

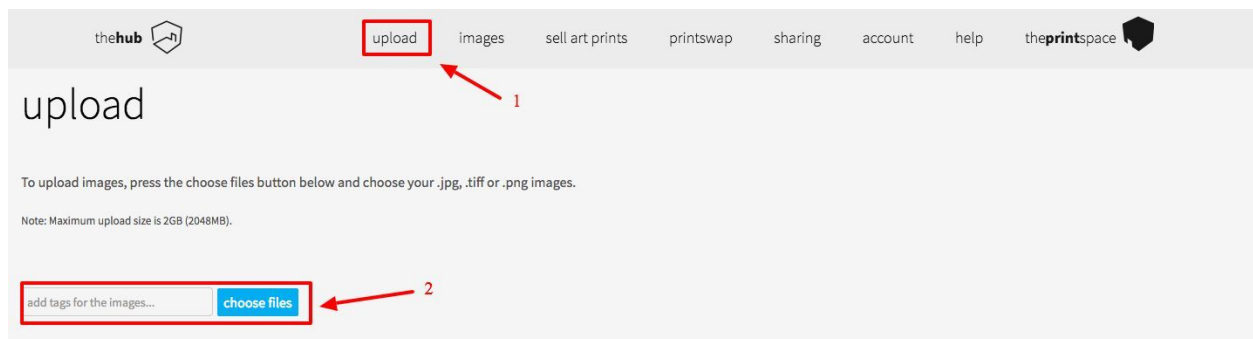
Palm* Photo Prize - Submission Instructions

Step 1

- Create/sign-in to your (free) creative**hub** account:
<https://hub.theprintspace.co.uk/UserAccount/Login>

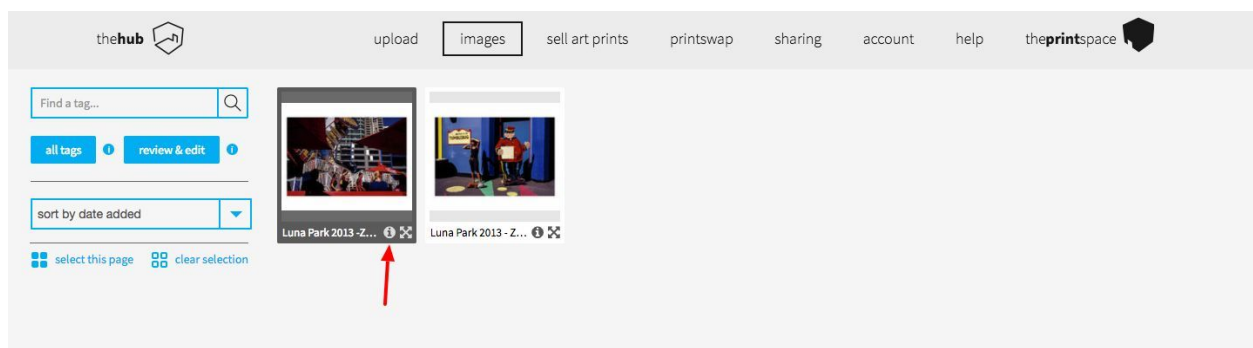
Step 2

- Upload the work you wish to submit to the Palm* Photo Prize.
- To do this, click the 'upload' button on the top menu, choose your files and upload.

