

Senior Ordering Example

This document shows an example of how to order senior portraits.



B&E Photography

1. Search Bar

GALLERY WINDOW

Contact Info Search

June 2021
May 2021
April 2021
March 2021
February 2021
January 2021
December 2020
November 2020
October 2020
September 2020
August 2020
July 2020
June 2020
May 2020
April 2020
March 2020
February 2020
January 2020

June 2021

SENIORS 2022 WYLIE
Online code: student ID (omit any leading zero)
For Help or Questions, visit: www.bephoto.com/help/
View Gallery
Seniors 2022 Wylie HS
Jun 28th, 2021

SENIORS 2022 WYLIE EAST
Online code: student ID (omit any leading zero)
For Help or Questions, visit: www.bephoto.com/help/
View Gallery
Seniors 2022 Wylie East
Jun 21st, 2021

SENIORS 2022 LOVEJOY
Online code: student ID (omit any leading zero)
For Help or Questions, visit: www.bephoto.com/help/
View Gallery
Seniors 2022 Lovejoy
Jun 15th, 2021

SENIORS 2022 PRE-PAY
There are no images in this gallery. This gallery is only for those wishing to pre-pay for packages to qualify for our summer specials. You can choose your images at a later date.
View Gallery
Seniors 2022 Pre-Pay
Jun 15th, 2021

May 2021

Lovejoy HS Commencement Ceremony
2020 **IL** 2021
Online code: student ID (omit any leading zero)
For Help or Questions, visit: www.bephoto.com/online-viewing/
and/or www.bephoto.com/helpfaq/
View Gallery
Lovejoy HS Commencement
2020-2021

Wylie HS Commencement Ceremony
2020 **W** 2021
Online code: student ID (omit any leading zero)
For Help or Questions, visit: www.bephoto.com/online-viewing/
and/or www.bephoto.com/helpfaq/
View Gallery
Wylie HS Commencement
2020-2021

WYLIE EAST HS Commencement Ceremony
2020 **W** 2021
Online code: student ID (omit any leading zero)
For Help or Questions, visit: www.bephoto.com/online-viewing/
and/or www.bephoto.com/helpfaq/
View Gallery
Wylie East HS Commencement
2020-2021

ACHIEVE ACADEMY Commencement Ceremony
2020 **A** 2021
Online code: student ID (omit any leading zero)
For Help or Questions, visit: www.bephoto.com/online-viewing/
and/or www.bephoto.com/helpfaq/
View Gallery
Achieve Academy Commencement
2020-2021

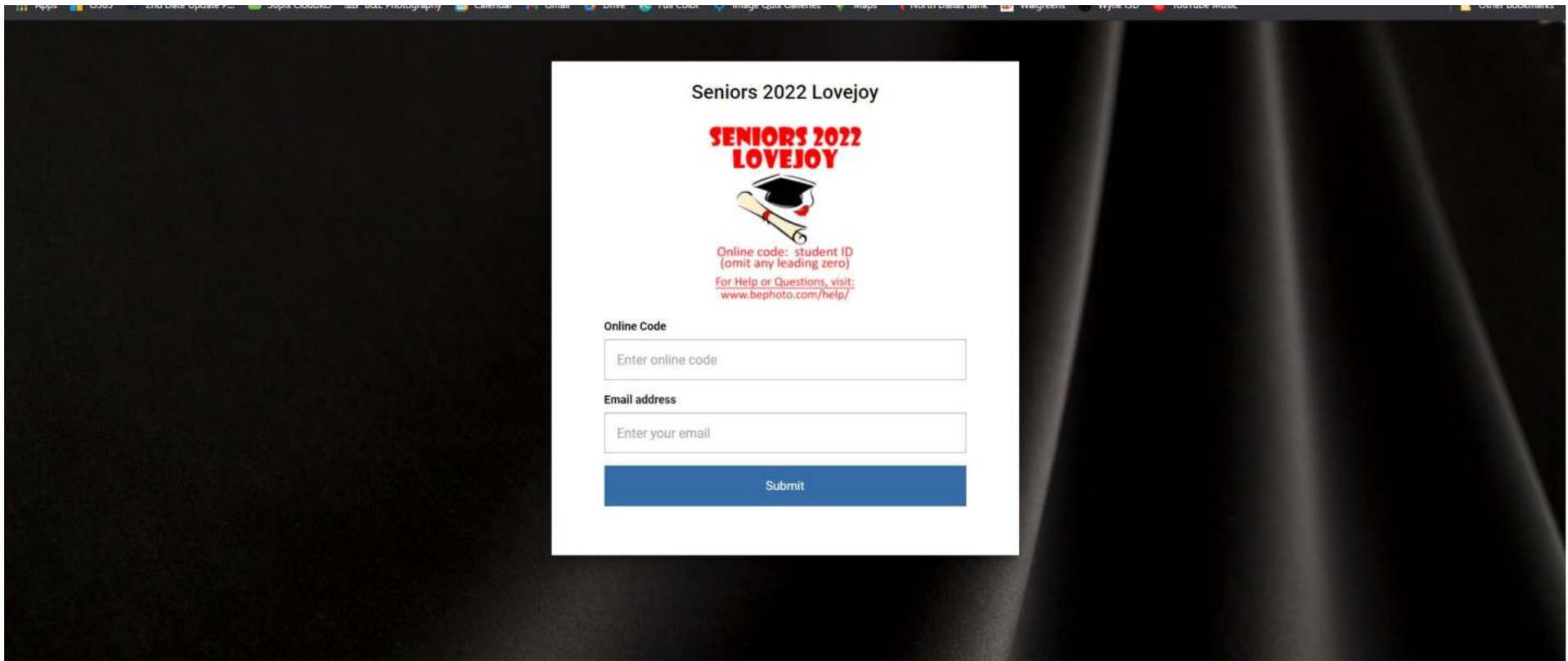
Burnett JHS Soccer - Boys
2020 **B** 2021
Online code: student ID (omit any leading zero)
For Help or Questions, visit: www.bephoto.com/online-viewing/
and/or www.bephoto.com/helpfaq/
View Gallery
Burnett JHS Soccer Boys
2020-2021

