

## Photo Month Photo Open - Submission Instructions

### Step 1

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

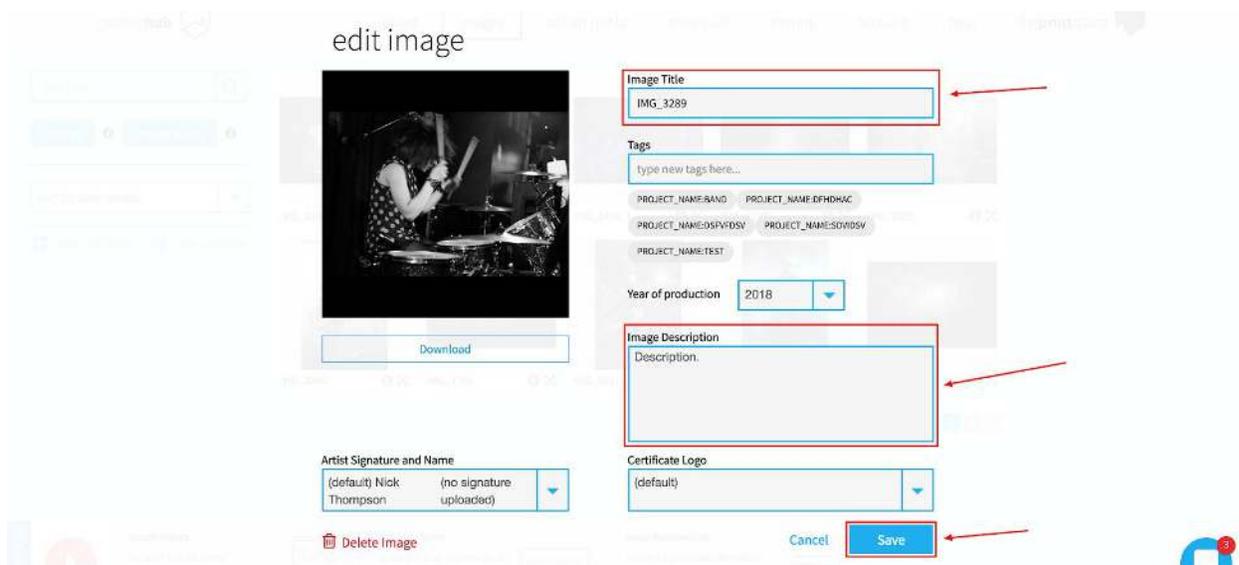
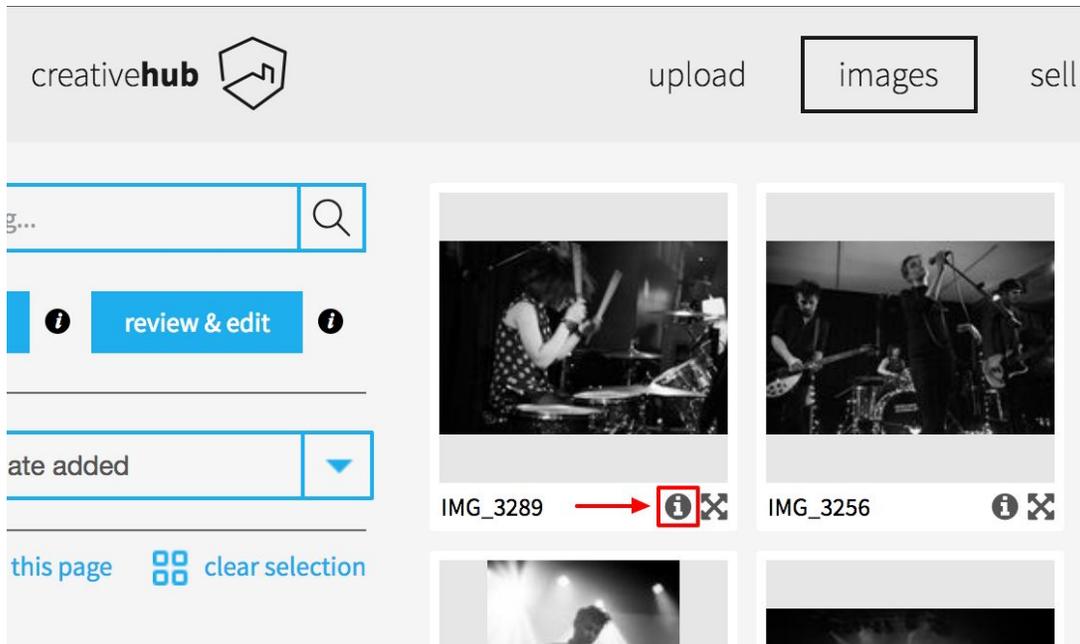
### Step 2

- 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.



