**User guide to Tanner Dance's photography website**

The following is a guide to help users access Tanner Dance's new photography hosting and ecommerce platform. You can access this website here: www.tannerdance.zenfolio.com

The guide will go over how to navigate the site, browse pictures, create a profile (optional), and how to purchase pictures. Our webhost, Zenfolio, partners with outside vendors to offer physical products (prints, books, etc.). These products are priced according to these vendors' cost of production, with little input from Tanner Dance. The photography downloads we offer are sold at their highest resolution. We recommend browsing physical options on our website and comparing prices to local vendors, which may have more economical print options. You can purchase downloads and then use another vendor if you find it preferable.

For photography downloads, we offer volume discounts based on how many pictures you purchase. For the discount to apply, you **must enter the discount code at checkout**. Instructions on how to do this are in the purchasing section below. The following is the pricing structure for each show, the cost per picture you get with volume purchases, and discount codes to use in each case. *These passwords are gallery specific and case sensitive, so make sure you enter the right password at checkout.*

| Price for downloads (per pic) | 1 picture | 10+ pictures | 20+ pictures | 30+ pictures | 50+ pictures |
|---|---|---|---|---|---|
| Current Capitol Theater concert | $1.50 | $1.20 | $1.00 | $0.90 | $0.64 |
| Events one year or older | $1.00 | $0.80 | $0.75 | $0.67 | $0.50 |
| Other current Tanner events | $1.25 | $1.00 | $0.94 | $0.83 | $0.63 |
| **Volume discount code** | | **10+ pictures** | **20+ pictures** | **30+ pictures** | **50+ pictures** |
| Current Capitol Theater concert | | **Capitol-pic10** | **Capitol-pic20** | **Capitol-pic30** | **Capitol-pic50** |
| Events one year or older | | **Past-pic10** | **Past-pic20** | **Past-pic30** | **Past-pic50** |
| Other current Tanner events | | **VT-pic10** | **VT-pic20** | **VT-pic30** | **VT-pic50** |

We are fully aware that this new webhosting site is not the most user friendly, but it is the best system we could get that fits University of Utah's security parameters. If you are comfortable learning the system on your own, we still recommend reading the first few pages of this handbook. If you feel you need more help, start in the **"Beginners guide"** chapter of this guide. You can also click on the chapters below to jump onto a specific chapter.

## Table of Contents

**Selecting pictures**

When you go into the *Galleries* page, you will see multiple galleries in which each concert is hosted. Each picture represents a gallery and each gallery represents a concert. The name of each gallery is below the picture. Click on the picture of the gallery from which you wish to browse photographs [ex: Dancing Man].
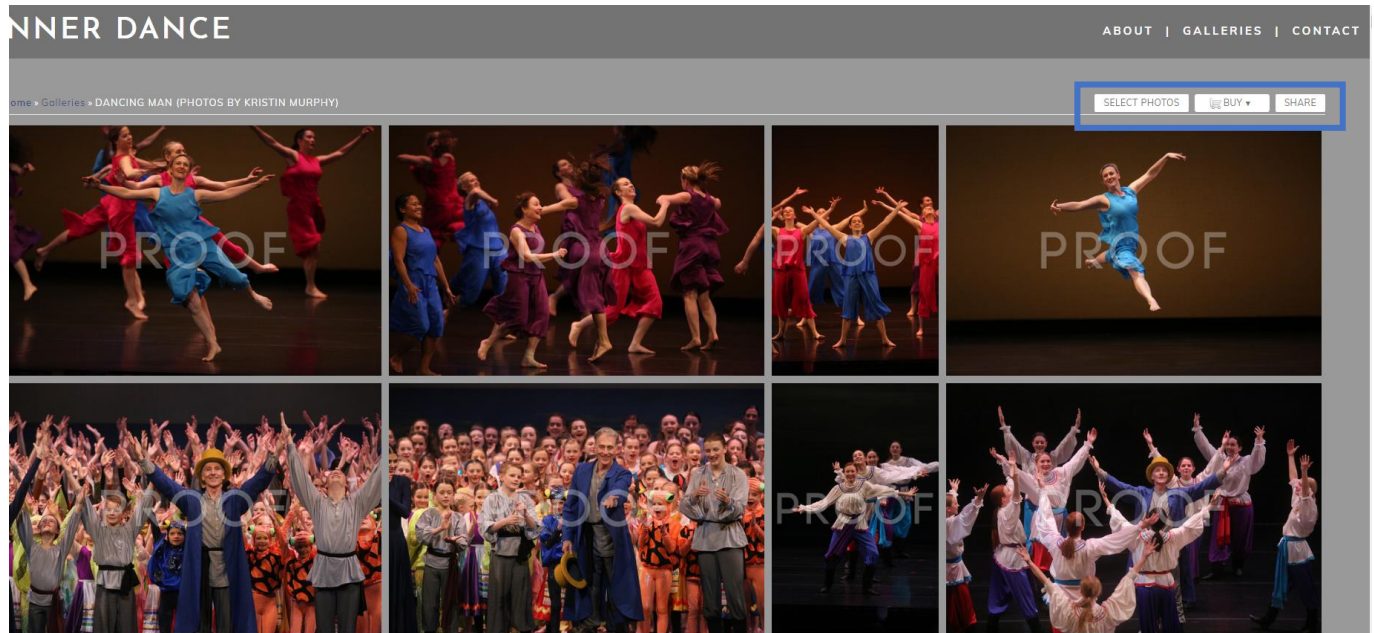


A gallery will have a preview of the pictures, and a few options in the near top right corner (blue box above). These are buttons to *Share* the gallery, *Select Photos* for purchase or favorite, and the *Buy* option. *Select* and *Buy* function similarly. You need to use one or the other in order to select pictures individually, which is needed in order to purchase pictures. Selecting pictures to share, favorite or purchase will also allow you to create a Zenfolio account. While this is not needed in order to purchase pictures, it is highly recommended, especially if you intend to be a repeat customer.

**Creating and using a Zenfolio account**
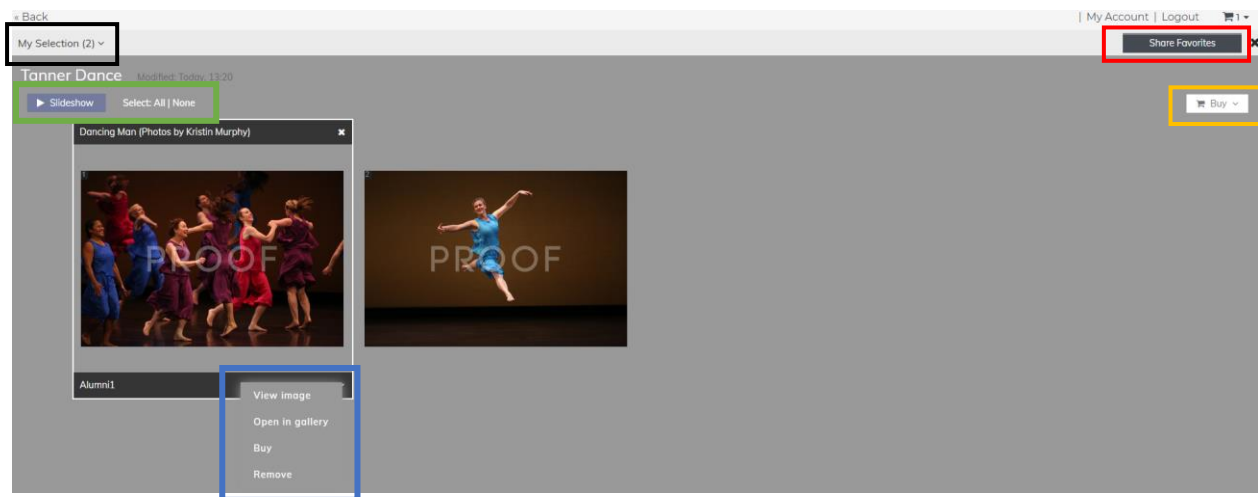


Use the left side if you already have an account. Use the right side to create a new account. You will need to read and agree (by checking the box) to the terms of use in the website (blue box).



When you are logged in, the top row of the website will have a few new buttons. On the top left you can see the pictures you chose by clicking *My Selection* [default name for your *Favorites*] button (blue box). You can continue adding pictures to that gallery, you can edit it or you can start a new set as well.

On the top right, you can click the *My Account* button to edit your preferences or *Logout* to exit your account and browse anonymously (red box). Next to these buttons is a *Shopping Cart* which we will explore later in the buying section.
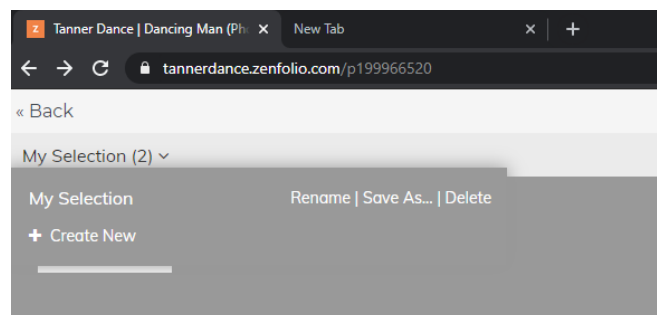
When looking at your selected favorites you can start a *Slideshow* (green box) to have your selected photos rotate in a loop. Next to that are the *Select All* and *None* buttons which have the same functionality as the previous selection buttons.

