UPLOAD ARTWORK
THE DESIGNER PORTAL

NOT ALL HEROES WEAR CAPES, SOME DRAW DICKS FOR A LIVING!

Standard Cards - Photo Upload Cards - Personalised Text Cards - Track Designs Progress

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STEP 1

Click on 'Upload Designs' in the grey navigation box to the left. Select Standard Card and drag your design into the dropbox, or click the box to pull up your finder window and select your file. If any of your files do not meet the file specifications, the above error message will pop up. You will need to amend your files before you can proceed.

STEP 2

If your file has the correct dimensions, resolution, colour format and is less than 10MB it will upload. When successfully uploaded your design will appear as a thumbnail in the dropbox, as seen above. You can now proceed to the next step!

STEP 3

If at any point you need to refer back to the previous page, you must complete the steps on the current page before you can proceed. If you click 'Pervious' without doing so, the above error message will appear. Don't panic, going to the previous page will not delete your progress!

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STEP 4

When completing the 'Design Info' you must enter a title and a description for your card. The customer will see the title alongside the card thumbnails on the search page and the description on the product page. Download the Description Guide on the design portal for some hints and tips!

STEP 5

The next step is 'Searchability' where you select categories which best suit your card. It is important that you are specific here, as these categories will help the customer to find your card on the website. Download the Attribute Guide on the Design Portal for some hints and tips!

STEP 6

Before submitting your design you must select whether you would like to nominate it for a product listing on the website, in addition to reading and agreeing to the T's&C's. Clicking submit takes you back to the initial 'Upload Design' page. A message will appear at the top of the page to let your know your design has been uploaded and is pending approval.

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STEP 1

Select Personalised Card and drag your designs and font file into the correct dropbox, or click each box to pull up your finder window and select your files. If any of your files do not meet the file specifications, the above error message will pop up. You will need to amend your files before you can proceed.

STEP 2

If your files are the correct dimensions, resolution, colour format and less than 10MB they will upload. When successfully uploaded your designs will appear as a thumbnail in each dropbox, as seen above. You can now proceed to the next step!

STEP 3

If at any point you need to refer back to the previous page, you must complete the steps on the current page before you can proceed. If you click 'Pervious' without doing so, the above error message will appear. Don't panic, going to the previous page will not delete your progress!

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STEP 4

When completing the 'Design Info' you must enter a title and a description for your card. The customer will see the title alongside the card thumbnails on the search page and the description on the product page. Download the Description Guide on the design portal for some hints and tips!

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Before submitting your design you must select whether you would like to nominate it for a product listing on the website, in addition to reading and agreeing to the T's&C's. Clicking submit takes you back to the initial 'Upload Design' page. A message will appear at the top of the page to let your know your design has been uploaded and is pending approval.

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STEP 1

Select Photo Upload Card and drag your files including your Stock Image into the correct dropbox, or click each box to pull up your finder window and select your files. If any of your files do not meet the file specifications, the above error message will pop up. You will need to amend your files before you can proceed.

STEP 2

If your files are the correct dimensions, resolution, colour format and less than 10MB they will upload. When successfully uploaded your designs will appear as a thumbnail in each dropbox, as seen above. You can now proceed to the next step!

STEP 3

If at any point you need to refer back to the previous page, you must complete the steps on the current page before you can proceed. If you click 'Pervious' without doing so, the above error message will appear. Don't panic, going to the previous page will not delete your progress!
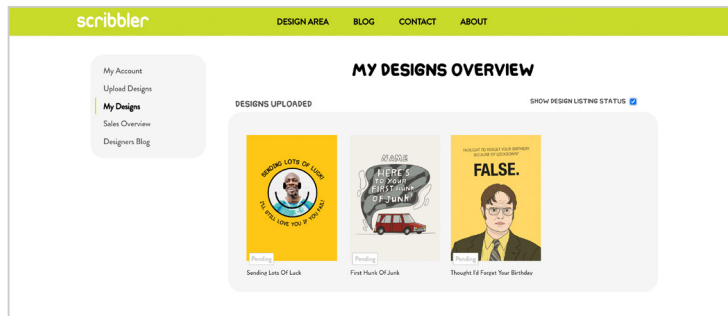
STEP 4

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STEP 5

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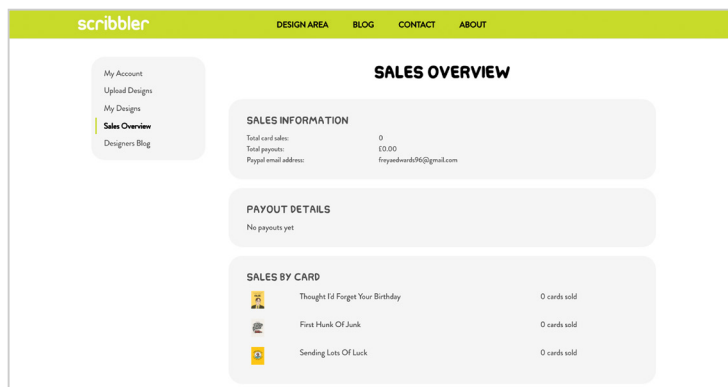
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MY DESIGNS

Click 'My Designs' in the grey navigation box, to check your uploaded designs and their listing status. Pending status designs are waiting approval from our wonderful Web Team.

SALES OVERVIEW

Click 'Sales Overview' in the grey navigation box, to check the total number of sales you have accrued for each card. If you have any queries or concerns regarding your sales, email our fab Finance Team at finance@scribbler.com.

ANY ISSUES EMAIL

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