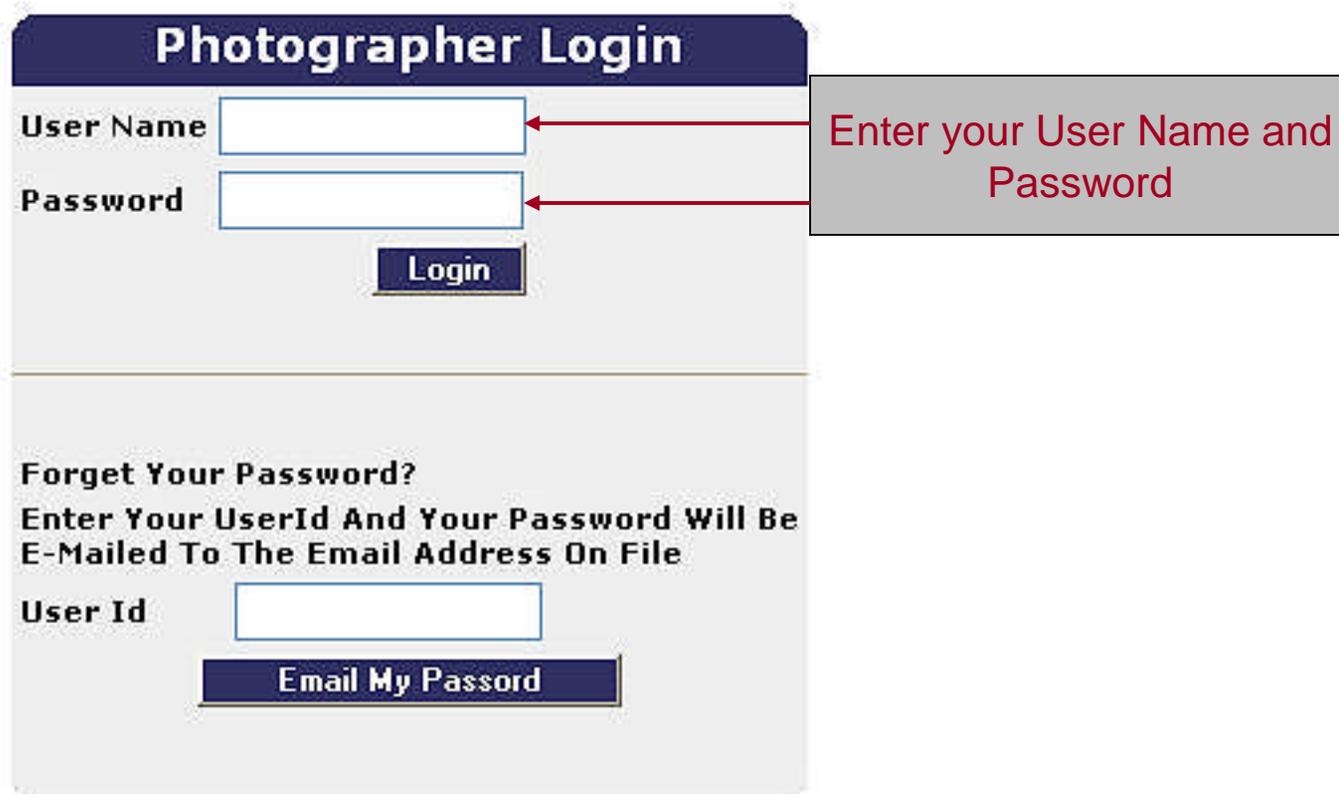
Photographer Login   Lab Login

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Login Window

Photographer Login

| User Name | |
| Password | |

Login

Enter your User Name and Password

Forget Your Password?

Enter Your UserId And Your Password Will Be E-Mailed To The Email Address On File

User Id

Email My Passord

Menu Links

Click on Edit Profile to change your email address or studio information.

Lab Home Page - Edit Profile - Change Password

View Events - Pricing and Payment - Event Specific Pricing - Make Cards - Events Link - Watermark - My Orders

Please Choose From The Menu Above

Editing Your Profile

Update your Studio Information by typing in the text boxes below.

Your Email address must be correct in order to receive automated notifications of orders from your customers.

Click on "Opt In" to receive referral emails from potential clients.

Be sure to click on the Update profile button to save your changes.

Change Password

Lab Home Page - Edit Profile - Change Password

View Events - Pricing and Payment - Event Specific Pricing - Make Cards - Events Link - Watermark - My Orders

Change Your Password

Password

Confirm Password

Change Password

Be sure to click on the Change Password button to save your changes.

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Setting up your Online Prices – Individual Prints

Click on the Pricing & Payment Link

Click on the Price by Size Link

Note this message!

