

O-Line-Photos.nl

Registration, upload and publication procedures

This document describes how to register on the website in general, how to register as a photographer and how to upload photos. It also describes the procedures concerned with uploading photos and finally how to publish the uploaded photos.



O-LINE | PHOTOS

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YOUR LINE FOR **REAL LIFE** STOCKPHOTOS

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Introduction:

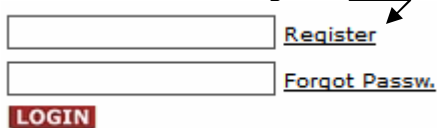
The purpose of O-Line-Photos is to bring together supply and demand of (real life) photos. Anyone can upload photos to the website, provided they fit the photo guide lines stated.

Registering on the website:

1. You can reach the website by typing the URL: WWW.O-LINE-PHOTOS.NL in your web browser. Once on the website, on one of the following buttons:



2. To start the registration procedure. In the upper left corner of the resulting page, click on the link "Register"

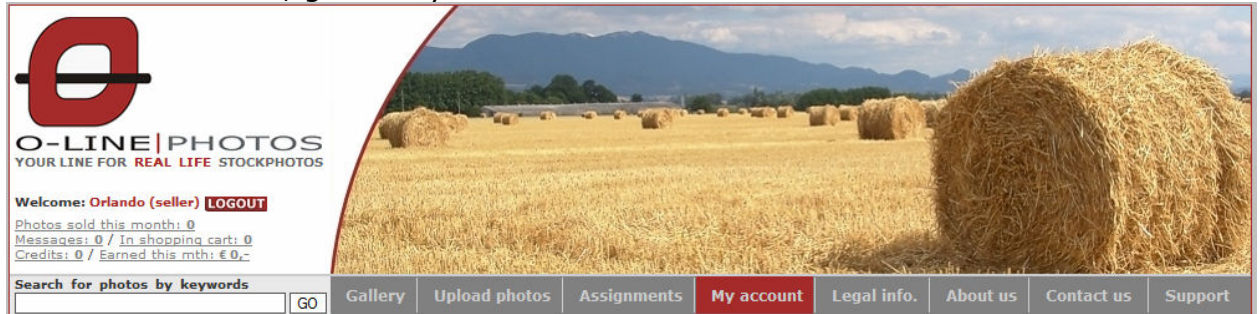
The image shows a registration form. It consists of two input fields: the top one is for an email address and the bottom one is for a password. To the right of the email field is a blue link labeled 'Register' with an arrow pointing to it. To the right of the password field is a blue link labeled 'Forgot Passw.'. Below these fields is a red button with white text labeled 'LOGIN'.

3. Fill in the required information in the registration form and then press "Submit"
4. An e-mail will then be automatically sent to e-mail address that you provided in the registration form. Once you receive the e-mail, open it and click on the account activation link provided in the e-mail to activate your account.
NOTE! Sometimes the account activation e-mail is intercepted and treated as Spam/junk mail. So if you do not receive your account activation e-mail in a timely fashion, please check your junk mail folder.
5. After activating your account, you are registered on the website. You can now log in with the e-mail address and password you provided during your registration. After you log in you may notice that your account is registered as "**Buyer**". An account of the type "Buyer" can not upload photos. To be able to upload photos, you need an account of the type "Photographer" To upgrade your Buyer account to a photographer account you need to register as a photographer by providing some additional information. Read more about registering as a photographer in the next section.

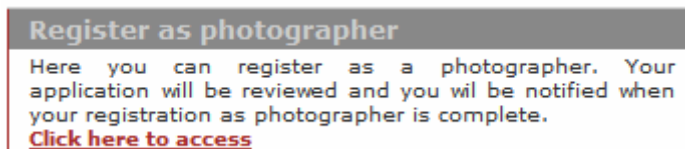
Registering as photographer:

While you are logged in as buyer, do the following:

1. On the main menu, go to "My account" and click on it.



2. On the resulting webpage, go to "Register as photographer" (bottom right) and click on the link "Click here to access"



3. On the resulting page, fill in the additional required information, and supply 3 photos that are representative of your photography work.
*Click on "browse" behind the fields: Photo1-Photo2-Photo3. (not the browse buttons behind the model release 1-2-3 fields) This will allow you to browse on your pc to find the appropriate photos. **You can upload a maximum of 3 photos at a time.***

Photo 1:	<input type="text"/>	<input data-bbox="639 1290 746 1319" type="button" value="Browse..."/>	Model release 1:	<input type="text"/>	<input data-bbox="1214 1290 1321 1319" type="button" value="Browse..."/>	Oral consent:	<input type="checkbox"/>
Photo 2:	<input type="text"/>	<input data-bbox="639 1346 746 1375" type="button" value="Browse..."/>	Model release 2:	<input type="text"/>	<input data-bbox="1214 1346 1321 1375" type="button" value="Browse..."/>	Oral consent:	<input type="checkbox"/>
Photo 3:	<input type="text"/>	<input data-bbox="639 1402 746 1431" type="button" value="Browse..."/>	Model release 3:	<input type="text"/>	<input data-bbox="1214 1402 1321 1431" type="button" value="Browse..."/>	Oral consent:	<input type="checkbox"/>

Important !!!

