

How to Upload Backgrounds on The Volume Suite (OrderSchoolPix, OrderSportsPix, OrderDancePix):

Sign into your Volume Suite (OrderSchoolPix, OrderSportsPix, OrderDancePix) account, and click on backgrounds at the top.

Start by creating a background sets. Click on the blue button add a new background set. Name it. Choose any of the backgrounds that you want to offer by clicking select. This will turn the background area yellow. You will see all of the backgrounds you selected at the top. Please notice that there is an area for you to add a price, this area is there if you would like to charge extra for a "Premium" background. Enter a price for a Premium upgrade like \$5, if it is left at \$0.00 these are basic backgrounds which are free. Please use as many or as few as you would like.

You can also upload your own custom backgrounds in The Volume Suite (OrderSchoolPix, OrderSportsPix, OrderDancePix). To do this click on My Backgrounds and select add background. Browse out to where the file is. Hit open. If needed add background and continue to add new backgrounds. You can add up to 10 at a time. Once you have them listed select submit. On the top it will let you know the background was added (in green) or if there was an issue with the file it will give you an error at the top (in red).

Below are instructions regarding the requirements of the file.

- You must own the rights to the background file.
- All backgrounds must be in jpg format and not exceed 10 MB
- Backgrounds must be at least 8X10 at 250 dpi
- Filenames should be less than 12 characters
- We recommend that your background filenames match what your backgrounds are named on your order forms and in FLOW
- 10 files may be uploaded at a time

Once you have all of the ones you want to offer in this set select Save Background set. This will show you at the top which backgrounds have been added to the set. You can then arrange the backgrounds in any order you would like for them to show on the ordering page. Whatever is first in the list is the default background that shows up behind the images when viewing the images. If you make changes to the order of the backgrounds you will need to hit save background set.

You can delete any background sets that are listed that you will not be using by going to the background set list and hit delete. You will want to make sure the background set list is not being used for any current jobs otherwise the job will not show any background options.

When sending a job in for us to upload to The Volume Suite (OrderSchoolPix, OrderSportsPix, OrderDancePix) you would let us know what background set to use for this job.

If you have any question please contact the Underclass Department in Customer Service at 1-800-728-2722.