2. Date Section

3. List of most recent galleries.

1. Search Bar – Use key words such as: Sport Type (football, softball, etc.)
School Name (East, Lovejoy, Wylie, Akin, etc.)
Type: (Senior, fall, spring, etc.)
2. Date Section – You can search by the date of the photo session.
EXCEPTION: SENIORS – SENIORS WILL BE IN ONE GALLERY REGARDLESS OF WHEN THE SESSION WAS TAKEN. IT IS USUALLY IN JUNE OR JULY OF THE BEGINNING OF THE SCHOOL YEAR; EVEN IF PICTURE WAS TAKEN IN AUGUST.
3. List of Most Recent Galleries – The most recent galleries will load to the top. Use the scroll bar to the right to see older galleries (or use the search bar). There are approximately three years of images online at any given time. Older galleries will fall off but we still have them. Just contact us for re-upload. Once you locate your gallery, just click on it.

LOGIN SCREEN



Seniors 2022 Lovejoy

SENIORS 2022 LOVEJOY

Online code: student ID
(omit any leading zero)

For Help or Questions, visit:
www.bepphoto.com/help/

Online Code

Enter online code

Email address

Enter your email

Submit

Online Code:

Once you click on your gallery, this welcome screen will appear asking for your online code. **Unless you are told otherwise, the online code is always the student's school ID number.** Omit any leading zero.

Email Address:

Any email address will work. We suggest you use the one you wish to have your receipt emailed to.

Email Address:

Once you've entered this information, click the blue Submit button.

WELCOME WINDOW

The screenshot shows a web browser window displaying a gallery of senior portraits. The browser's address bar shows the URL 'www.bphoto.com'. The gallery is titled 'Seniors 2022 Lovejoy' and features a grid of 21 portrait images, each labeled with a number from 001 to 021. A 'Welcome' modal window is centered over the gallery. The modal contains the following text:

SENIORS 2022 LOVEJOY



Online code: student ID
(omit any leading zero)