You can *Select All* or individually select pictures by clicking on them. With the pictures you select, you can either *Share* (red box) or *Buy* (yellow box). The share option is the same as previously discussed, and we will go over the buy option later.

At the bottom right of each picture there is a drop arrow for more actions (blue box). These actions include viewing the image on its own, viewing the image in the galley, buying the image, or removing it from your favorites.

In the top left corner, you can click the *My Selection* button (black box) again to change the settings of your selection of favorites.



This allows you to change the name of your selection, create a new selection of favorites, or delete it.

By clicking the *My Account* button on the top right, you can access your own account to change the settings as you please.

You can use this site to view past orders (red box), edit your profile (blue box), see your set payment information (green box – optional), see your favorite selections (yellow box), and see your cart (white box).
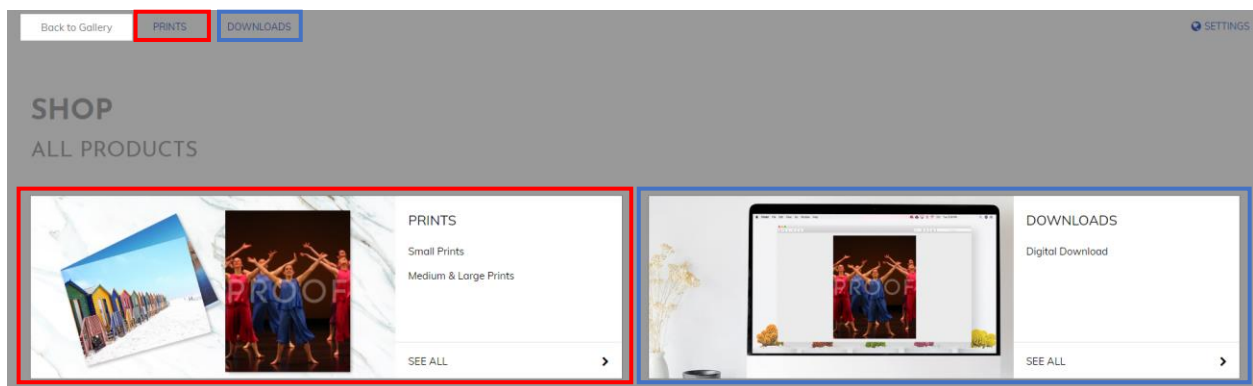
At various points before we have seen both *Shopping Cart*, *Buy* and *My Cart* buttons. All those allow for purchasing the selected pictures. The following are instructions on how to do so.
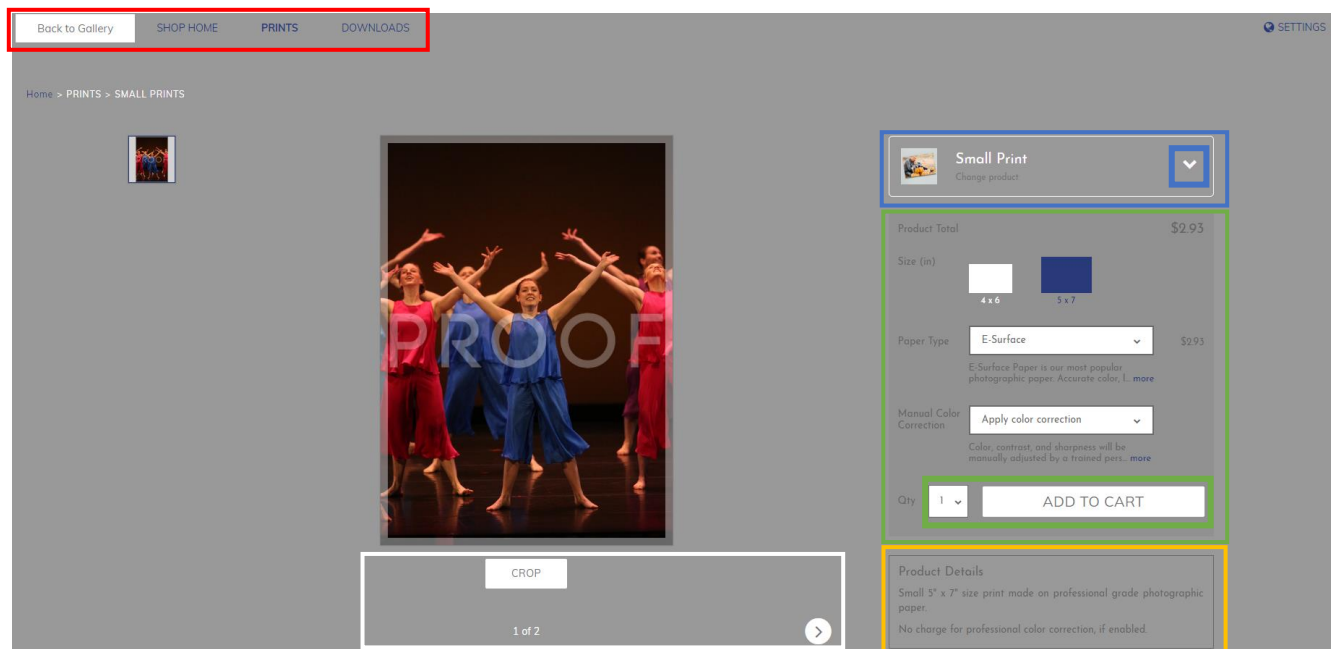
**Purchasing pictures**



When you are selecting pictures, you can click the *Buy* button for more actions to appear (red box). This include *Select Products* for the chosen pictures, *Save for Purchasing Later* and *View Cart.* When you select *Save for Purchasing Later* it saves the pictures in an interface similar to the previously explained *Favorites,* with the only difference being that this explicitly for purchase. The other two are the main interfaces for the purchasing process.

When you choose *Select Products* it takes you to the following site:



On the left side (red boxes) you can select *Print Products* and on the right (blue boxes) you can select *Downloads*. In this guide we will focus on physical products only. Downloads have the same buying interface but have much fewer features (print material, sizes, etc.) to choose from.

When you choose a product (either physical or digital) you are taken to a page like the one above. You can use the top left corner (red box) to navigate back to the gallery, back to shop home (the previous page), or directly toggle between *Prints* and *Downloads* products. The product you are in at the moment will be bolded (in the example, it is *Downloads*).

The bottom row in the middle (white box) allows you to *Crop* your pictures or navigate [left, right] through the pictures you have selected. By pressing the *Crop* button, you can select a specific section of the picture you want printed, and can crop out the rest. You can also select to print the picture in either *Black and White* or *Sepia* tones. None of this affects pricing of the print. Digital Downloads have <u>none</u> of these options, but can be manually cropped/digitally enhanced with another software after purchasing it.
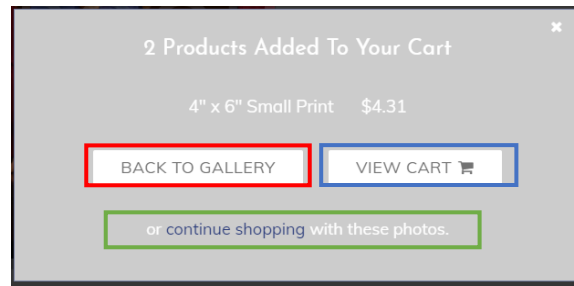
To the right of the picture are the options we will use to purchase a picture. The top option (blue box) is the *Product Option*. You can use the dropdown arrow to select other products. In this example we are looking at *Small Print*, which are either 4x6 or 5x7 inches (these options change the pricing). Here you can change it to larger sizes from *Standard* (8x10) to *Very Large* (20x30), all which affect pricing. Digital Downloads have <u>only one</u> product option available and one standard price per gallery.

Right below this are the *Product Features* (green box). Here you can further select options that will affect the price of a print (*Size* and *Paper Type*). This box shows the total price at the top right. Once you have selected all options you want, you can select how many copies of this picture you want, and then ***<u>Add to Cart</u>***. Digital Downloads have <u>none</u> of the options above and one standard price per gallery.

Right below this are the *Product* Details (yellow box) which explain exactly what type of product you are about to purchase. Digital Downloads have a description of the licensing you are purchasing: *"Royalty-free personal use: Allowed to use the purchased item for personal purposes only and not for profit."*

A reminder that volume discounts are only available for Digital Downloads and that Tanner Dance has little input on pricing for Physical Products.

Once decided on the product you want to purchase, you must use the **Add to Cart** button.

2 Products Added To Your Cart

4" x 6" Small Print     $4.31

BACK TO GALLERY          VIEW CART 🛒

or continue shopping with these photos.

Whatever product you decide to purchase, it will apply to all *Selected* pictures (in the example above, two pictures). Once the product(s) is added to the *Cart* the dialogue box above will show up. You can go *Back to Gallery* (red box) to select other pictures, *Continue Shopping* (green box) to choose other products with the same pictures or *View Cart* (blue box). Assuming you are ready to make a purchase, we will *View Cart*.