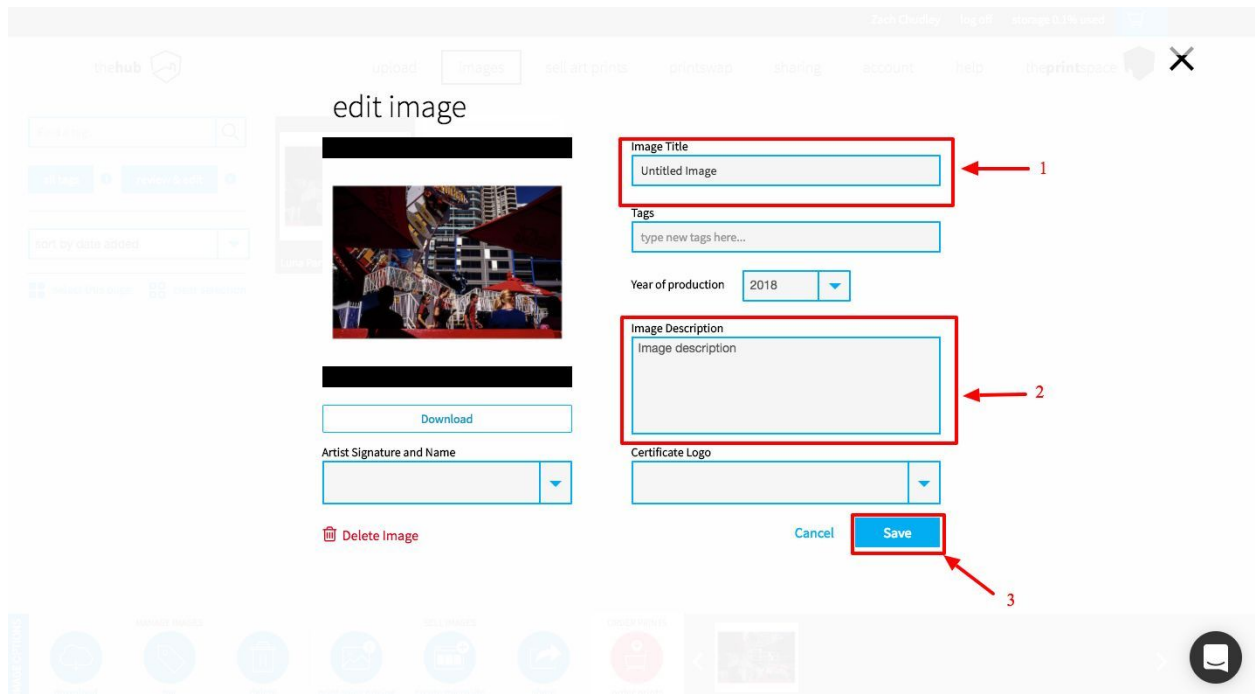


Step 3

- Navigate to "Images" in the top menu.
- Add image 'title' and 'description' to each image.
 - To do this, click the information icon located to the bottom right of each image.

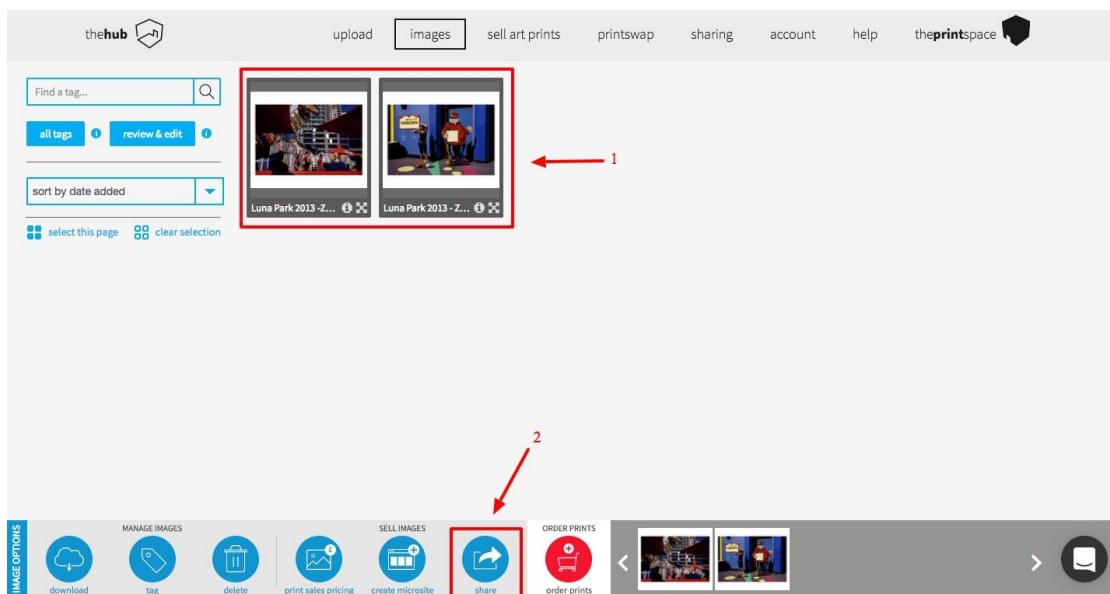


- Fill in your required fields, then click 'save'.

