Photo Month Photo Open - Submission Instructions

Step 1

• Create/sign-in to your (free) creative**hub** account: <u>https://hub.theprintspace.co.uk/UserAccount/Login</u>

Step 2

- Upload the photographs you wish to submit to the Photo Open.
- To do this, click the '**upload**' button on the top menu, choose your files and upload.
 - Files must be sized to your desired size, 300dpi, RGB, jpg or tif.

creative hub	upload	images	sell art prints	print club	sharing	account	help	the print space 🖤
upload		\times_{1}						
To upload images, press the choose files button below and choose your .jpg, .tiff or .png images.								
Note: Maximum upload size is 2G8 (2044MB).								
add tags for the images	:	2						

- Navigate to '**Images**' in the top menu.
- Click (i) icon on your image(s) add an image description and ensure you have named your image correctly.



- Share your image(s) with Photo Month.
 - To do this, select all the images you wish to submit by clicking them (the image will turn dark grey when selected)
 - Click '**share**' located on the bottom page menu.



• Enter <u>info@alternativearts.co.uk</u> into the **'send to'** box and press enter.

	🔁 share	
Send to 🔹	info@alternativearts.co.uk	search

- 1. Enter your project name in the '**Project Name**' box. In the '**message**' box put a short description of the project or images.
- 2. **"Download permission"** will be ticked (*This is for printing the winning images for the exhibition*).
- 3. Click 'continue'.

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	Photomonth Photo-Open Photomonth Photo-Open Please submit your photographs here! £5.00 Requires all images have a description. Link for more details Closing date: 4 Sep 2018, 12:00:00 AM	Project name Project name here: Message Project description here! By submitting my information to the inbox owner you are giving them permission to contact you expressly valouit the purposes of the this submission, be it a competition, open call, etc. Would you additionally like the recipient to contact you directly about future events, submissions or any other marketing, purpose? Tick for yes.	1
2	Download Permission The user will be able to download yo	permission granted	
	Selling Permission	click to grant permission	
	Print Permissions	click to grant permission	

- 1. Click add new card
- 2. Add your card details and billing address
- 3. Click **"continue"**

Photomonth Photo-Open	re		
Sharing 1 Images with Month		Total £5.00	
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	Country United Kingdom	Phone*			
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That's it, you're done! Good Luck!

<u>NOTES</u>

If you see this message when sharing please go back to Step 3 and complete for all images being submitted.