< Back to Gallery

**Shopping Cart**

Cart Expires: 07-Jan-2020

Continue Shopping | Save Cart | Share Cart

Subtotal (36 items): $49.77
Your items will be shipped as 2 separate orders. ❓

PROCEED TO CHECKOUT

| Prints | Item Price | Quantity | Item Total |
|---|---|---|---|
| 4" x 6" Small Print  Edit<br>˅ Options<br>Paper Type: E-Surface<br>Color Correction: ON<br>Color Conversion: None<br>Cropping: Centered | $1.99 | 5 | $9.95  ✖ |
| 4" x 6" Small Print  Edit<br>˅ Options<br>Paper Type: Kodak Metallic<br>Color Correction: ON<br>Color Conversion: None<br>Cropping: Centered | $2.32 | 1 | $2.32  ✖ |

| Digital Products | Item Price | Quantity | Item Total |
|---|---|---|---|
| Digital Download  Edit<br>˅ Options<br>License: Royalty-free personal use<br>Dimensions: 2738 x 1825 px<br>Instructions: *None*  Add | $1.25 | 30 | $37.50  ✖ |

Clear Shopping Cart

Prints: $12.27
Digital Products: $37.50

Subtotal (36 items): $49.77
Your items will be shipped as 2 separate orders. ❓

PROCEED TO CHECKOUT

Estimate your shipping:          $4.25

1720 Campus Center Drive, Salt Lake City, UT 84112, United

Your *Cart* has all the products you have added, *Physical* or *Digital*. The main menu at the top right (blue box) allows you to *Continue Shopping, Save Cart* (for which you need to log in), or *Share Cart* with someone else via email.

At the mid-top right and mid-bottom right (red boxes) are summaries of the order and total price. These also have the *PROCEED TO CHECKOUT* button, which we'll use to move on to the next step.

The rest of the page has a breakdown of the products you are buying. Each product you have chosen has its unique *Item Price*, the *Quantity* of each product you want to buy [which you can change at this point] and the *Item Total* for each product (green boxes). Notice that in the example we are purchasing 30 copies of a Digital Download – this is only to illustrate the volume discount in the next step, and you **should not** buy more than one digital copy of each picture.

If you are purchasing *Physical Products* you can estimate your shipping costs before going through *Checkout* by entering your address in the bar at the bottom right corner (yellow box).



When you click the *PROCEED TO CHECKOUT* button in the previous window you are directed to either register/create a Zenfolio account or log in if you already have one. While it is recommended that you do this, especially if you plan on purchasing pictures in the future, this step is optional. If you **do not** want to create a Zenfolio account, you can *Checkout as Guest* by pressing the link in the red box above.

The checkout process is the same whether you are logged in using a Zenfolio account or doing so as a guest. We will illustrate the process below checking out as a guest.

# Digital Download License Agreement

Please read and accept the license agreement below:

### Tanner Dance - Royalty-free personal use

Products subject to this agreement:
Digital Download

The owner ("Owner") of the copyrighted photograph or video being purchased (the "Work"), hereby grants you the non-exclusive, non-assignable, non-sublicensable, and perpetual right to use, reproduce and distribute the copyrighted Work for personal non-profit purposes, and to incorporate the copyrighted Work, in whole or in part, into derivative works for non-profit distribution.

You are prohibited from using the Work for any other purpose, including: using, reproducing or distributing the Work and/or materials incorporating all or any part of the Work for profit; selling or distributing electronic copies of the Work as standalone files or as part of a product from which a person is able to extract the Work as a standalone file; distributing the Work in or as part of an electronic template (e.g., as an image available in a word processing or web page creation application) intended to be reproduced by third parties on electronic or printed products; or using the Work as part of a trademark, service mark or logo.

Owner retains all other rights in the Work and any derivative work, including without limitation, the right to use, copy, sell, license, and distribute copies of the Work in all markets and territories

○ I have read and accept the terms of the license agreement

○ I decline the license agreement, take me back to the cart

CONTINUE CHECKOUT »

**Order Summary**     US Dollars

Your items will be shipped as 2 separate orders.     more info

| ORDER #1 | | change |
|---|---|---|
| All Prints | 6 | 12.27 |

| ORDER #2 | | change |
|---|---|---|
| Downloads | 30 | 37.50 |

## TOTAL: $49.77

At the top right of this screen (red box) you will see a summary of your order and total price you will pay.

Any Digital Download will have a *Digital Download License Agreement*. Since all pictures are copyrighted property of Tanner Dance, your purchase of a Digital Copy makes you the owner of the copy you buy, insofar as you agree to **not** make any profit for it. In order to purchase a Digital Copy, you must read and accept the terms of the license agreement (blue box) before moving forward.

After agreeing to the license agreement, click the *CONTINUE CHECKOUT* button (green box).

# Enter shipping address

**Full Name**

**Company**
OPTIONAL

**Street Address**
1720 Campus Center Drive

**City**
Salt Lake City

**State**
UT

**ZIP Code**
84112

**Country**
United States ▼

**Phone Number**
OPTIONAL

**Email Receipt to**

**Confirm Email**

CONTINUE CHECKOUT »

**Order Summary**                    US Dollars

Your items will be shipped as 2 separate orders.    more info

| ORDER #1 | | change |
| All Prints | 6 | 12.27 |

| ORDER #2 | | change |
| Downloads | 30 | 37.50 |

## TOTAL: $49.77

Any Physical Product will require you to provide a Shipping Address (blue box) to ship out the product. This information may be pre-filled if you are doing the checkout process with an existing Zenfolio account. Some information asked in this step is optional (and it is labeled as such), the rest of the information is needed to continue with process.

After filling up the necessary information, click the *CONTINUE CHECKOUT* button (green box).

Login » Shipping » Payment » Confirmation

**Order Summary**     US Dollars

# Select a shipping method

**Applied coupon**

70th-pic30    Remove

NOTE: Your items will be shipped as 2 separate orders to the following address:
1720 Campus Center Drive, Salt Lake City, UT 84112, United States (change)

**Order #1**     Delete | Change

| All Prints | 6 | 12.27 |
|---|---|---|
| Shipping | | 4.25 |
| **TOTAL** | | **16.52** |

This order will be reviewed and approved before it is sent for fulfillment.

Allow 24-72 hours for production:
- Overnight (No Sat/Sun Delivery)   $14.25
- Standard (10+ days)   $4.25
- Priority (2-5 days)   $8.25
- Expedited / Signature Required (no Sat/Sun Delivery)   $16.25

**Order #2**     Delete | Change

| Downloads | 30 | 37.50 |
|---|---|---|
| Coupon | | (7.50) |
| Shipping | | 0.00 |
| **TOTAL** | | **30.00** |

Links to download digital products will be available on the order receipt page after the order has been approved. Once approved, the products will remain available to download for 30 days.

Downloadable item - no shipping required.

**CONTINUE CHECKOUT »**

## TOTAL: $46.52

If you have a Physical product, you will be given a choice for shipping method (red box). Shipping methods affect total pricing. Please MANUALLY SELECT your preferred shipping method, as the website generally defaults to the most expensive option.

If you have a Digital Download, you will be given instructions on how to download your product after payment (blue box). In general, you will receive a link in the same email as your receipt. This link is valid for 30 days only. Please download your copy during that timeframe.

If you have multiple Digital Downloads and are eligible for the volume discounts discussed at the beginning of this guide, this page is where you apply the discount. You will have to use the discount that applies to your gallery and volume order [see chart at the beginning of the guide]. If you want to purchase products from multiple galleries, you will need to go through the checkout process individually for each discount coupon to apply. You can enter the discount code in the *Coupon Code* box at the top right of this page (yellow box). In this example, the coupon has already been applied, and you can see the discount applied in the blue box.

Once you have selected all options for your order and applied discounts (if applicable) click the *CONTINUE CHECKOUT* button (green box).

In this page you will be directed to *Select a Payment Method* (red box). You can either use a debit/credit card or use PayPal. If you use a debit/credit card, you will need to include a Billing Address for that card. If your order includes a Physical Product for which you have already provided an address, you can click on the box for *Same as Shipping Address* (blue box), if this applies to you.

On the right third of the page (yellow box), you will see a summary of your order and the total amount you will be charged. If all this looks right and you are ready, click the *CONTINUE CHECKOUT* button (green box).

The last checkout button should take you to the confirmation page above. This will have your personal information and information about your order. In this example, we have blacked out the personal information of the person making the purchase for privacy purposes.

This page will have details of the products you are ordering (yellow box), and a summary of the order (blue boxes) for you to make sure the information is right, or change it if anything is needed. If all the information in this page looks correct to you, you can click the *PLACE ORDER* button (red box).

## Receipt

Download links will arrive in your email receipt

PRINT    CONTINUE SHOPPING

Grand Total:

Order placed: 31-Dec-2019

PAYMENT

SHIPPING

BILLING

### Tanner Dance - Order #ZF-5984-03753-1

You will receive an email with download links once the order is approved.

| Products | Quantity | Item Total |
|---|---|---|
| Digital Download | 1 | 1.25 |

CONTINUE SHOPPING

This concludes the process of purchasing pictures. The last page you'll be directed to is a *Receipt* like the one above, which you can keep for your records. You will also receive a copy of the receipt via email, and if you purchase Digital Downloads, this email will have the link to the download page.

