



Helpsheets

How to upload your images via our online submission form

- Access the online form from www.kentcreativearts.co.uk/ayitl/en/Client/Index/Default.
- Click the red 'Register' button to register with us and open an account. An email will be sent to you in order to validate your account.
- Once registered, go to www.kentcreativearts.co.uk/ayitl/en/Client/Index/Default again to log in, using the email address and password you have just used to register.
- You are now in your account for the 365 projects.
- You can open or close the tabs by clicking on the green dots displaying + or –.
- To add a photo, click on the grey 'Add a new photo' button.
- Type the title of the photo you would like to upload. This can be changed later.
- Type the description. This can be added or changed later.
- Select the area your photo has been taken in. This cannot be changed later.
- Select the date your photo was taken **using the dropdown calendar**. This can be added or changed later.
- Click on the red 'Continue' button.
- Click on the grey 'Select file' button, browse your computer to find the picture that you would like to upload.
- When your picture is uploaded, you can change the Title and the Description if you wish.
- If your picture requires a release form:
 - . tick the Model Release box
 - . click on the grey 'Select...' button to find your file.
- When your photo appears in the thumbnail box, click on the red 'Save' button.
- You can see that the filename has been changed automatically.
- The Photo metadata tab is now open and you can make further changes if you wish.
- Your name should appear in the Copyright box; just leave it as it is.
- Click on the red 'Save Metadata' button.
- Click on the 'Back to my Account' button to upload more images.