For Help or Questions, visit:
www.bphoto.com/help/

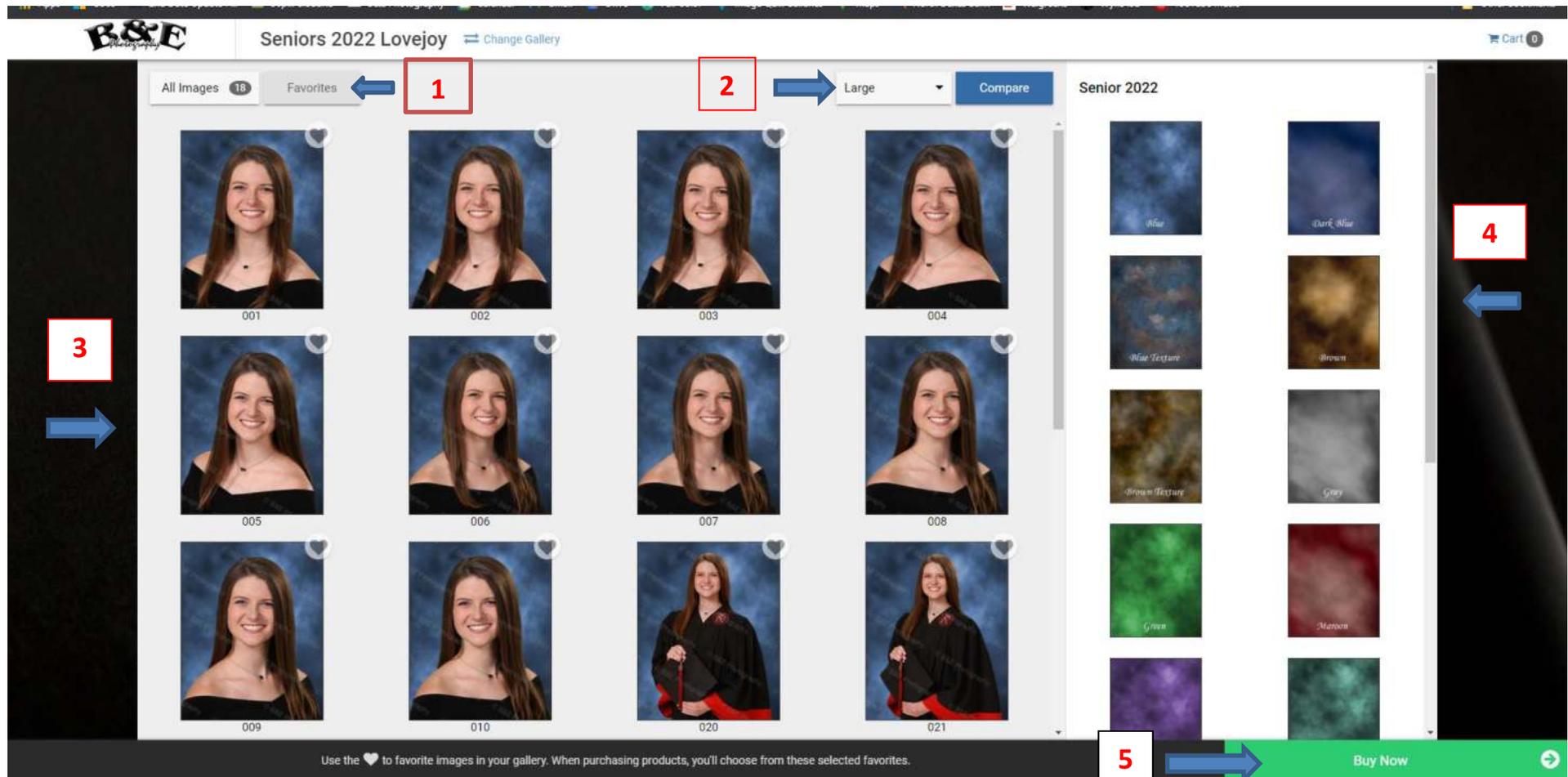
IMPORTANT NOTICE: Image resolution has been reduced for online viewing. Orders will be filled from the original high resolution file. Anything that appears off-center will be properly placed/cropped during production. Allow 3-4 weeks for your order to be processed.

OK

The background gallery includes a 'Buy Now' button at the bottom right and a footer note: 'Use the ♥ to favorite images in your gallery. When purchasing products, you'll choose from these selected favorites.'