**Beginners guide**

**Navigating the website**

Our website is: www.tannerdance.zenfolio.com which takes you to the homepage



The two highlighted links above (in red boxes) lead you to our *About* page and our *Contact* page.
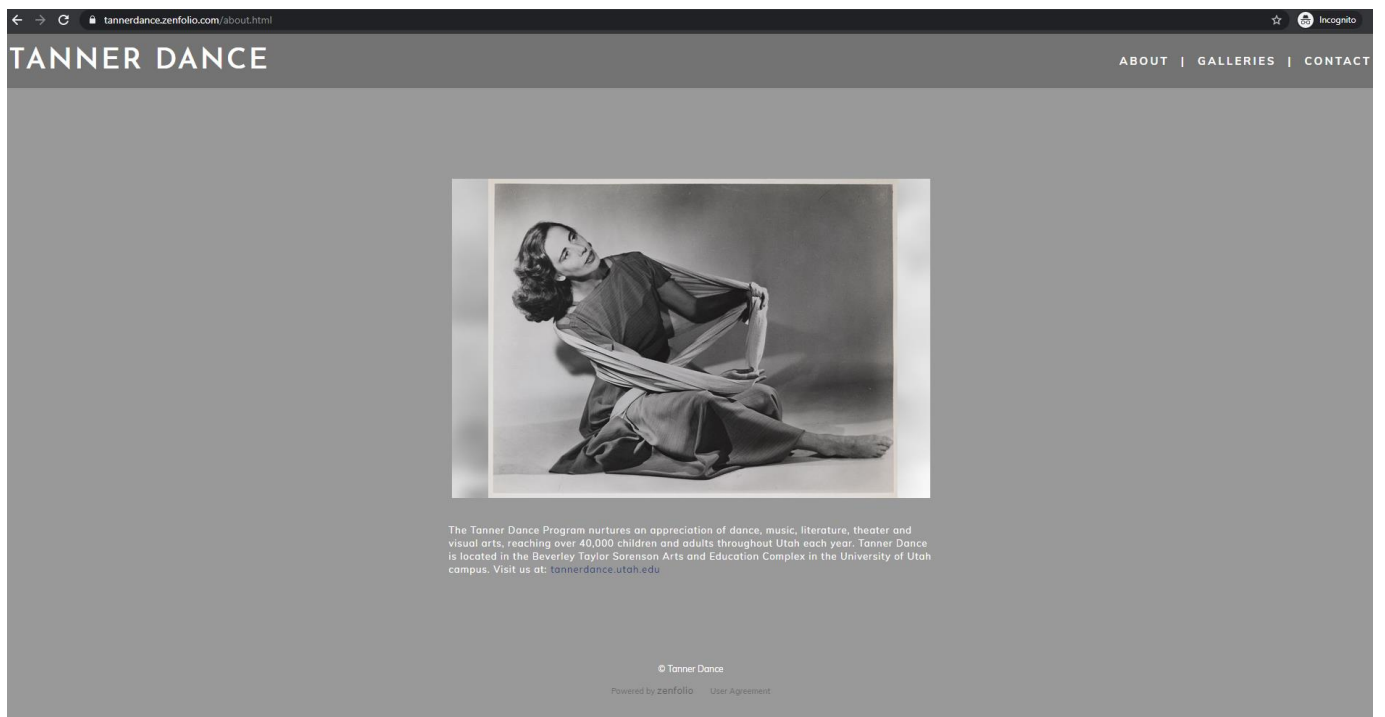
The *About* site contains a simple description of Tanner Dance with a link to our [main website](#).



The *Contact* site contains our physical address, office phone and our main website on the left. On the right, there is an embedded message form to email us directly.

**Looking for photographs and browsing galleries**

The first step is to go to the *Galleries* page. You can access it by clicking the *Galleries* button at the top right of any page on the website (below in the red box).
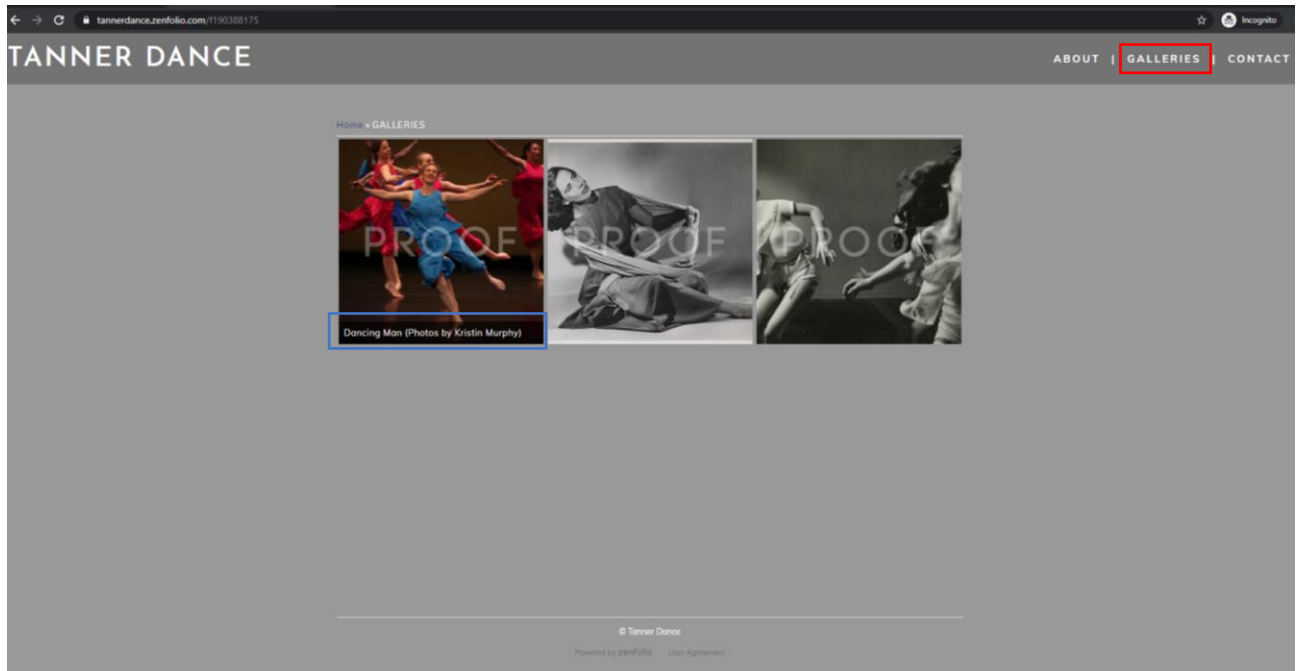


The *Galleries* page contains galleries where the photographs are hosted.
Each picture represents a gallery and each gallery represents a concert. The name of each gallery is below the picture (name seen in the blue box above). Click on the picture of the gallery from which you wish to browse photographs [ex: Dancing Man].
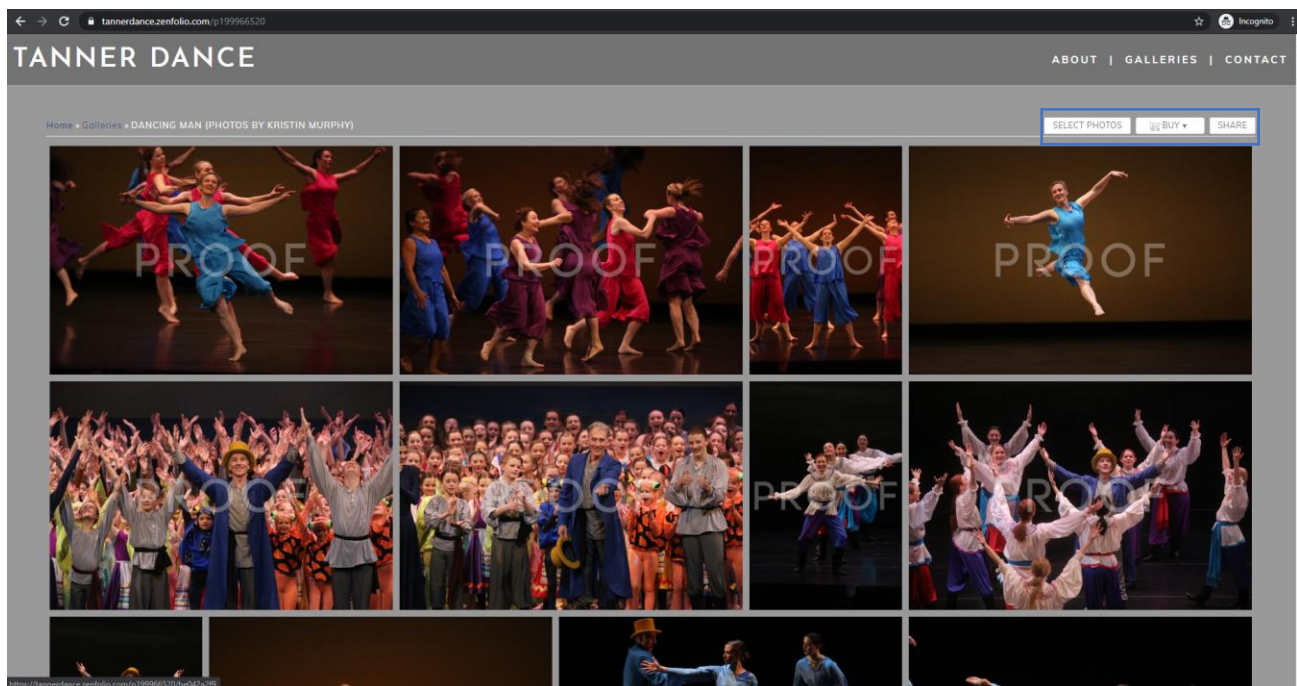
A gallery will have a preview of the pictures, and a few options in the near top right corner (blue box in the previous picture). These are buttons to *Share* the gallery, *Select Photos* for purchase or favorite, and the *Buy* option. We will explore these options later.

