

How to Set Up a Prepay Project in The Volume Suite (OrderSchoolPix, OrderSportsPix, OrderDancePix):

A Prepay project is a method of collecting payment before the images are shot.

Once you are logged into your Volume Suite (OrderSchoolPix, OrderSportsPix, OrderDancePix) account, select the projects tab. Please click on Add a Prepay project button. You can create a password if you want but most studios leave the password as prepay to make it easy for parents to prepay when they go to the website to order it will tell them if there is no password to use prepay. It will help to put prepay on the end of the project name for both you and the parent to know this is a prepay job. You can type in a message for the parents to see. Select a pricelist. You can also select a date for pre-ordering to end. After this date the project will automatically get hid. Hit save once you hit save it will bring up the edit project information which has a few more options. It is going have project type. You're options are school, sports or dance. There is an option that asks if you want to hide or show your studio logo. If you do not have a studio logo on file in The Volume Suite (OrderSchoolPix, OrderSportsPix, OrderDancePix) it will not show. (There is a separate tutorial that shows you how to upload a studio logo under the account menu). The edit project information page will ask if you want to put a tax override on this project. It will also ask if this job is going to be green screen if it is it will have you select which background set to use. There is also an option for you to upload a custom individual image and a custom group image of your choice to use as your image when people log in to see what products there are to offer. If you do not upload an image it will use the stock image that ACI has set up to use as a default. You upload the custom images per project. You also have the option to hide a project. If you just want to set up a project to have it ready but don't want people to be able to order yet you can select hide and when you are ready for this project to show up on your list of projects for people to order from you would go in and select show.

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