

How to upload images and order a keepsake:

BASIC STEPS:

Upload by going to the link for your child's school from [these links](#). Then follow these instructions:

1. Go to the website listed above and click the "Upload" button .
2. Enter your child's first and last name and click "Search"
3. From the list of search results, find your child's name with "Fall 2020" listed under it and click "Upload"
4. Click "Choose a File" and select the piece of artwork you'd like to upload
5. Edit artwork if necessary. Artwork will appear exactly as uploaded so please make sure you have any background cropped out
6. Click "Next"
7. Enter additional details (optional) and click "Finish"
8. You'll then have options to upload additional artwork for the same child, upload artwork for a different child, or view all of the artwork in your gallery. You can click on any of those options, or if you are ready to shop, click "Done"
9. This will take you to the shop page where you can shop products
10. At checkout, you can enter a password to create an account and save the artwork to your personal family art gallery!

DETAILED STEPS: (With screenshots)

Prep: Take some pictures of your child's artwork. Save the best as .jpg or .png files on your computer/device. If you like, Edit or play around with Edit options to create one final image that you want to send to Art to Remember. Do this for each artwork piece you want.

UPLOAD STEPS:

- 1) Click on your child's school from [this list](#). Click on the link that opens up. *Children in more than one school? Finish one child's upload before moving to the next one's.*
- 2) Click the Upload button on the page that opens. [Click for image.](#)
- 3) A box opens with a blue tab marked "Find Your Student". (The place to enter a child's name has their school name just above.) [Click for image.](#)
- 4) Enter the child's first name & last name; click 'Search'.
- 5) Your child's name, their current teacher and the year appear on the right side. Click that 'Upload' button. [Click for image.](#)
- 6) The next tab opens (becomes blue), marked "Upload Art Piece". Click on the blue 'Choose a file' button in the middle.
- 7) *Note: You may need to reduce your browser window zoom-size, for the upload buttons to show fully.*

(If your browser is Chrome, you click on 3 dots at the top right to open a list, which includes zoom-size options, lower the size to 80% or so. Otherwise you can search it up on google. Older kids often turn out to be the best resource for this stuff!) :)

- 8) An 'Open' box pops up to let you pull out your artwork image(s). Select what you want and click Open. [Click here for screenshot](#). Once the image opens, click on Edit if you want to make changes to your image(s). [Click here for edit example](#). Otherwise click on Next.
- 9) When you're done and click Next, the third tab opens up & turns blue. It's marked "Add Details". If you want to note any details about the image, add them. [Click for screenshot](#). Click Finish when ready.
- 10) Next you'll see an "Upload Successful" title. It shows what an item with your image printed on it would look like. [Click here to see screenshot](#). You'll find options on the left for what to do next.
- 11) If you're ready to finish the upload process, click the blue Done button at the end.

ORDERING A KEEPSAKE:

(A) CONTINUE FROM ABOVE STEPS...

1. Click on the image of an item with the artwork printed on it.
2. A page opens that shows you the artwork you have uploaded under the student name you're using. It also shows you a list of items you can choose from, for a keepsake. [Click here for screenshot](#).
3. Scroll down the page and click on an item. You will find details about the item. You can also add it to your cart.
4. You can go back to the products list by clicking the blue All Products link, upper left. Or you can go to your cart, top right.
5. Clicking on your cart takes you to checkout details. Step 1: Contact Information. Fill in your name and email id, click Next. [Screenshot here](#).
6. Step 2: Shipping choice. [Screenshot here](#). Click Ship To School. [Screenshot here](#). If you want it shipped to your home, the flat rate shipping is \$6.95.
7. Step 3: Payment options. PayPal/Pay Later or credit card.
8. Once you are done with the above details, click Finish & Pay.
9. Check your order completion page.

(B) FROM ALREADY UPLOADED ART PIECE(S) FROM 'My Gallery'

1. You can also place orders by clicking on My Gallery near top left of ATR's website. [Screenshot here](#) for one example.
2. You should see artwork images you had previously uploaded, under separate slots for each child.
3. Choose the art piece(s) you want to order. You'll find links and buttons which lead you to the same order process as above (Method A).