Enter your prices for each size print you would like to sell online.

To Save Your Changes, be sure to click on the Update Pricing button.

Setting up your Online Prices – Individual Prints

Lab Home Page - Edit Profile - Change Password

View Events - Pricing and Payment - Event Specific Pricing - Make Cards - Events Link - Watermark - My Orders

Payment Methods | Pricing By Size | Shipping and Taxes

Click on the Payment Methods Link to choose the types of payment accepted by your studio.

Accepted Payment Methods

- ⦿ **Both Checks and Credit Cards**
- ○ **Checks Only**
- ○ **Credit Cards Only**

Accepted Credit Cards

- ☑ Visa
- ☑ MasterCard
- ☑ American Express
- ☐ Discover

Update

To Save Your Changes, be sure to click on the Update button.

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Setting up your Online Prices – Individual Prints

Lab Home Page - Edit Profile - Change Password

View Events - Pricing and Payment - Event Specific Pricing - Make Cards - Events Link - Watermark - My Orders

Payment Methods | Pricing By Size | Shipping and Taxes

Click on the Shipping & Taxes Link to set your studio's shipping charges and state taxes

Shipping and Taxes

Pricing For Shipping and Handling
(To Turn Shipping Off Enter A Price Of $ 0.00)

Shipping and Handling $ 0.00

Sales Tax

⊙ Do Not Charge Sales Tax

○ Charge Sales Tax .0 0 Percent

(example 5 for 5% or 55 for 5.5% – or 575 for 5.75% do not enter decimals)

Update Pricing

To Save Your Changes, be sure to click on the Update Pricing button.

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View and Edit Events

Lab Home Page - Edit Profile - Change Password

View Events - Pricing and Payment - Event Specific Pricing - Make Cards - Events Link - Watermark - My Orders

Your Events

Bride	Groom	Event Date	Expiration Date	Password	Edit	Add More Photos	Delete Event
Mary &	Dave's Wedding	2/19/2004	2/19/2006	123	Edit		Delete
Mary &	Ken's Wedding	2/19/2004	2/19/2006	123	Edit		Delete
Mary &	Steve's Wedding	2/19/2004	2/19/2006	smile	Edit		Delete
DEMO &	DEMO	9/7/2003	9/21/2010	xx	Edit		Delete

To review and edit an event, click on the "Edit" link.

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View and Edit Events

Scott & Cindy

Event Photos

Getting Ready   Ceremony   Formals   Reception   Unassigned   Inactive

View All By Negative Number

Currently Viewing All By Negative Number

Page 1

The file / negative numbers are displayed on top of your images.

Click on the **Large** link to enlarge your image.

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Large

Getting Ready ○
Ceremony ○
Formals ○
Reception ○
Unassigned ⊙
Sort Num 9999
Active ⊙   Inactive ○

010

Large

Getting Ready ○
Ceremony ○
Formals ○
Reception ○
Unassigned ⊙
Sort Num 9999
Active ⊙   Inactive ○

015

Large

Getting Ready ○
Ceremony ○
Formals ○
Reception ○
Unassigned ⊙
Sort Num 9999
Active ⊙   Inactive ○

Click here to assign your image to a category.

Use this field to change the sorting sequence of your images

Click here to make an image inactive

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View and Edit Events

Activating and Setting Event Options

Click Here
To Change Event
Options

Photographer's Main | Back To My Events

Change Event Options | Event Specific Pricing

Designer and Capri Album Options | Bride Picture Selection

Cindy & Scott's Wedding

Event Photos

Activating and Setting Event Options

This window will appear on the left after clicking on the Change Event Option link.

You can edit or change any of these fields.

The Password Field MUST be changed so that your Customers can view the event online!

If you prefer No Password, type NONE.

Be SURE to click on the Update button to save your settings!

Set Event Options

Event Name 1   Cindy &

Event Name 2   Scott's Wedding

Event Date   02/19/2004

Password   xx

Expiration Message On Event?
(this event will expire on 02/19/2006)

No ⦿   Yes ○

Event Message

If Yes Enter Date To Be Posted

Expiration Date   01/01/1900

Update

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Marketing Your Online Events
Event Business Cards

Lab Home Page - Edit Profile - Change Password

View Events - Pricing and Payment - Event Specific Pricing - Make Cards - Events Link - Watermark - My Orders

Click on the Make Cards link to create & print Business Cards to hand out at your event.

Please Choose From The Menu Above

Marketing Your Online Events
Event Business Cards

This tool allows you to create cards to pass out at an upcoming event.

Formatting The Text — You can change the font and font color for the text on each line of of the card using the dropdown list next to each line(the first line is acutally two lines). The text you enter in the text boxes is automatically centered so no additional spacing is required. You can try different combinations and then click on the "view cards" button to see what it will look like.