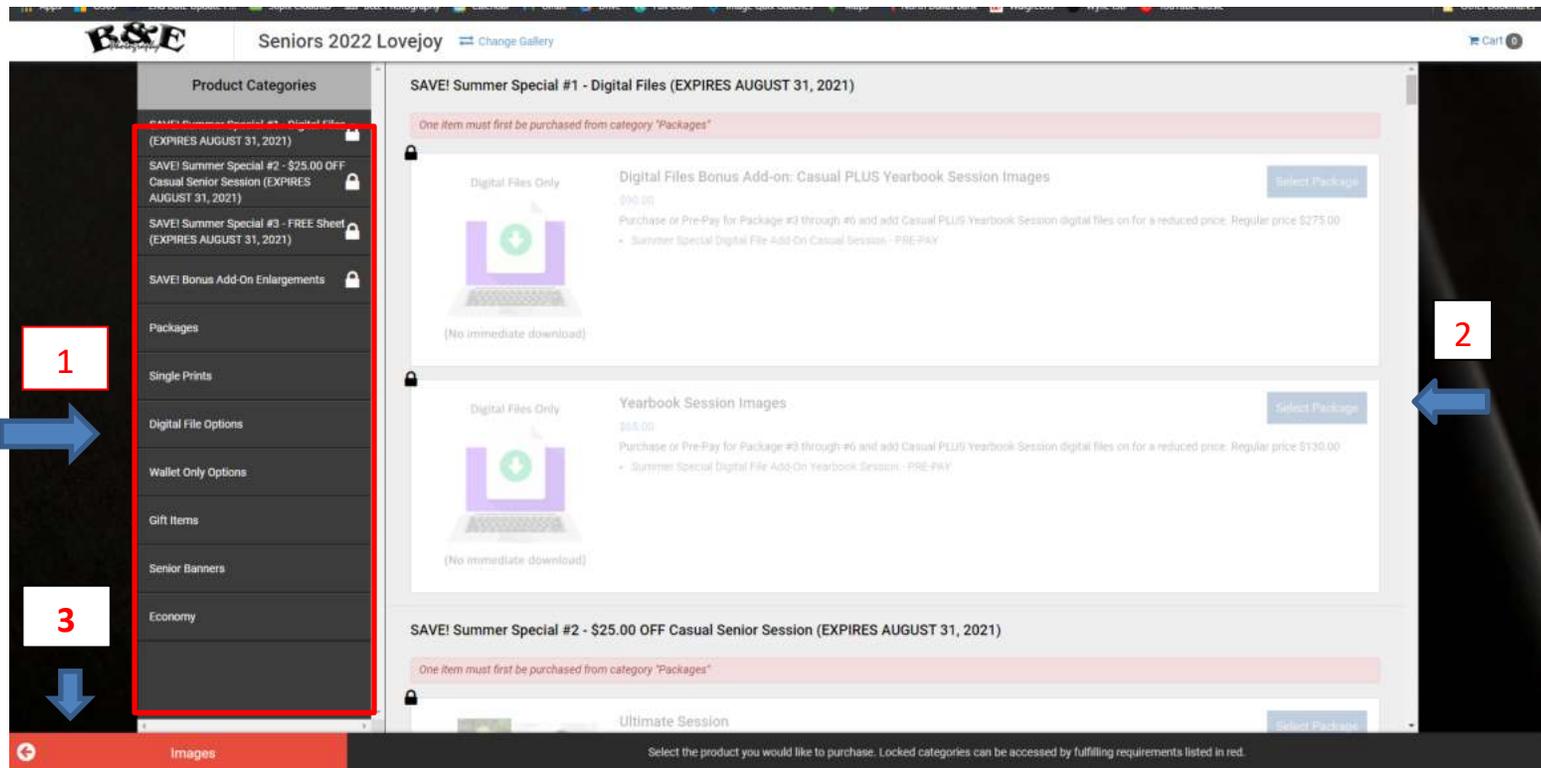
The welcome window usually has a message pertaining to order completion times, resolution, etc. Orders generally take 3-4 weeks for completion. We only upload low resolution files but orders will be filled with the original high resolution files. After reading the message, just click OK.

THUMBNAIL PAGE



1. **Favorites:** The default view will show all images. You can click the little “heart” icon at the top right of each picture to mark it as a favorite. Clicking the “Favorites” button will then show only your favorite images.
2. **Thumbnail Size/Compare:** The default view is Large thumbnails but you can change to small, medium, or x-large. If you want to compare two images side-by-side, then click the “Compare” button.
3. **Thumbnails of your images:** If you click on one of the thumbnails, you can see a larger view of it.
4. **Background Options:** Clicking on any one of these will change the background behind the thumbnails. The default is Blue.
5. **Buy Now:** When you are ready to place your order, just click the green button in the lower right corner.

PRODUCT CATEGORIES/ITEMS



- 1. Product Categories:** Clicking on any of the Categories in the left column will advance you to that section where you will see the different items that are available for purchase; or you may simply scroll with your mouse in the right hand column.
Locked/Grayed Out Categories: In the image above, you will notice that top four categories are grayed out. These are Bonus Add-On items that can be purchased at a reduced price but you must first purchase something from the “Packages” category. Once a package is added to your cart, these items will unlock and you can choose them.
- 2. Items:** This section shows the actual items/products that are available to purchase.
- 3. Images Button:** If you need to return to view the images, click the Red button in the lower left corner.

For our example, we will choose “Packages” in the left column.

