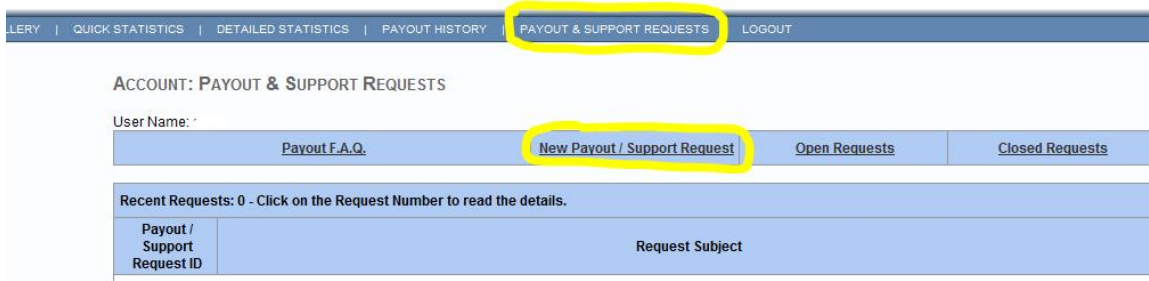


Instructions for uploading photos using 'Batch Uploads'

- 1) A more efficient method of uploading photos is available on request. This service has recently been introduced and additional user terms may be applied. These terms may be modified in the future however the current requirement is that the photographer is approved by administration (i.e. user must have previously uploaded photos using the standard upload method for sample photos) and a one-off set up fee is applicable. Batch Upload functionality can be requested by means of a 'support request' raised in the user's sales account section (user profile) after logging in.

Photographers: → [My profile](#) ■ [Upload photos](#) ■ [Batch Uploads](#) ■ [Logout](#)

Participants: → [Search photos](#) ■ [My Shopping Basket](#) ■ [Go to Checkout](#)



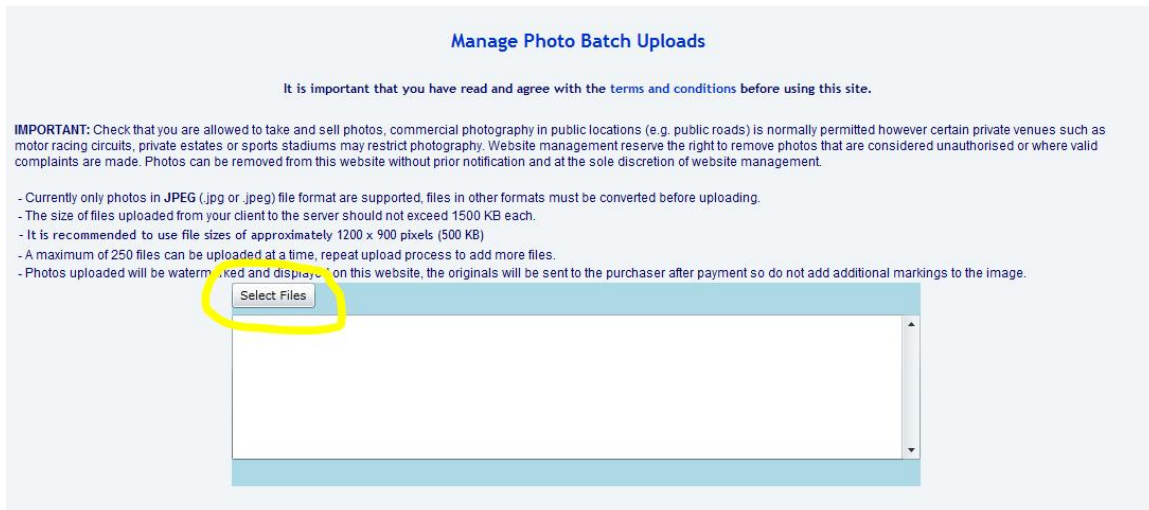
- 2) To upload batches of photos click the "Batch Uploads" link (this is only visible to approved users)

Photographers: → [My profile](#) ■ [Upload photos](#) ■ [Batch Uploads](#) ■ [Logout \[alan\]](#)

Participants: → [Search photos](#) ■ [My Shopping Basket](#) ■ [Go to Checkout](#)

(It is advisable that when you log in to the website you select 'remember me' to save your password, this helps prevent the website timing out while reviewing photos for upload.)

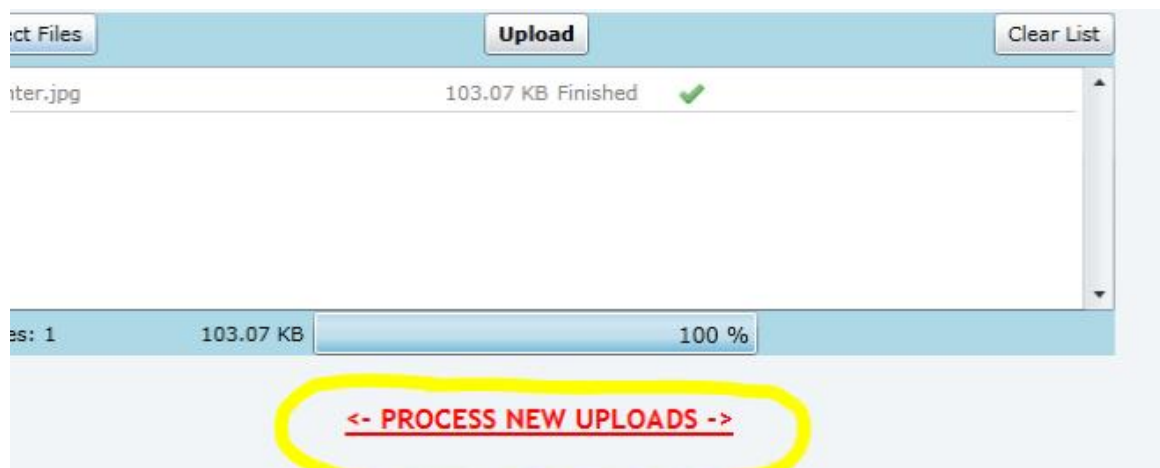
- 3) The Batch Uploading link opens up a new window, in this window click on the 'Select Files' link which opens up the file browsing window on your computer. You can then select multiple files for uploading (click the first file and hold the shift key while clicking on the last file or hold the control key down while selecting each file that you want to upload). After the files are selected click the OK button to add them to the file list.