When uploading, please make sure to wait patiently until the system signals that the upload has been successful

*further support for uploading photos and attaching model releases can be found on the website under "**Support/help**" on the main menu.*

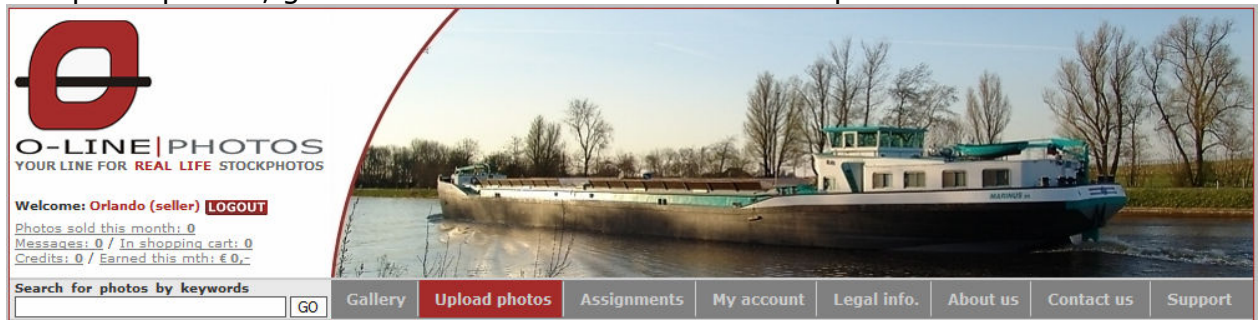
NOTE ! Photographs on which people are recognizably photographed should be accompanied by a signed "model release", or you should check the "Oral consent" box.

4. After you have provided the extra information and the sample photos, these will be evaluated.

5. If all is evaluated as ok, your account will be changed from the type "buyer" to the type "photographer" (*for this, a minimum of 3 of your photos should be approved*). You will be alerted about this by e-mail. How soon you receive approval and the notification by e-mail is dependant upon how many registrations there are to be processed. So this procedure could take some time.
6. After you receive notification of your registration as photographer by e-mail, you can proceed to log in. You should now notice that your login status is indicated as **"seller"**

Uploading photos:

7. To upload photos, go to the main menu and click on " Upload Photos"



8. **Click on "Add files"** . In the resulting window, you can browse for the photos you want to upload.