You can also directly click on a picture, which will take you to an expanded version of that photo.
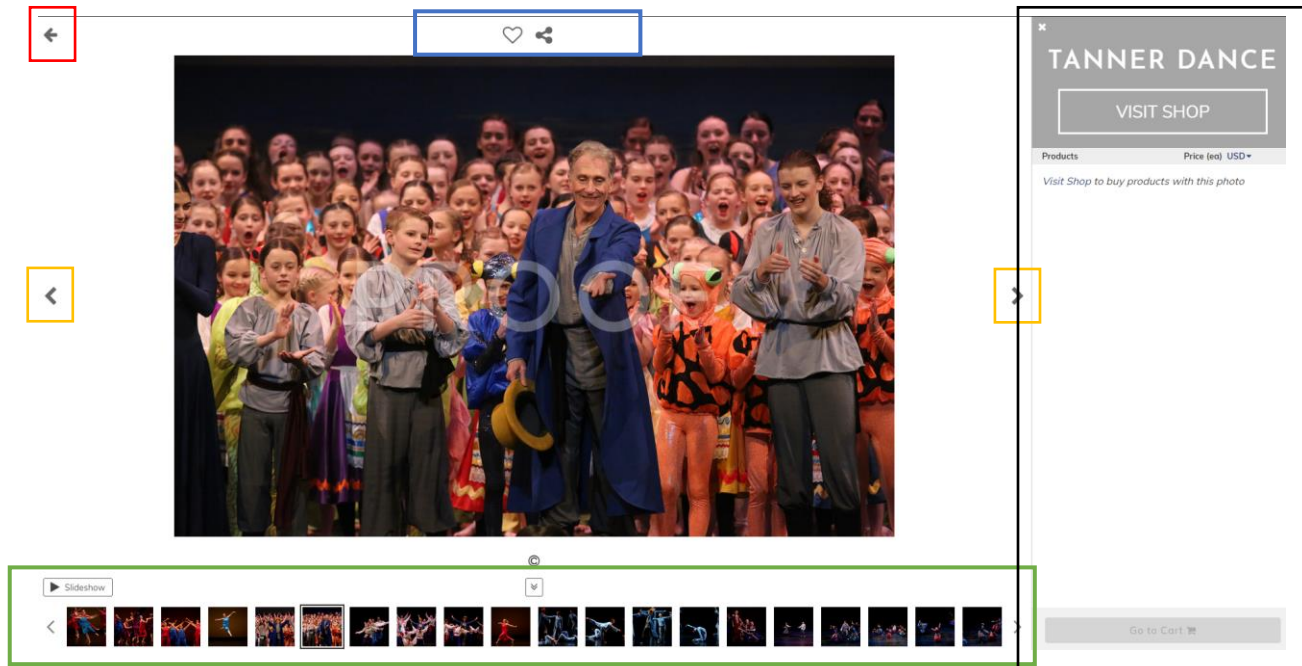


Above is the expanded version of a selected picture. In this view, we can see other pictures by navigating left and right. You can do this by either clicking the direction buttons (yellow boxes) or the left/right buttons on your keyboard.

You can also see the upcoming and previous pictures in a smaller preview below the main picture (green box). In this preview you can click the *Slideshow* button, and pictures will rotate automatically. To the right side of the picture (black box) is the ecommerce interface. This allows you to keep track of what you are purchasing. This will be explained more in depth in the buying section.

Above the picture are two buttons (blue box). One is to *Share* and is in the shape of two nodes, while the other is to *Favorite* the picture and has the shape of a heart. To leave this view, you can either press the *Escape* button in your keyboard, or the left arrow in the top left corner of the screen (red box). This will take you back to the original gallery you were in.
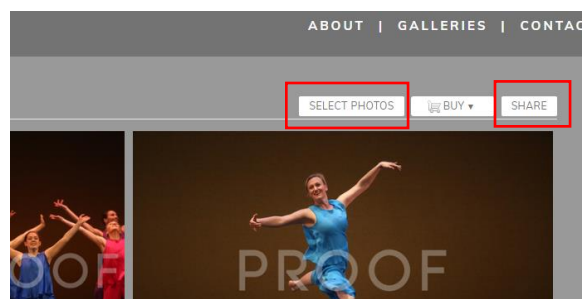


Back in the gallery, let's take a closer look at the *Share* and *Select Photos* buttons.
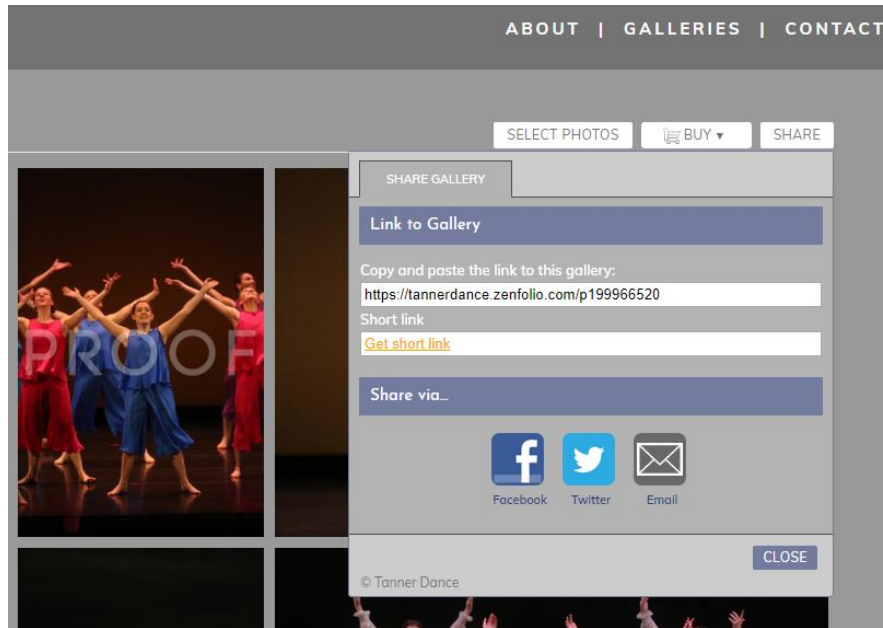
The *Share* button provides you the direct link to the gallery you are currently in, as well as a shortened link that is easier to share. It also allows you to share this gallery directly through *Facebook*, *Twitter*, or *Email*. You could also share a specific picture by clicking on the node button in the picture view.
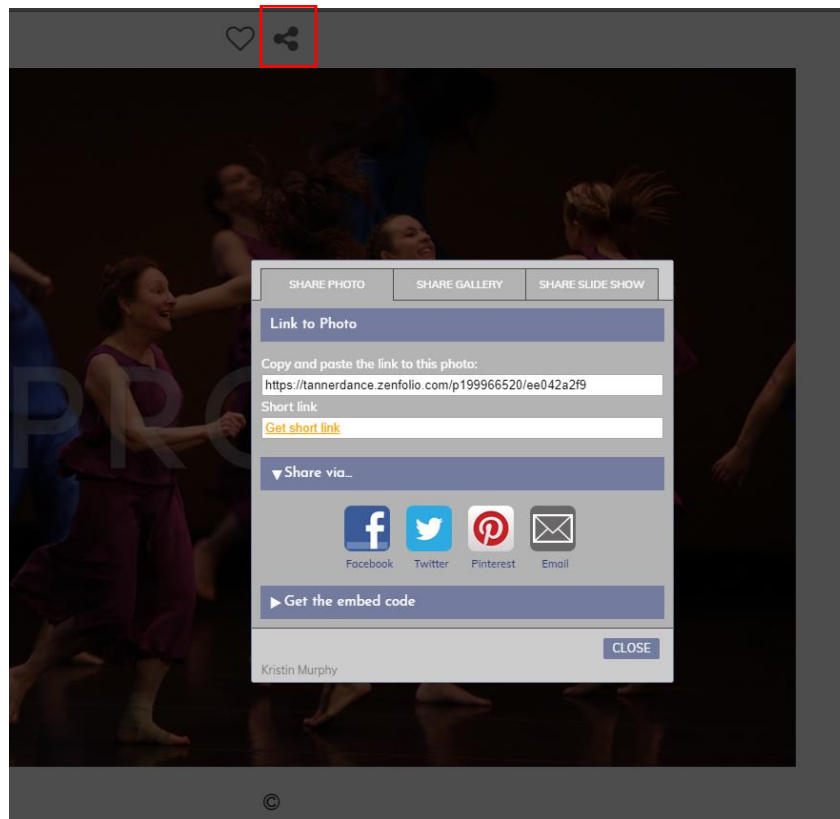