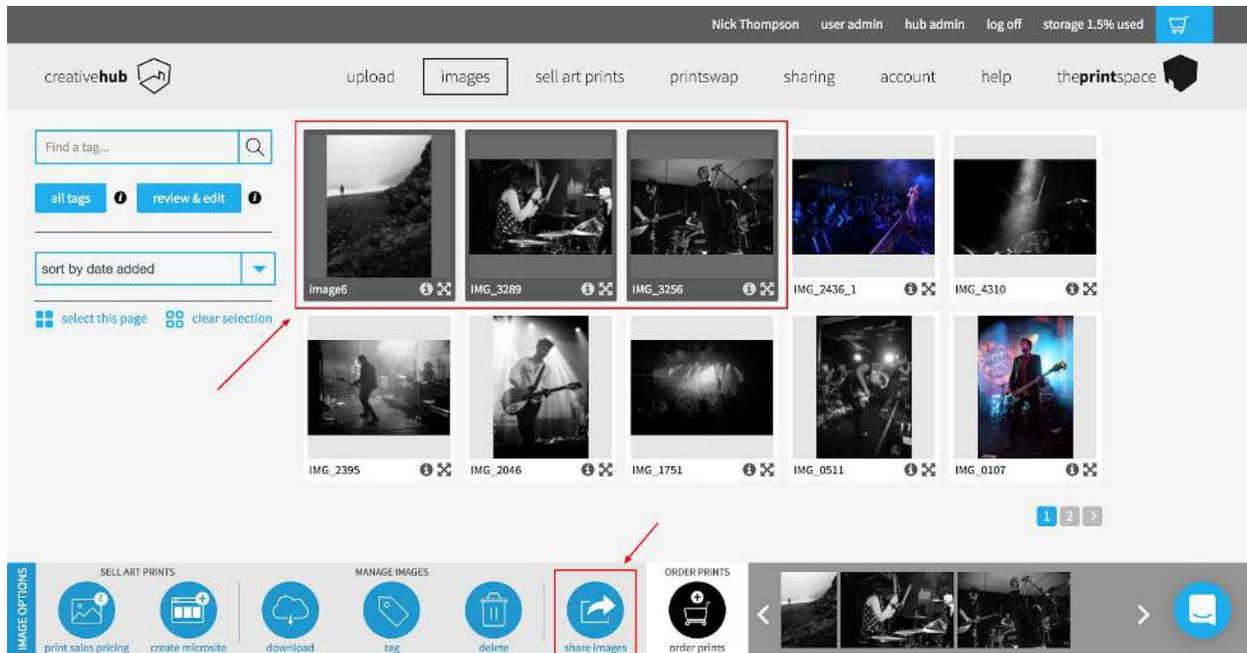
### Step 3

- 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.



#### Step 4

- 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.

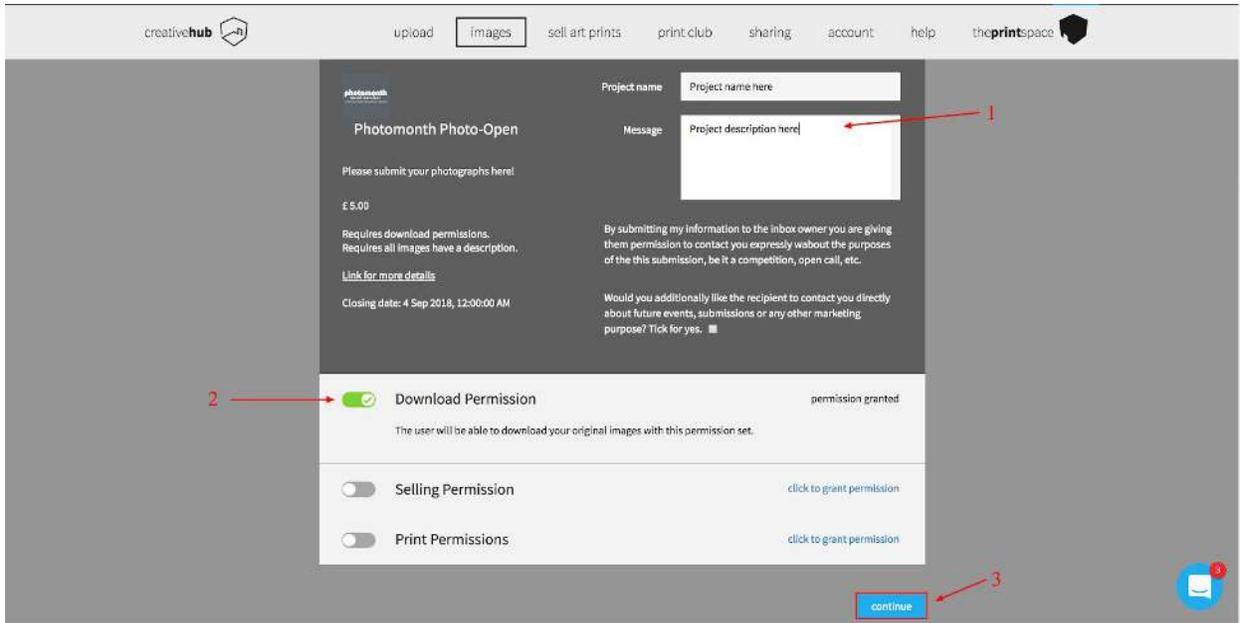


- Enter [info@alternativearts.co.uk](mailto:info@alternativearts.co.uk) into the 'send to' box and press enter.



## Step 5

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'.



## Step 6

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



Nick Thompson user admin hub admin log off storage 1.5% used

creativehub upload images sell art prints print club sharing account help theprintspace

print sales pricing download tag delete share images order prints

share

Card number \*

Expiry date 02 2021 CVV code \*

Billing address  Add new address

First name \*  Last name \*

Address line 1 \*  Address line 2 \*

Town/city \*  Postcode \*  County

Country  Phone \*

Cancel

**That's it, you're done!**

**Good Luck!**

### **NOTES**

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

**The selected inbox requires all images have a description.**

**share now**