

Uploading

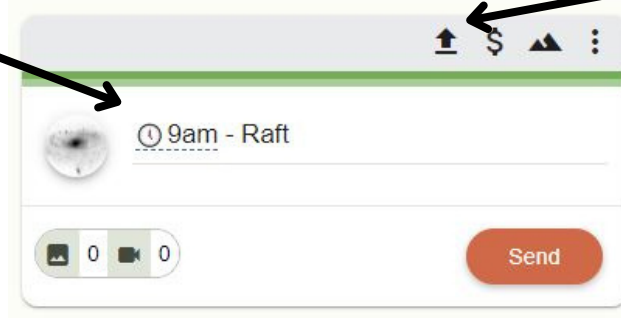
Drag & Drop

Onto the top bar, on directly onto an album.



Upload Directly

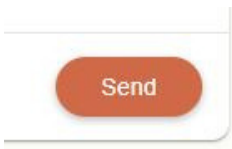
By clicking the upload arrow on the top bar, or on an album.



Sending

1 Tap Send

On the album the guest purchased.



2 Enter Details

Select **What** to send, followed by **Who** to send to.

What to send:
 Entire album
 Recipient gets the purchased album, with all its contents.

Who to send to:
 Guest Name, Email (@) or Phone (+)

Send Entire Album
 Customize Purchase

Purchased media will update if the album changes.

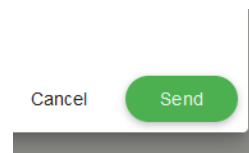
Email will only be sent once uploading is complete.

3 Collect Payment

Use your POS to accept payment

4 Send

The guest receives their purchase/link.



FAQ

How do I resend an email?

To resend

1. Click the History Tab
2. Click the search icon
3. Type in the guest's email
4. Click the 3 dots on their entry
5. Click "Resend"

What do Guests get?

- Online gallery sent directly to your phone & email to instantly view and share your photos/videos
- Unlimited downloads
- 1 Year of free storage
- Tech support for your purchase

Do Guests get prints?

- Guests can take the photos to their favorite print shop or to an online print store.

Guest Support / Help

- Guests can reply to their email.
- Email guests@picthrive.com
- Visit guests.picthrive.com