Selecting the *Share* button in a picture also allows you to share the picture on *Pinterest*. All shared pictures or galleries will have a watermark in them and will link back to the Tanner Dance photography website.
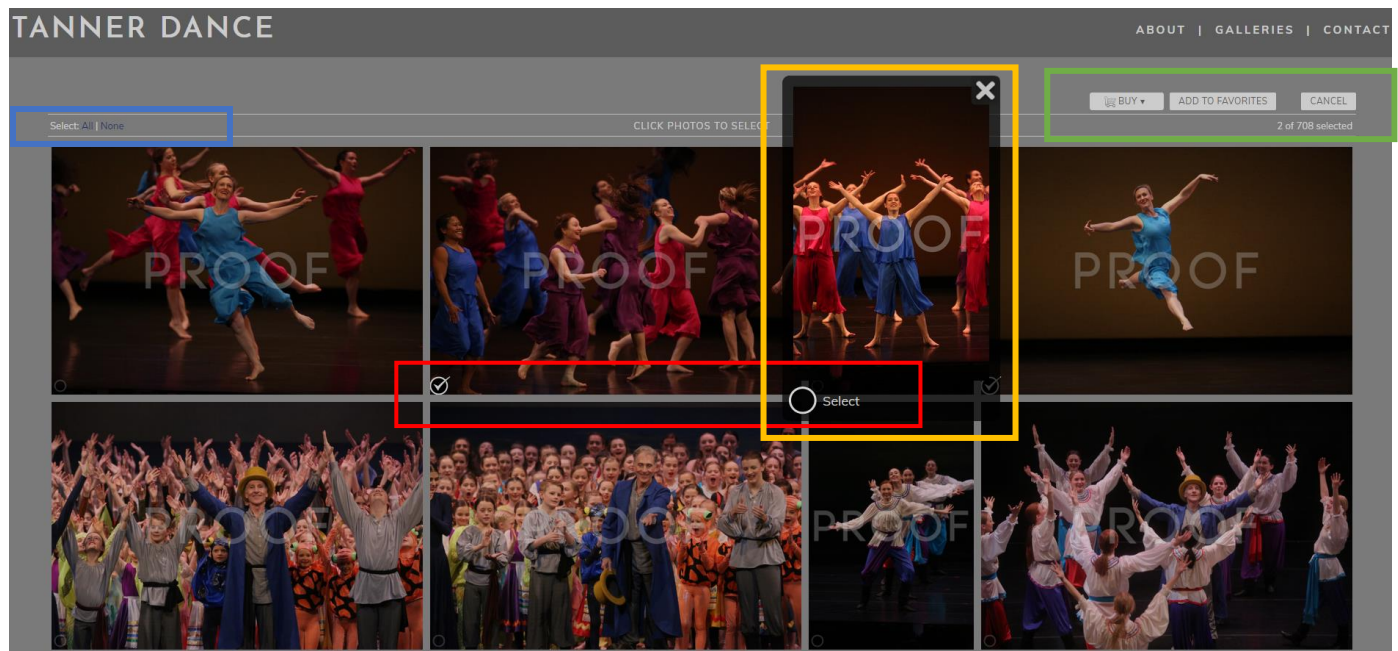
The *Select Photos* button allows you to choose multiple pictures at once to either *Buy* or *Add to Favorites*.

Once you press the *Select Photos* button, this is replaced by the *Buy*, *Add to Favorites* and *Cancel* buttons (green box above). If you want to go back to the previous page, press the *Cancel* button.
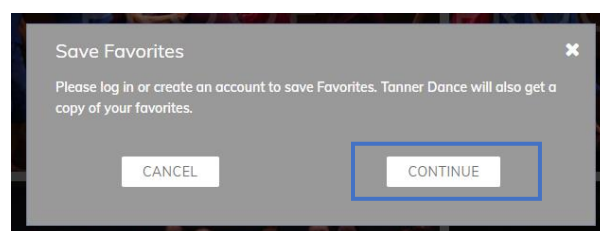
Once you press the *Select Photos* button, a small circle appears at the bottom left of each picture (red box above). You can either click this circle or the picture itself to select an action with this picture. Each selected picture turns the circle into a checkmark. You can select as many or as few pictures as you want.

If you want to select the entire gallery, you can click the *All* button in the near top left corner (blue box). Next to that button is the *None* button, which will de-select all previously selected pictures.

When you hover over a picture, you will see a small magnifying glass in the bottom right corner. You can click that to make the picture bigger (results in yellow box).

With the selected pictures you can either click *Buy* or *Add to Favorites*. Since we will go over *Buy* later on, we will look at *Add to Favorites* now. This is an option that requires you to create an account with Zenfolio (our photo-sharing webhost) if you don't have one already. This allows you to save pictures you like to review later or create galleries of your own. This step is optional and you <u>do not</u> need to create an account to purchase pictures. Having an account, however, makes the checkout process easier.

If you are not logged in already, you will be prompted to create an account when you press the *Add to Favorites* button. If you want to create an account, press *Continue*.

**Creating and using a Zenfolio account**
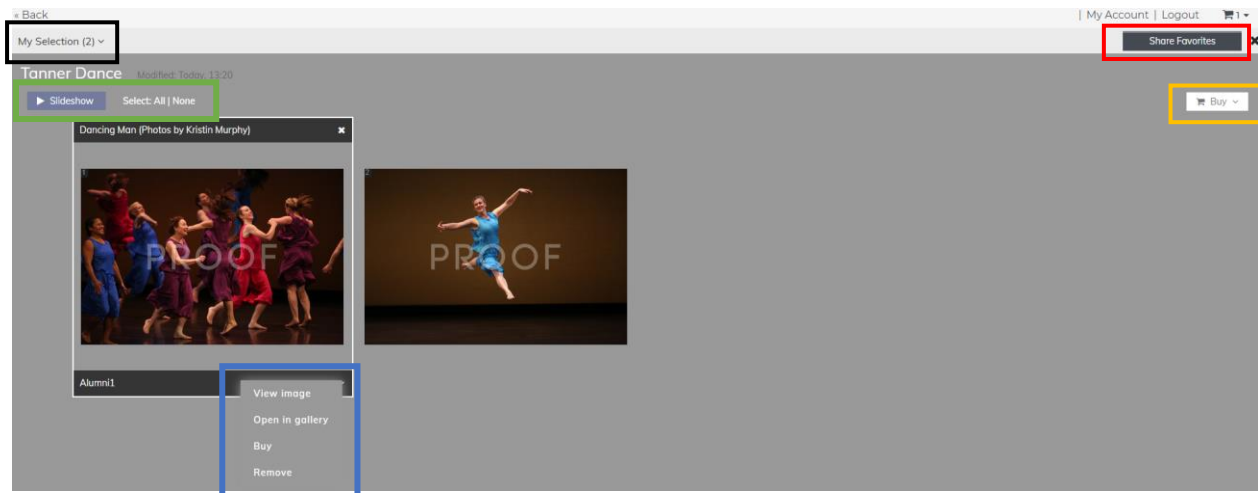


Use the left side if you already have an account. Use the right side to create a new account. You will need to read and agree (by checking the box) to the terms of use in the website (blue box).



When you are logged in, the top row of the website will have a few new buttons. On the top left you can see the pictures you chose by clicking *My Selection* [default name for your *Favorites*] button (blue box). You can continue adding pictures to that gallery, you can edit it or you can start a new set as well.

On the top right, you can click the *My Account* button to edit your preferences or *Logout* to exit your account and browse anonymously (red box). Next to these buttons is a *Shopping Cart* which we will explore later in the buying section.
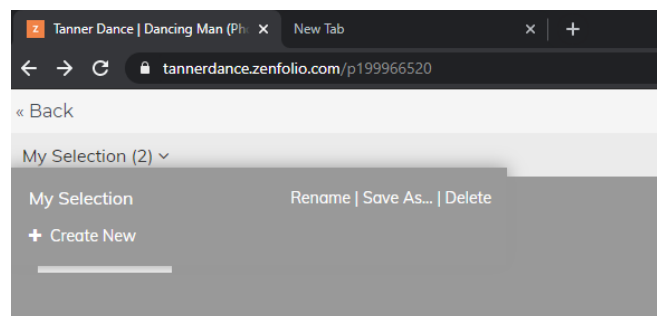
When looking at your selected favorites you can start a *Slideshow* (green box) to have your selected photos rotate in a loop. Next to that are the *Select All* and *None* buttons which have the same functionality as the previous selection buttons.

You can *Select All* or individually select pictures by clicking on them. With the pictures you select, you can either *Share* (red box) or *Buy* (yellow box). The share option is the same as previously discussed, and we will go over the buy option later.

At the bottom right of each picture there is a drop arrow for more actions (blue box). These actions include viewing the image on its own, viewing the image in the galley, buying the image, or removing it from your favorites.

In the top left corner, you can click the *My Selection* button (black box) again to change the settings of your selection of favorites.