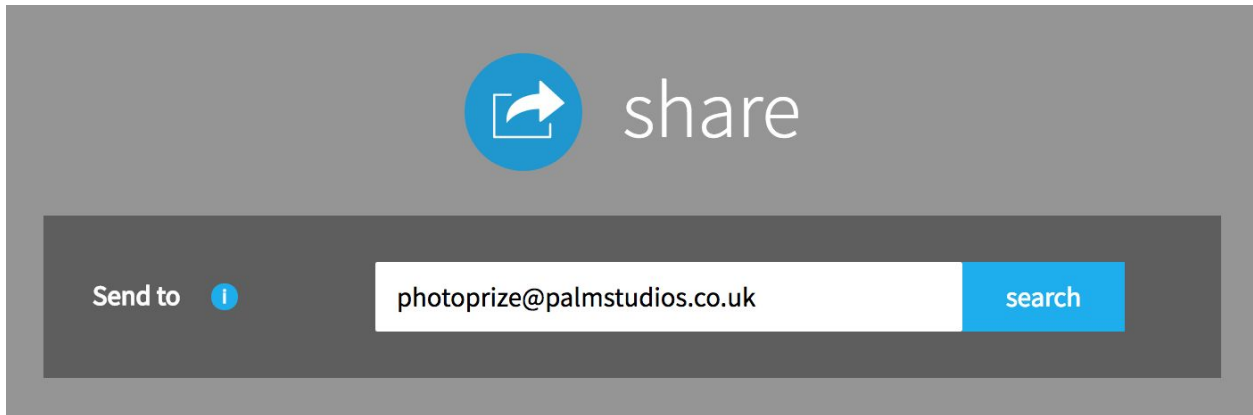


Step 4:

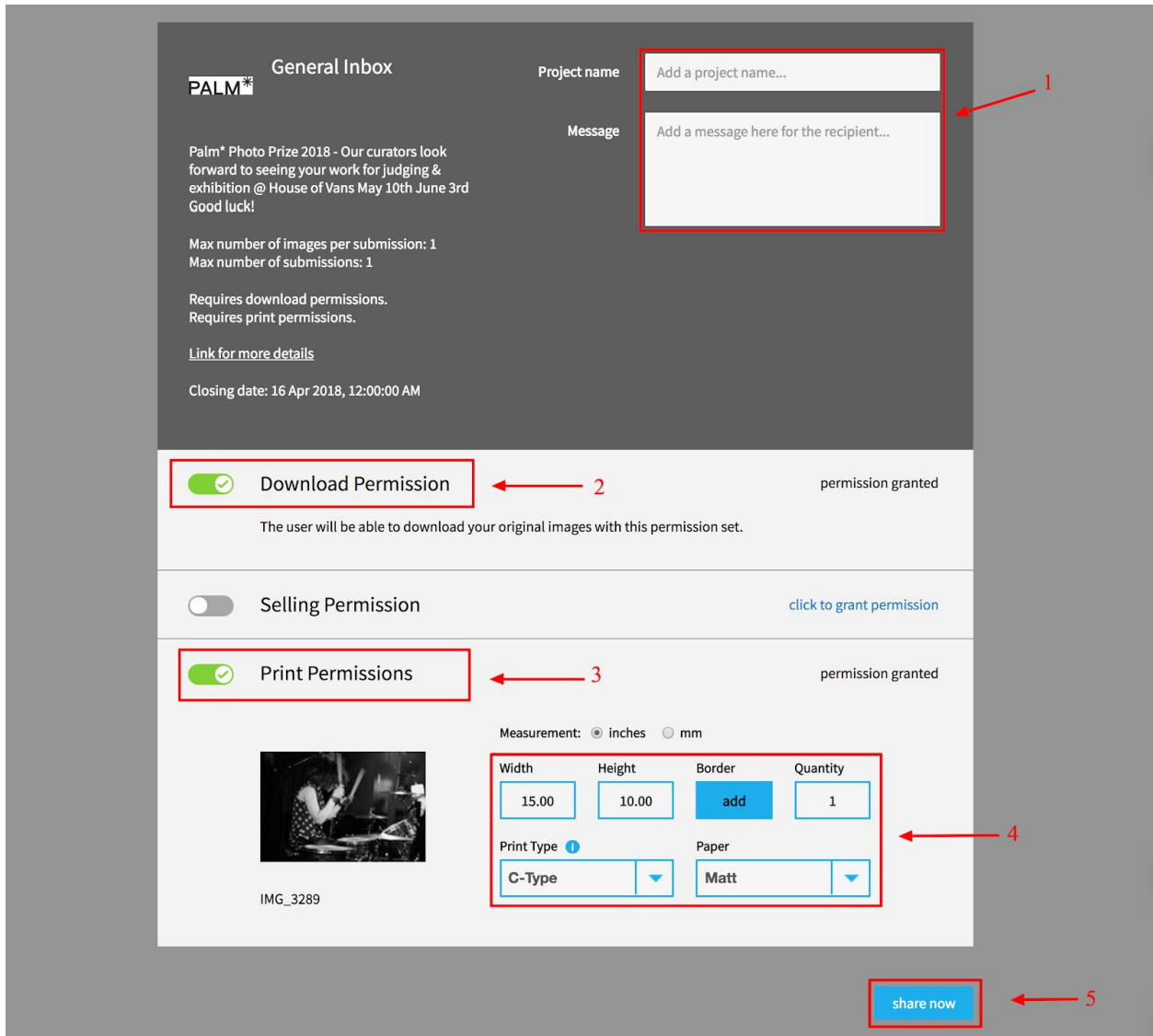
- 'Share' your image(s) with Palm*.
 - To do this, select all the images you wish to submit by clicking them (the image will turn dark grey when selected)
 - Click 'share' located on the bottom page menu.



