

How to Place an Order

A Step by Step Guide

1.

In 7-10 business days after your session, you will be able to access your proofs online. To do so, open your web browser and go to www.seniorphoto.ripchostudio.com

2.

In **Email Address** field, enter your email address. This address will be used for **online ordering, email receipts, order tracking, and gallery reminders.**

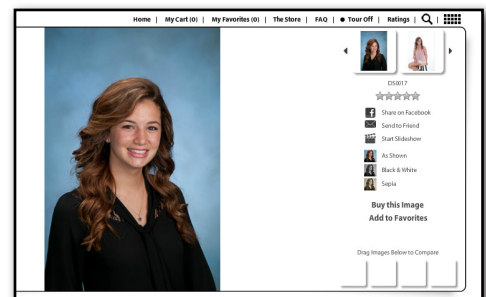
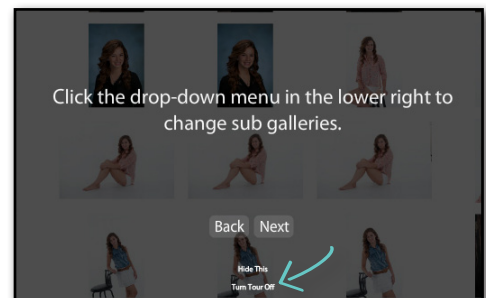
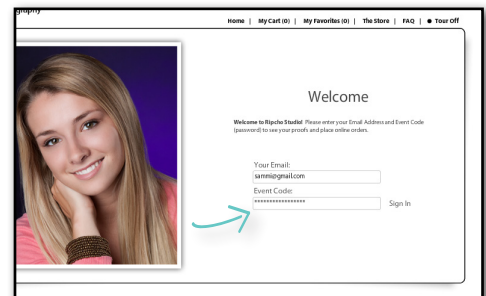
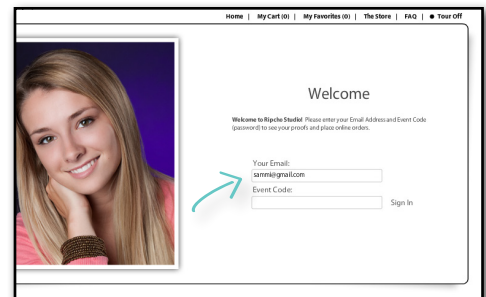
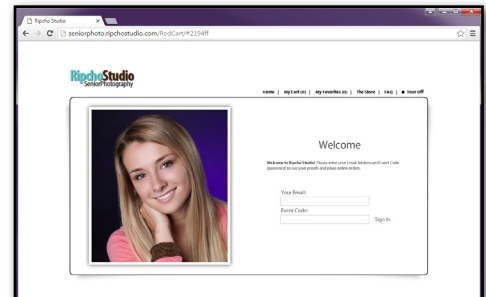
3.

In **Event Code** field, enter the password that was provided to you after your photo shoot. If you lost or forgot your password, it is your first name, last name and graduation year. **Example:** If your name is John Smith and you're graduating in 2017, your event code would be: **johnsmith17** If your event code is not working, call 216-631-0664 ext. 2 or email seniors@ripchostudio.com

4.

If this is the first time accessing your proofs, you can continue with the tour or click "Turn Tour Off" at the bottom of the screen. After entering your account, click on any image to see it larger.

- Once enlarged, you can change the color effects and size by using the **buttons** on the right.
- Drag up to four different images to the **bottom right boxes** to quickly compare them back and forth.
- Hit **start slideshow** to see a basic slideshow of all your images.
- Click **Send to Friend** to send an image through email.
- Click **Add to Favorites** to keep your favorite images all in one place!

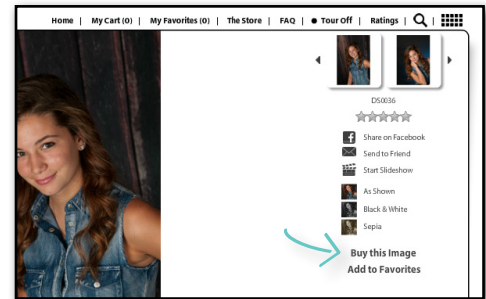


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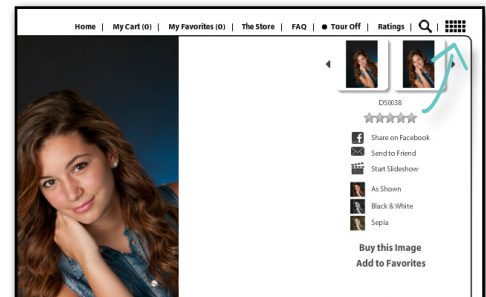
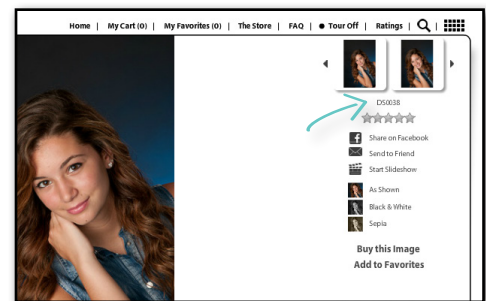
5.

To order **Individual Prints**, click the image you'd like to order. Click **Buy this Image** to the right and then select **A Print**. From here you will be able to choose the type of print, the size you'd like to order and any additional options.



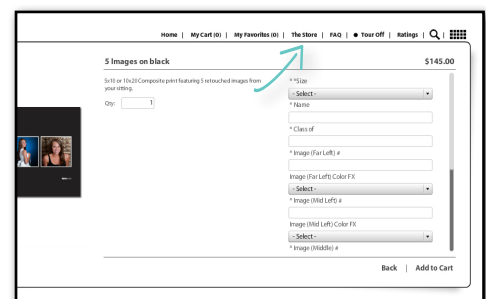
6.

To order **any other products**, you will need to type in the image # manually. The image number is located below the picture previews on the right. **Make sure you write this number down, you will need it to order other products. If you forget, you can go back to your images by clicking the black boxes in the upper right hand corner.**



7.

Click on **The Store** (Top Right). Select a category on the left of screen and then select a product from within that category. Follow the on screen instructions (right of screen) Make sure you type the image # inside any **Image # text input field**. Any field marked with an asterisk (*) is required before your order will be added to your cart. Once completed, click **Add to Cart** if you wish to purchase it.



8.

If you know the image numbers you like and which products you wish to purchase you can also place an order by **calling into the studio** at 216-631-0664 ext. 2.