

Ordering your Collage Online **www.dtstudios.com**

The simplest way to order collages online is to first create an "Album" containing all the images you want to include in the collage. You can create a collage without having an album created but it will take a little more time to locate your collage images.

PLEASE NOTE: Before creating your album it is important to log-in and create an account, this way your album and shopping cart will be available later if you need to return to finish your order. Sometimes it can take several sessions if there are a lot of images to choose from.

Step 1: How to Collect your images in an album.

1.) Once you arrive at the photo store, Click on the link which contains the images from your event. This will bring up several pages of thumbnail sized images from the event. Please log-in to the photo store (Photorelect.com) when prompted, in order to create an account and to save your favorites and shopping cart for future return sessions.

2.) Browse through the images and locate your favorites. As you find images you might want within your collage click on the "STAR" below the thumbnail image to highlight/select that image in order to include it in your album.

3.) Create your album: Once you have selected all your favorites, click on the "Add to Album" link (located at the top-right of the page). You will be prompted for an album name. Name the album and click on "Create Album".

Editing your album: Once you have created your album, you can add or remove images from that album. To add images just return to the thumbnails and click on additional stars, then click "add to album". To delete album images, from within your album, click on "edit photos" and check mark the "Delete" box. To return to your album at any time, see the "My Account" link at the top of the page. You can create multiple albums for any purpose you wish.

Step 2: How to Order a collage from your album.

1.) Open your album: If you are not already on your album page, click on "My Account" at the top of the page and click on the album you wish to order from.

2.) Select your images: Locate the primary image for your collage (your favorite) and click on the thumbnail photo. This will bring up a large view of that image. From the drop down menu on the right, select the collage size you wish to order, then click on "Add to cart" at the bottom of the list. This will add the collage & price to your shopping cart.

For all the other remaining collage images, choose the option "Collage Photo" (at the top of the Small Prints & Products menu) from the drop down menu, then click "Add to cart". This will add all the other images to the collage order and will not add any additional charges to the final collage cost.

3.) Checkout: Your collage has now been added to your shopping cart along with all the collage images. You can either continue with the checkout process now or return to your album or the event to order additional products, prints or collages.

Collage Text: Once you have started the checkout process, the "Credit card info." page includes an "Instructions" window at the bottom, Please use this window to include any information you would like on your collage (i.e. Athletes name, number, position etc.). If you have any special instructions, please include them here.

Items you may wish to include in the Instructions box are:

- Athletes name, position and jersey number.
- Team name as it would appear on the composite.
- Special instructions as to the arrangement of the collage.
- Special Color requests.
- The Event name.

If there are any questions we have upon receiving your collage order we will contact you.

Note: Collage Design

Once you have sent your collage order, we will design it with your requests in mind. If you don't have any special instructions don't worry, we will design your composite as if it were our own.

We will send (e-mail) you a preliminary proof copy of the collage prior to printing it (for your approval). That way there will be no doubt that you will get exactly what you want.

If you have any questions, don't hesitate to call me (Dave) at (315)-452-1456. I will be happy to help you in any way I can.