- In the 'send to' field, enter: photoprize@palmstudios.co.uk



The image shows a 'share' interface with a blue circular icon containing a white right-pointing arrow. Below the icon, the word 'share' is written in a large, white, sans-serif font. Underneath, there is a dark grey bar with the text 'Send to' followed by an information icon (a blue circle with a white 'i'). To the right of this is a white text input field containing the email address 'photoprize@palmstudios.co.uk'. To the right of the input field is a blue button with the word 'search' in white text.



The image shows a 'General Inbox' settings page. On the left, there is a 'PALM*' logo and text: 'Palm* Photo Prize 2018 - Our curators look forward to seeing your work for judging & exhibition @ House of Vans May 10th June 3rd Good luck!'. Below this, it says 'Max number of images per submission: 1' and 'Max number of submissions: 1'. Further down, it says 'Requires download permissions.' and 'Requires print permissions.' with a link 'Link for more details'. At the bottom left, it says 'Closing date: 16 Apr 2018, 12:00:00 AM'. On the right, there are two text input fields: 'Project name' with the placeholder 'Add a project name...' and 'Message' with the placeholder 'Add a message here for the recipient...'. Below these are three permission sections: 'Download Permission' (checked), 'Selling Permission' (unchecked), and 'Print Permissions' (checked). Each permission section has a 'permission granted' status. Below the permissions is a table for print settings. The table has columns for 'Width', 'Height', 'Border', and 'Quantity'. The 'Width' is 15.00, 'Height' is 10.00, 'Border' is 'add', and 'Quantity' is 1. Below the table are 'Print Type' (set to 'C-Type') and 'Paper' (set to 'Matt'). At the bottom right, there is a blue 'share now' button. Red arrows with numbers 1 through 5 point to the 'Message' field, the 'Download Permission' section, the 'Print Permissions' section, the print settings table, and the 'share now' button respectively.

General Inbox

PALM*

Palm* Photo Prize 2018 - Our curators look forward to seeing your work for judging & exhibition @ House of Vans May 10th June 3rd Good luck!

Max number of images per submission: 1
Max number of submissions: 1

Requires download permissions.
Requires print permissions.

[Link for more details](#)

Closing date: 16 Apr 2018, 12:00:00 AM

Project name: Add a project name...

Message: Add a message here for the recipient...

Download Permission permission granted
The user will be able to download your original images with this permission set.

Selling Permission [click to grant permission](#)

Print Permissions permission granted

Measurement: inches mm

Width	Height	Border	Quantity
15.00	10.00	add	1

Print Type:

Paper:

IMG_3289

share now

1. Enter your project name in the "Project Name" box. In the message box put your phone number in case we need to contact you.
2. Tick the "Download Permission" tick box.
3. Tick the "Print Permission" tick box.
4. Under "Print Permissions" set your print size by entering 15" on the longest side. Select C-type and Matt paper.
5. Click 'share now'

That's it, you're done!