TWG Flash Uploader 🇬🇧

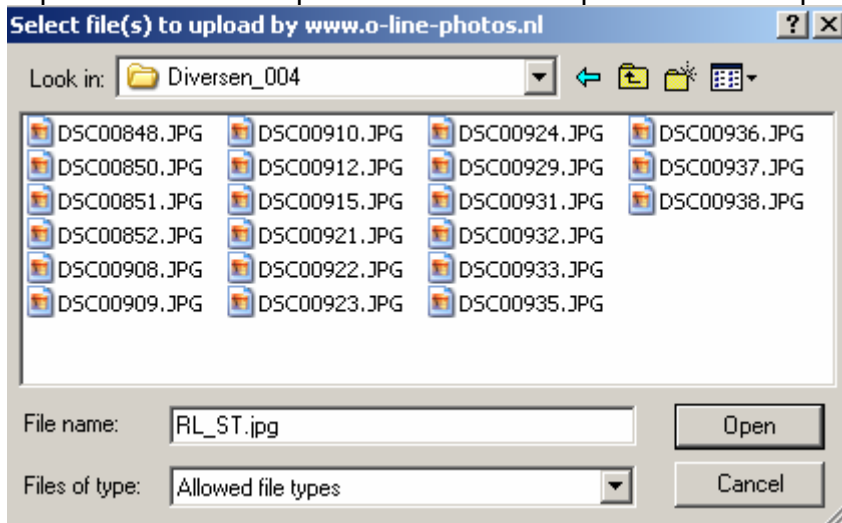
Upload Queue

Name	Size	Date

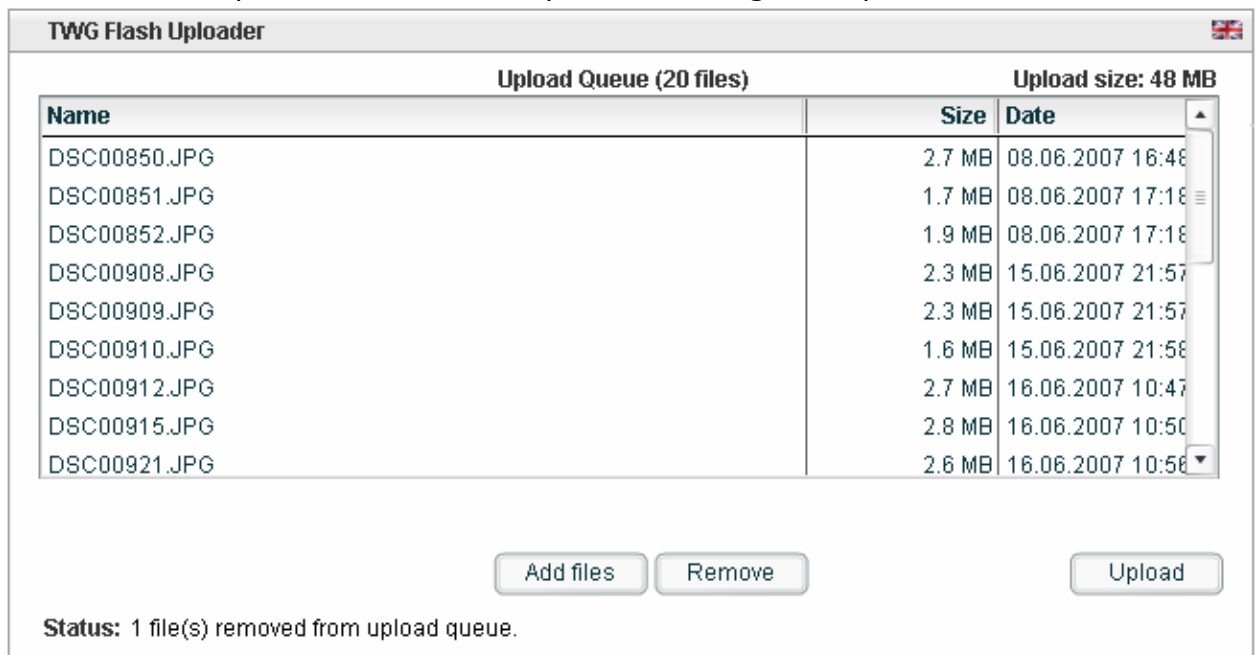
Add files
Remove
Upload

Status: Please select your files to upload. Upload maximum file size (per file): 50 MB.

9. Browse for the photos that you want to upload. Select them and click on "open" The selected photos will now be placed in the upload tool.



10. Now click on "Upload". The selected photos will begin to upload.



Important !!!

When uploading, please make sure to wait patiently until the system signals that the upload has been successful

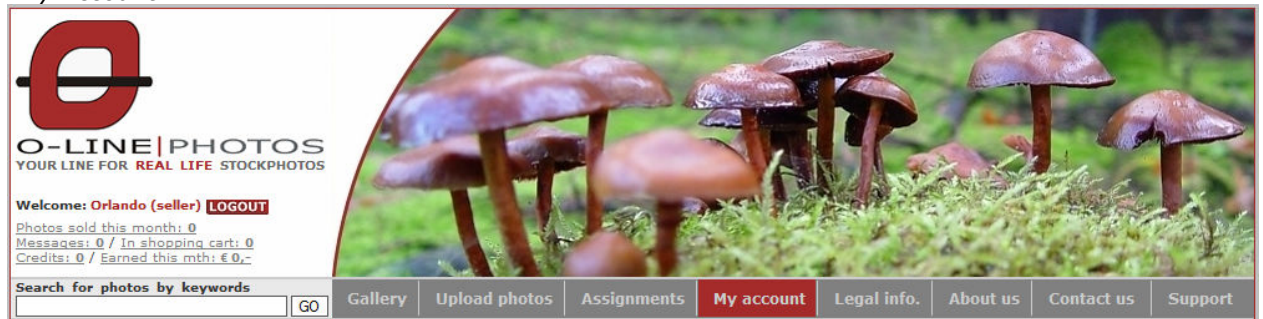
further support for uploading photos and attaching model releases can be found on the website under "Support/help" on the main menu.

Publishing photos:

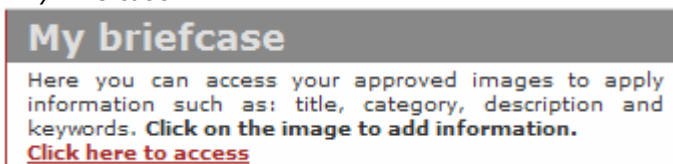
After your photos are uploaded, they are evaluated. If and when approved, the photos are processed into the system by batch. The batch processing takes place 4 times a day at: 00.00 – 06.00 -12.00 -18.00 (The Netherlands time)

After the batch processing, you will find all of your uploaded and approved photos in your so-called **"briefcase"**. You can access your briefcase through the main menu by clicking on the "My account" button and then proceed to the "My briefcase" section on the resulting page.