- 4) Click on the 'Upload Files' link to add the files (or the 'Clear List' if you want to start again). Wait while the files are uploaded, the speed of uploading files is dependent on your internet connection.



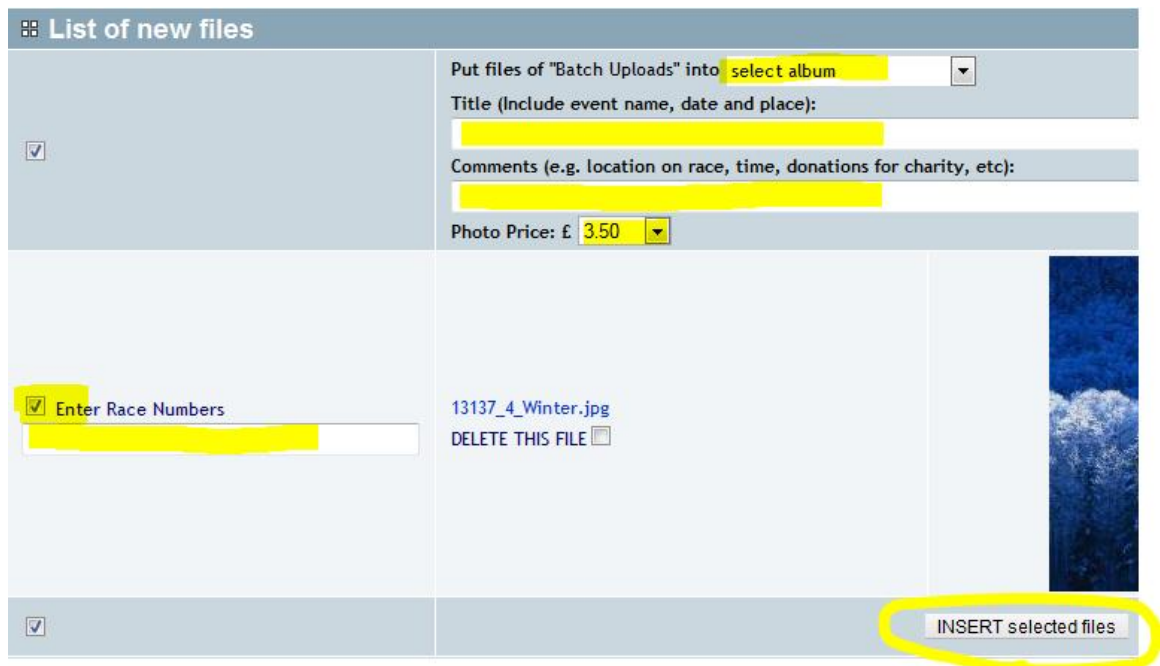
- 5) After all the files are uploaded the status of upload is shown in the window and a link to 'Process New Uploads' is displayed below the file list. Click on this link only after all the files are shown as uploaded. **All files with errors shown during upload will need to be uploaded again**



- 6) The list of files is shown on a new page with a status. Wait until **all files** have an upload status displayed before clicking the 'Manage Photo Batch Uploads' link.



- 7) The 'Manage Photo Batch Uploads', link opens a new page showing thumbnails of all uploaded photos
The default status for photos is 'selected', you may find it useful to de-select all photos first to avoid photos being loaded accidentally without the necessary individual photo information applied.
Complete the user fields at the top of the page - Album, Event Title including name, date (with month in full) and place as well as photo price and additional comments (such as location and distance during race). This information will be applied to all selected photos. If the details differ for the photos (e.g. photos taken at the start of the race and also at halfway) add them to the album in separate batches - i.e. select the first photos and add to album before returning and selecting the next batch of photos with different details. For each individual photo add the required race number information and ensure that the photo is selected (separate multiple race numbers using a comma).
If the quality of the photo is poor (focus, framing, etc) you can remove the photo by checking the delete box instead of the insert box - this will remove the image from the website.



- 8) After adding details check to make sure that the correct album details have been applied and the relevant photos are selected (or not selected) before clicking on the button 'insert selected'. This will add the selected photos to the album with the relevant details and apply watermarks. The status of upload is then displayed, wait until all uploads are processed. The images will be available immediately after for customer viewing and purchase.

It is important and advisable to check very carefully that the correct details have been applied before inserting the selected photos because further editing and deleting can only be done to each photo individually, which can be very time consuming !

It is also recommended that the files are uploaded in smaller batches to ensure that the website does not timeout during review and cause you to lose all information already applied. e.g. if 250 photos have been uploaded they can be inserted in 5 batches of 50. (it helps if you use the 'remember me' feature when logging in to your account)

To return to the uploaded files after inserting the first batch go to the 'batch upload' link and then click on the heading 'Manage Photo Batch Uploads', this will take you back to the thumbnails page where you can continue to enter album and photo details for photos that have not yet been displayed on the website.