Printer Settings — In order for the cards to print properly you need the printer margin settings to the right as well as make the footer box is empty. To set your printer options go to the menu and choose *File* and then *Page Setup*. Once you have set your margins you can use *File* then *Print* to print out the page of cards. You can just set the number of copies depending on how many cards you wish to print. It is recommended you only print one page to make sure it prints how you want it before printing out multiple pages. Note-you may have to experiment with your margins to get the exact size needed.

Top =	0.5"
Left =	0.82"
Bottom =	0.55"
Right =	0.5"

Instructions on how to create and print your event business cards are displayed at the top of your online layout tool.

Note!
Be sure you have business card stock on hand before printing – available at any office supply store or www.PaperDirect.com.

Font Face	Font Color	Pro-Album
Arial	Black	logon to our website and enter the event name to view their pictures
Arial	Black	
Arial	Black	
Arial	Black	The Password Is:
Arial	Black	Event will be online after:
		Bay Test Studio 831-476-2659

View Cards

Your Studio information will appear here.

Marketing Your Online Events
Listing Events on Your Studio's Website

Lab Home Page - Edit Profile - Change Password

View Events - Upload Event - Pricing and Payment - Event Specific Pricing - Make Cards - Events Link - Watermark - My Orders

Click Here to display your **HTML link code**.

If you would like to place a list of just your events into a frame on your web site or just link to it, use the HTML link below.

Just My Events

Use the above HTML code to create an Event Listing page on your website.
(Or copy and send this code to your website designer so that they can create listing.)
Only your studio events will be displayed.
See the next page for a sample listing.

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Marketing Your Online Events
Listing Events on Your Studio's Website

Sample Event Listing on a Studio Website

Setting Your Image Watermark

Lab Home Page - Edit Profile - Change Password

View Events - Upload Event - Pricing and Payment - Event Specific Pricing - Make Cards - Events Link - Watermark - My Orders

Designer Album Watermark

Watermark Text Copyright

Set Watermark

Click Here to setup your Watermark Text

Type your text into this window.

Don't forget to click on the **Set Watermark** button to save your setting!

Creating Package Pricing

Click on the Event Specific Pricing link to open your "Create A New Package" option window.

Lab Home Page - Edit Profile - Change Password

View Events - Upload Event - Pricing and Payment - Event Specific Pricing - Make Cards - Events Link - Watermark - My Orders

Photo Packages

Create A New Package

Current Packages

Name	Type	Description	Price	

Click Here to Create a New Package.

Creating Package Pricing

There are no limits to the number of packages you can create and save.

Type in your package information here.

Note: You can make any package Color, B&W or Sepia

Don't forget to click on the Add Product button to save your package.

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Creating Package Pricing

You can edit any packages by clicking on it.

Click on the Delete link to delete packages.

Lab Home Page - Edit Profile - Change Password

View Events - Upload Event - Pricing and Payment - Event Specific Pricing - Make Cards - Events Link - Watermark - My Orders

Photo Packages

Create A New Package

Current Packages

Name	Type	Description	Price	
Package #3	B & W	1-8x10, 2-5x7	$15.00	Delete
Package #1	Color	1-8x10, 2-5x7, 16-Wallets	$25.00	Delete
Package #2	Color	2-5x7, 4-Wallets	$15.00	Delete
Package #4	Sepia	2-5x7, 4-Wallets	$15.00	Delete
Deluxe #1	Color	1-16x20, 4-8x10, 4-5x7, 32-Wallets	$125.00	Delete
Wall Portrait #1	Color	1-30x40	$450.00	Delete
Wall Portrait #2	Color	1-24x30	$385.00	Delete
Wall Portrait #1b	B & W	1-30x40	$450.00	Delete
Wall Portrait #2s	Sepia	1-24x30	$385.00	Delete

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Creating Package Pricing
Assigning Package Pricing to an Event

Click on **View Events & Edit**

Lab Home Page - Edit Profile - Change Password

View Events - Pricing and Payment - Event Specific Pricing - Make Cards - Events Link - Watermark - My Orders

Your Events

Bride	Groom	Event Date	Expiration Date	Password	Edit	Add More Photos	Delete Event
Linda &	Joseph's Wedding	4/26/2005	10/13/2005	xx	Edit		Delete
Kelly &	Mark's Wedding	4/16/2005	4/20/2006	xx	Edit		Delete
Kristine &	Mike's Engagement	4/11/2005	4/12/2006	smile	Edit		Delete
Fuld	Bat Mitzvah	4/9/2005	4/19/2006	xx	Edit		Delete
Rachel Miller's	Bat Mitzvah	3/26/2005	4/4/2006	xx	Edit		Delete

Creating Package Pricing
Assigning Package Pricing to an Event

Click on Event Specific Pricing, then select Use Products.