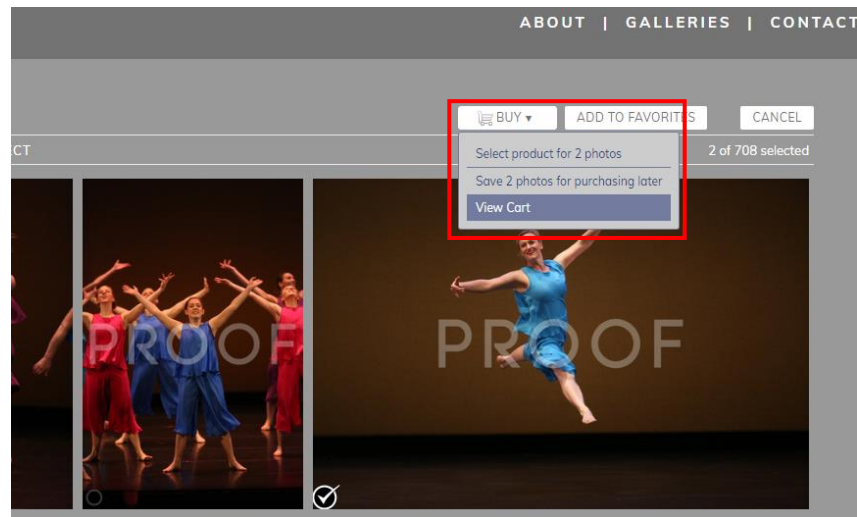This allows you to change the name of your selection, create a new selection of favorites, or delete it.

By clicking the *My Account* button on the top right, you can access your own account to change the settings as you please.

You can use this site to view past orders (red box), edit your profile (blue box), see your set payment information (green box – optional), see your favorite selections (yellow box), and see your cart (white box).
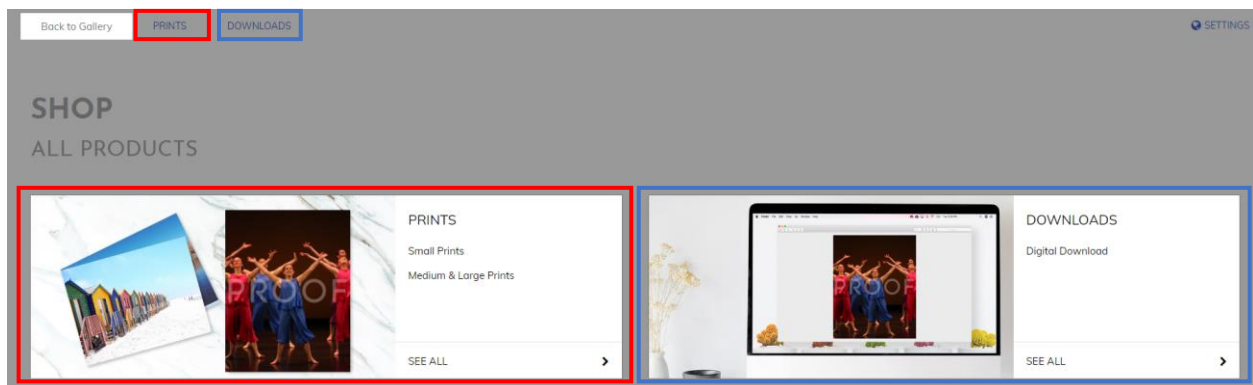
At various points before we have seen both *Shopping Cart*, *Buy* and *My Cart* buttons. All those allow for purchasing the selected pictures. The following are instructions on how to do so.
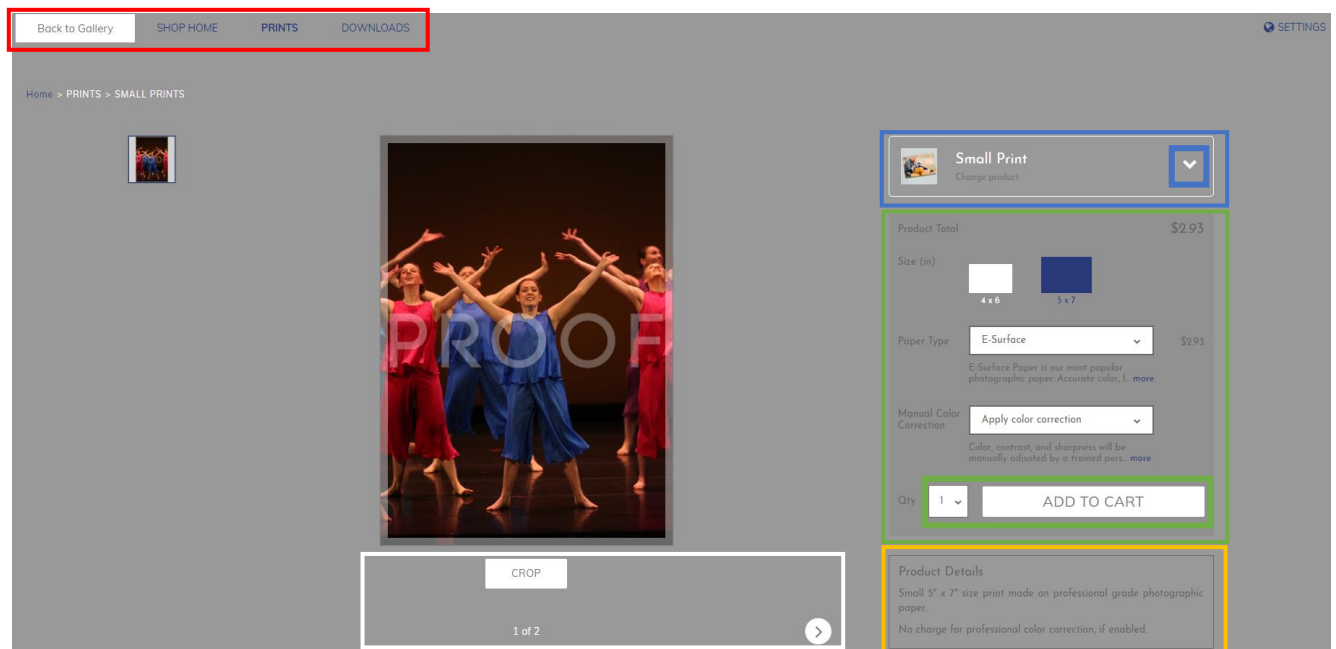
**Purchasing pictures**



When you are selecting pictures, you can click the *Buy* button for more actions to appear (red box). This include *Select Products* for the chosen pictures, *Save for Purchasing Later* and *View Cart.* When you select *Save for Purchasing Later* it saves the pictures in an interface similar to the previously explained *Favorites,* with the only difference being that this explicitly for purchase. The other two are the main interfaces for the purchasing process.

When you choose *Select Products* it takes you to the following site:



On the left side (red boxes) you can select *Print Products* and on the right (blue boxes) you can select *Downloads*. In this guide we will focus on physical products only. Downloads have the same buying interface but have much fewer features (print material, sizes, etc.) to choose from.

When you choose a product (either physical or digital) you are taken to a page like the one above. You can use the top left corner (red box) to navigate back to the gallery, back to shop home (the previous page), or directly toggle between *Prints* and *Downloads* products. The product you are in at the moment will be bolded (in the example, it is *Downloads*).

The bottom row in the middle (white box) allows you to *Crop* your pictures or navigate [left, right] through the pictures you have selected. By pressing the *Crop* button, you can select a specific section of the picture you want printed, and can crop out the rest. You can also select to print the picture in either *Black and White* or *Sepia* tones. None of this affects pricing of the print. Digital Downloads have none of these options, but can be manually cropped/digitally enhanced with another software after purchasing it.
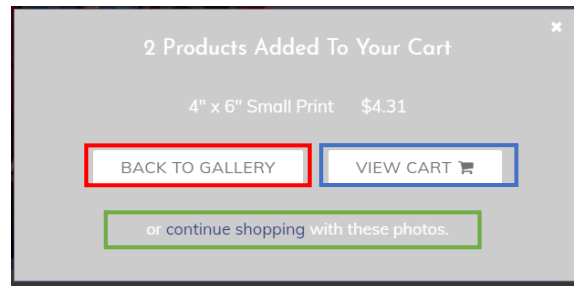
To the right of the picture are the options we will use to purchase a picture. The top option (blue box) is the *Product Option*. You can use the dropdown arrow to select other products. In this example we are looking at *Small Print*, which are either 4x6 or 5x7 inches (these options change the pricing). Here you can change it to larger sizes from *Standard* (8x10) to *Very Large* (20x30), all which affect pricing. Digital Downloads have only one product option available and one standard price per gallery.

Right below this are the *Product Features* (green box). Here you can further select options that will affect the price of a print (*Size* and *Paper Type*). This box shows the total price at the top right. Once you have selected all options you want, you can select how many copies of this picture you want, and then ***Add to Cart***. Digital Downloads have none of the options above and one standard price per gallery.

Right below this are the *Product* Details (yellow box) which explain exactly what type of product you are about to purchase. Digital Downloads have a description of the licensing you are purchasing: *"Royalty-free personal use: Allowed to use the purchased item for personal purposes only and not for profit."*

A reminder that volume discounts are only available for Digital Downloads and that Tanner Dance has little input on pricing for Physical Products.

Once decided on the product you want to purchase, you must use the **Add to Cart** button.

2 Products Added To Your Cart

4" x 6" Small Print     $4.31

BACK TO GALLERY            VIEW CART 🛒

or continue shopping with these photos.