"My Account"



"My Briefcase"



1. Click on the link **"Click here to access"** in the "My Briefcase" section.
2. In the resulting list of photos, click on the photo that you want to publish.
3. Provide the photo with a title, a category, a description and with keywords.
Tip! Supplying keywords in multiple languages increases the possibility of your photos being found. Recommended languages: English, Dutch, Spanish, others. Also, the more keywords you supply the better the chances that your photo will come up during a search session. This in turn increases the possibility for the sale of your photo.
See an example of the photo categorization procedure on the next page.

Edit photo

Photo



*Title

*Category

Description

*Keywords

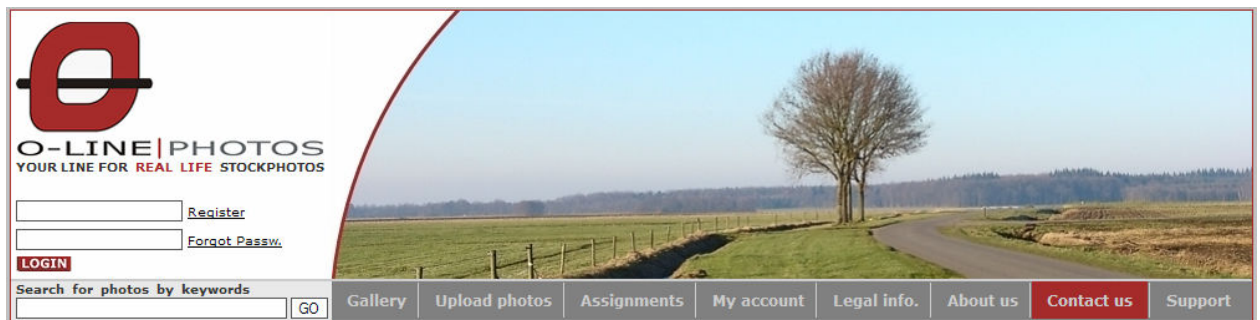
Submit

Reset

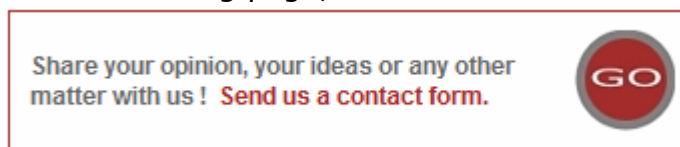
4. After providing the necessary information, click on **submit** to publish the photo.
5. Repeat steps 2, 3 and 4 for all the photos in your briefcase until all your uploaded and approved photos are published to the internet.

Questions and/or observations:

- If you have any questions and/or observations about the website, the registration procedure, or any other matter, please feel free to inform us. With your support we hope to improve the website and ultimately improve the results for the sale of your photographs.
- OYou may submit your questions, observations, suggestions, etc. to us through the **"Contact us"** button on the main menu.

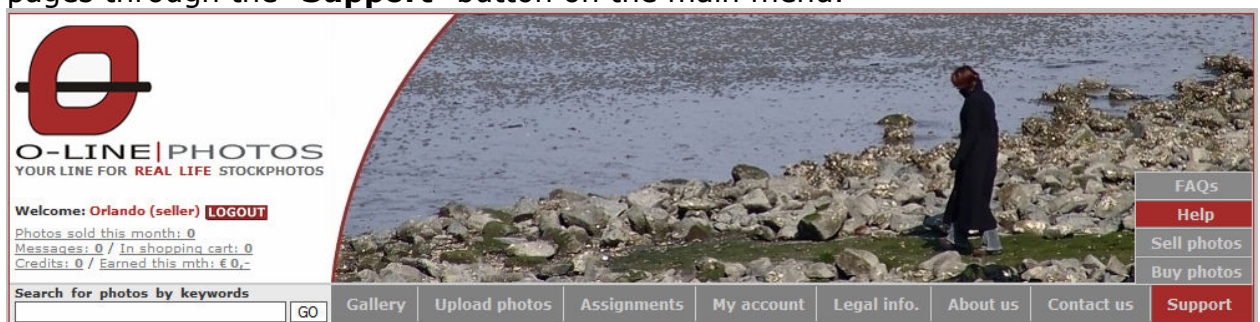


On the resulting page, click on **"GO"**



Fill in the reaction form and submit it. We will provide you with a response as soon as possible.

EYou can also find information in the Help and FAQ pages. Access these pages through the **"Support"** button on the main menu.



Summary:

1. Register (as buyer).
2. Register (as photographer).
3. Upload photos.
4. Categorize photos.
5. Publish photos.