Next, choose the Packages you wish to assign to this event.

Click on **Update** to save your Event Pricing selections.

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Reviewing Orders

Our sever will email you when an order has been place from one of your events.

Lab Home Page - Edit Profile - Change Password

View Events - Pricing and Payment - Event Specific Pricing - Make Cards - Events Link - Watermark - My Orders

Your Orders

Bride and Groom	Event Date	Customer	Order Date	View	Edit
Katie & and Patrick's Wedding	12/18/2004	x x	4/5/2005	View	Delete
Katie & and Patrick's Wedding	12/18/2004	x x	4/4/2005	View	Delete
Michelle & and Matthew's Wedding	7/10/2004	steeve sdf	3/31/2005	View	Delete
Marc Kenney and	2/24/2005	x x	3/31/2005	View	Delete
Erica Melito's and Bat Mitzvah	2/5/2005	Ann Power	3/28/2005	View	Delete
Janice & and Aykaz's Wedding	12/5/2004	Virginia Altomari	3/9/2005	View	Delete
Kristen & and Michael's Engagement Sitting	2/19/2005	Kristen Foley	2/27/2005	View	Delete

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Reviewing Orders

Lab Home Page - Edit Profile - Change Password

View Events - Pricing and Payment - Event Specific Pricing - Make Cards - Events Link - Watermark - My Orders

Order- Event Michelle & and Matthew's Wedding on 07/10/2004

Invoice # 21414

Billing Information

Name	steeve sdf
Address	sdf
City	sdf State sdf
Zip	sdf
Country	United States
Phone	sdf
Email	sdfsd
CC	sdfsdfsdf
CC Security	
CC Exp	0102

Shipping Information

Name	x x
Address	x
City	x State x
Zip	x
Country	United States

Photos Ordered

Photo ID	Size	Toning	Price	Quantity	Subtotal
rd1f0300	3.5 X 5	color	$12.00	1	$12.00
rd1f0305	16 X 20	sepia	$125.00	1	$125.00
rd1f0306	8 X 10	color	$24.00	1	$24.00
Shipping And Handling Charged					9.95
Sales Tax Charged (0 %)					0.00
Total					170.95

Your customer's order is displayed and can be printed out on your printer by clicking on your browser's print button.

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Extending Events

Our server will automatically notify you via email two weeks and again one week before the date your event is about to expire.

Expired orders are automatically deleted from the server. All information associated with the event including pending orders will be lost.

Events that are about to expire are highlighted in **RED**!

Click on **Edit** to extend an event.

Your Events

Bride	Groom	Event Date	Expiration Date	Password	Edit	Add More Photos	Delete Event
Melissa &	Brad's Wedding	5/30/2004	6/3/2005	smile	Edit		Delete
Dale &	Paul's Wedding	5/29/2004	6/3/2005	smile	Edit		Delete
Loryssa Millman's	Bat Mitzvah	5/22/2004	5/26/2005	smile	Edit		Delete
Courtney &	Peter's Wedding	5/22/2004	5/26/2005	smile	Edit		Delete
Brittany Zuroff's	Bat Mitzvah	5/15/2004	5/19/2005	smile	Edit		Delete
Douglas Reardon's	Bar Mitzvah	5/8/2004	5/13/2005	smile	Edit		Delete
KKG	Composit Photos	5/7/2004	5/11/2005	kkg	Edit		Delete
Leah's	Bat Mitzvah	5/1/2004	5/6/2005	smile	Edit		Delete
Michelle &	Lyle's Wedding	4/24/2004	4/29/2005	smile	Edit		Delete
Kelly &	Ryan's Wedding	3/20/2004	6/22/2005	smile	Edit		Delete
Rebecca Chapman's	Bat Mitzvah	3/13/2004	6/15/2005	smile	Edit		Delete
Eileene	Todd	9/7/2002	5/2/2005	xxx	Edit		Delete

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Extending Events

Photographer's Main | Back To My Events
Change Event Options | Event Specific Pricing

This Event Is About To Expire Click Here To Extend This Event For 90 Days

A warning message will appear
when your event is about to expire.

Click on this link to extend your event.

Michelle & Lyle's Wedding

Event Photos

Getting Ready   Ceremony   Formals   Reception   Unassigned   Inactive

View All By Negative Number

Currently Viewing Group: Unassigned

Page 1 (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12) (13) (14) (15) (16) (17) (18) (19) (20)
(21) (22) (23) (24) (25) (26) (27) (28)