Whatever product you decide to purchase, it will apply to all *Selected* pictures (in the example above, two pictures). Once the product(s) is added to the *Cart* the dialogue box above will show up. You can go *Back to Gallery* (red box) to select other pictures, *Continue Shopping* (green box) to choose other products with the same pictures or *View Cart* (blue box). Assuming you are ready to make a purchase, we will *View Cart*.
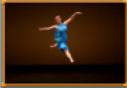


< Back to Gallery

## Shopping Cart

Continue Shopping | Save Cart | Share Cart

Cart Expires: 07-Jan-2020

Subtotal (36 items): $49.77
Your items will be shipped as 2 separate orders. ❓

PROCEED TO CHECKOUT

| Prints | | Item Price | Quantity | Item Total | |
|---|---|---|---|---|---|
| 4" x 6" Small Print  Edit  ⌄ Options  Paper Type: E-Surface  Color Correction: ON  Color Conversion: None  Cropping: Centered | | $1.99 | 5 | $9.95 | ✖ |
| 4" x 6" Small Print  Edit  ⌄ Options  Paper Type: Kodak Metallic  Color Correction: ON  Color Conversion: None  Cropping: Centered | | $2.32 | 1 | $2.32 | ✖ |

| Digital Products | | Item Price | Quantity | Item Total | |
|---|---|---|---|---|---|
| Digital Download  Edit  ⌄ Options  License: Royalty-free personal use  Dimensions: 2738 x 1825 px  Instructions: *None*  Add | | $1.25 | 30 | $37.50 | ✖ |

Clear Shopping Cart

Prints: $12.27
Digital Products: $37.50

Subtotal (36 items): $49.77
Your items will be shipped as 2 separate orders. ❓

PROCEED TO CHECKOUT

Estimate your shipping:                    $4.25

1720 Campus Center Drive, Salt Lake City, UT 84112, United

Your *Cart* has all the products you have added, *Physical* or *Digital*. The main menu at the top right (blue box) allows you to *Continue Shopping, Save Cart* (for which you need to log in), or *Share Cart* with someone else via email.

At the mid-top right and mid-bottom right (red boxes) are summaries of the order and total price. These also have the *PROCEED TO CHECKOUT* button, which we'll use to move on to the next step.

The rest of the page has a breakdown of the products you are buying. Each product you have chosen has its unique *Item Price*, the *Quantity* of each product you want to buy [which you can change at this point] and the *Item Total* for each product (green boxes). Notice that in the example we are purchasing 30 copies of a Digital Download – this is only to illustrate the volume discount in the next step, and you **should not** buy more than one digital copy of each picture.

If you are purchasing *Physical Products* you can estimate your shipping costs before going through *Checkout* by entering your address in the bar at the bottom right corner (yellow box).



When you click the *PROCEED TO CHECKOUT* button in the previous window you are directed to either register/create a Zenfolio account or log in if you already have one. While it is recommended that you do this, especially if you plan on purchasing pictures in the future, this step is optional. If you **do not** want to create a Zenfolio account, you can *Checkout as Guest* by pressing the link in the red box above.

The checkout process is the same whether you are logged in using a Zenfolio account or doing so as a guest. We will illustrate the process below checking out as a guest.

Login » Shipping » Payment » Confirmation

## Digital Download License Agreement

Please read and accept the license agreement below:

Tanner Dance - Royalty-free personal use

Products subject to this agreement:
Digital Download

The owner ("Owner") of the copyrighted photograph or video being purchased (the "Work"), hereby grants you the non-exclusive, non-assignable, non-sublicensable, and perpetual right to use, reproduce and distribute the copyrighted Work for personal non-profit purposes, and to incorporate the copyrighted Work, in whole or in part, into derivative works for non-profit distribution.

You are prohibited from using the Work for any other purpose, including: using, reproducing or distributing the Work and/or materials incorporating all or any part of the Work for profit; selling or distributing electronic copies of the Work as standalone files or as part of a product from which a person is able to extract the Work as a standalone file; distributing the Work in or as part of an electronic template (e.g., as an image available in a word processing or web page creation application) intended to be reproduced by third parties on electronic or printed products; or using the Work as part of a trademark, service mark or logo.

Owner retains all other rights in the Work and any derivative work, including without limitation, the right to use, copy, sell, license, and distribute copies of the Work in all markets and territories

○ I have read and accept the terms of the license agreement

○ I decline the license agreement, take me back to the cart

CONTINUE CHECKOUT »

Order Summary — US Dollars

Your items will be shipped as 2 separate orders.  more info

| ORDER #1 | | change |
|---|---|---|
| All Prints | 6 | 12.27 |

| ORDER #2 | | change |
|---|---|---|
| Downloads | 30 | 37.50 |

TOTAL: $49.77

At the top right of this screen (red box) you will see a summary of your order and total price you will pay.

Any Digital Download will have a *Digital Download License Agreement*. Since all pictures are copyrighted property of Tanner Dance, your purchase of a Digital Copy makes you the owner of the copy you buy, insofar as you agree to **not** make any profit for it. In order to purchase a Digital Copy, you must read and accept the terms of the license agreement (blue box) before moving forward.

After agreeing to the license agreement, click the *CONTINUE CHECKOUT* button (green box).

Any Physical Product will require you to provide a Shipping Address (blue box) to ship out the product. This information may be pre-filled if you are doing the checkout process with an existing Zenfolio account. Some information asked in this step is optional (and it is labeled as such), the rest of the information is needed to continue with process.

After filling up the necessary information, click the *CONTINUE CHECKOUT* button (green box).

Order Summary     US Dollars

## Select a shipping method

**Applied coupon**

70th-pic30    Remove

NOTE: Your items will be shipped as 2 separate orders to the following address:
1720 Campus Center Drive, Salt Lake City, UT 84112, United States  (change)

### Order #1
Delete | Change

This order will be reviewed and approved before it is sent for fulfillment.

Allow 24-72 hours for production:
- ○ Overnight (No Sat/Sun Delivery)    $14.25
- ○ Standard (10+ days)    $4.25
- ○ Priority (2-5 days)    $8.25
- ○ Expedited / Signature Required (no Sat/Sun Delivery)    $16.25

| All Prints | 6 | 12.27 |
|---|---|---|
| Shipping | | 4.25 |
| **TOTAL** | | **16.52** |

### Order #2
Delete | Change

Links to download digital products will be available on the order receipt page after the order has been approved. Once approved, the products will remain available to download for 30 days.

Downloadable item - no shipping required.

| Downloads | 30 | 37.50 |
|---|---|---|
| Coupon | | (7.50) |
| Shipping | | 0.00 |
| **TOTAL** | | **30.00** |

CONTINUE CHECKOUT »

## TOTAL: $46.52

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If you have a Physical product, you will be given a choice for shipping method (red box). Shipping methods affect total pricing. Please MANUALLY SELECT your preferred shipping method, as the website generally defaults to the <u>most expensive</u> option.

If you have a Digital Download, you will be given instructions on how to download your product after payment (blue box). In general, you will receive a link in the same email as your receipt. This link is valid for <u>30 days only</u>. Please download your copy during that timeframe.

If you have multiple Digital Downloads and are eligible for the volume discounts discussed at the beginning of this guide, this page is where you apply the discount. You will have to use the discount that applies to your gallery and volume order [see chart at the beginning of the guide]. If you want to purchase products from multiple galleries, you will need to go through the checkout process individually for each discount coupon to apply. You can enter the discount code in the *Coupon Code* box at the top right of this page (yellow box). In this example, the coupon has already been applied, and you can see the discount applied in the blue box.

Once you have selected all options for your order and applied discounts (if applicable) click the *CONTINUE CHECKOUT* button (green box).

In this page you will be directed to *Select a Payment Method* (red box). You can either use a debit/credit card or use PayPal. If you use a debit/credit card, you will need to include a Billing Address for that card. If your order includes a Physical Product for which you have already provided an address, you can click on the box for *Same as Shipping Address* (blue box), if this applies to you.

On the right third of the page (yellow box), you will see a summary of your order and the total amount you will be charged. If all this looks right and you are ready, click the *CONTINUE CHECKOUT* button (green box).

The last checkout button should take you to the confirmation page above. This will have your personal information and information about your order. In this example, we have blacked out the personal information of the person making the purchase for privacy purposes.

This page will have details of the products you are ordering (yellow box), and a summary of the order (blue boxes) for you to make sure the information is right, or change it if anything is needed. If all the information in this page looks correct to you, you can click the *PLACE ORDER* button (red box).

## Receipt

Download links will arrive in your email receipt

PRINT    CONTINUE SHOPPING

Grand Total:

Order placed: 31-Dec-2019

PAYMENT

SHIPPING

BILLING

### Tanner Dance - Order #ZF-5984-03753-1

You will receive an email with download links once the order is approved.

| Products | Quantity | Item Total |
| --- | --- | --- |
| Digital Download | 1 | 1.25 |

CONTINUE SHOPPING

This concludes the process of purchasing pictures. The last page you'll be directed to is a *Receipt* like the one above, which you can keep for your records. You will also receive a copy of the receipt via email, and if you purchase Digital Downloads, this email will have the link to the download page.