

## Uploading

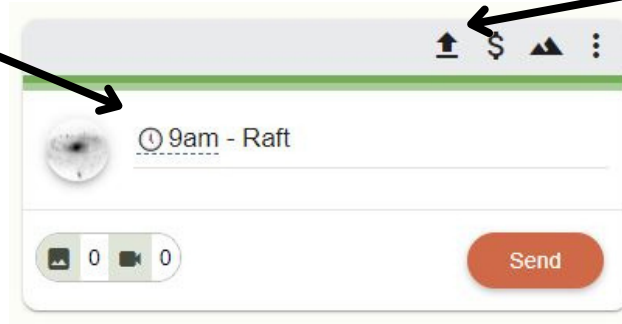
### Drag & Drop

Onto the top bar, on directly onto an album.



### Upload Directly

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

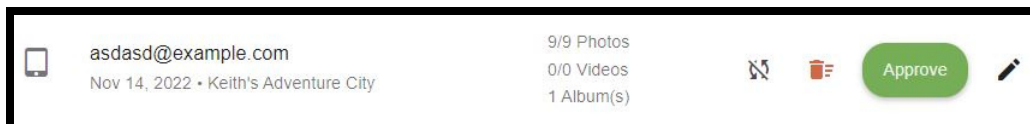


## Approving

### 1 Go to Pending

Switch to the **Pending** page using the navigation bar

Tapping the sync button to be green will upgrade the album and allow any additional content to automatically sync to their upload.



### 2 Confirm Details

Check their email, phone and # of photos/videos

### 3 Collect Payment

Use your POS to accept payment

### 4 Approve

The guest receives their purchase/link.

## FAQ

### How do I modify the album?

- To automatically sync to the full album click the sync icon until its green.
- Alternatively, click on the order to edit it. Then use the "Add" buttons to add more content.
- You can delete photos by editing the order.

### 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](mailto:guests@picthrive.com)
- Visit [guests.picthrive.com](http://guests.picthrive.com)