ITEMS

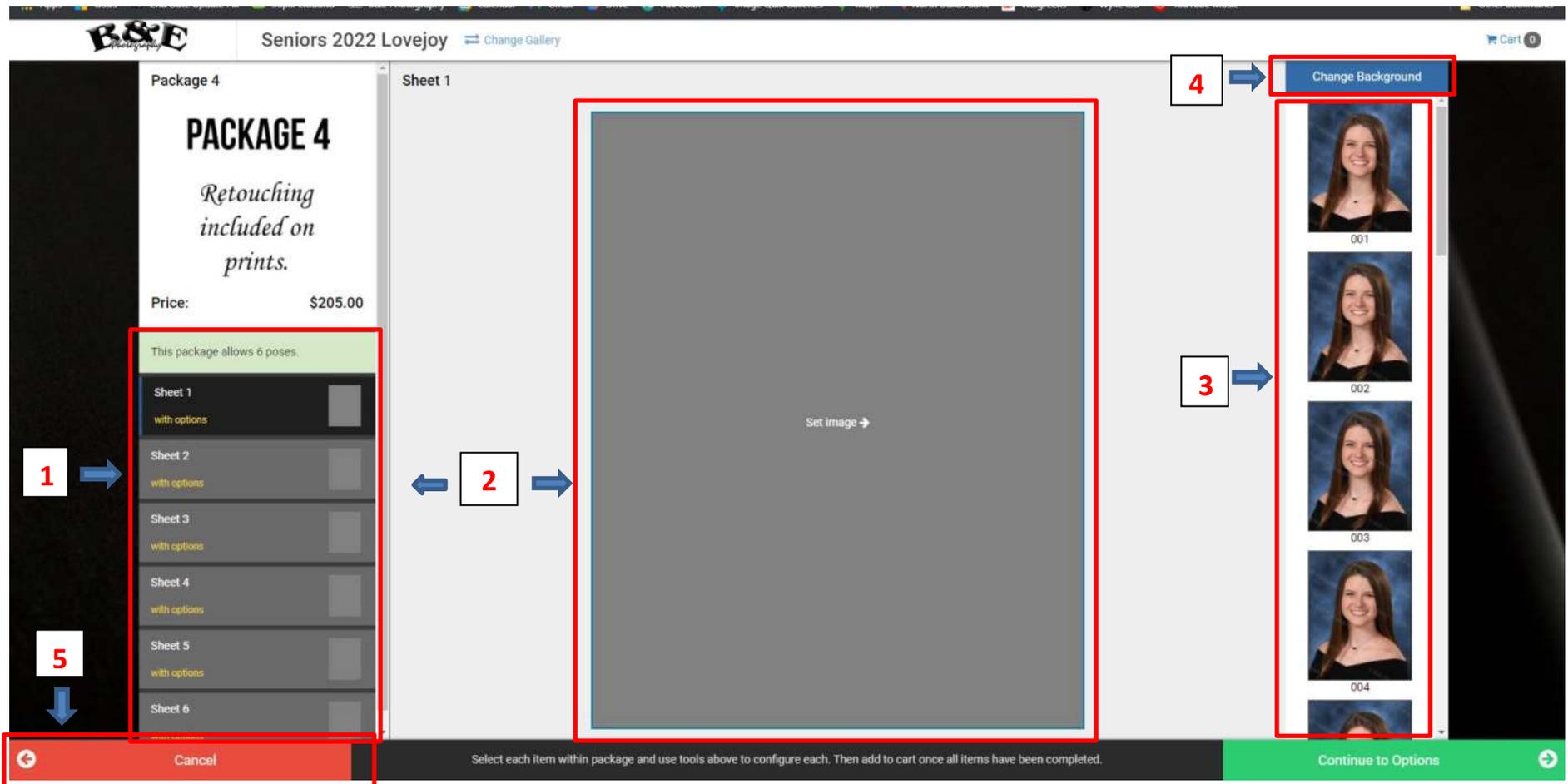
The screenshot shows a website interface for "Seniors 2022 Lovejoy". The top navigation bar includes the "BSE" logo, the page title "Seniors 2022 Lovejoy", a "Change Gallery" link, and a "Cart" icon with a "0" item count. A left sidebar menu lists "Product Categories" with several options, some of which are locked (indicated by a padlock icon). The "Packages" category is highlighted with a red box. The main content area displays three package options, each with a "Select Package" button. The "Select Package" button for Package 4 is highlighted with a red box. The packages are:

- Package 3**: \$255.00. Retouching IS included on prints. This package allows 7 poses. Includes Sheet 1 through Sheet 7 and Digital Files - Included. 18 options available.
- Package 4**: \$205.00. Retouching IS included on prints. This package allows 6 poses. Includes Sheet 1 through Sheet 6. 12 options available.
- Package 5**: \$165.00. Includes Sheet 1 through Sheet 5. 18 options available.

At the bottom of the page, there is a red bar with a "Images" button and a footer note: "Select the product you would like to purchase. Locked categories can be accessed by fulfilling requirements listed in red."

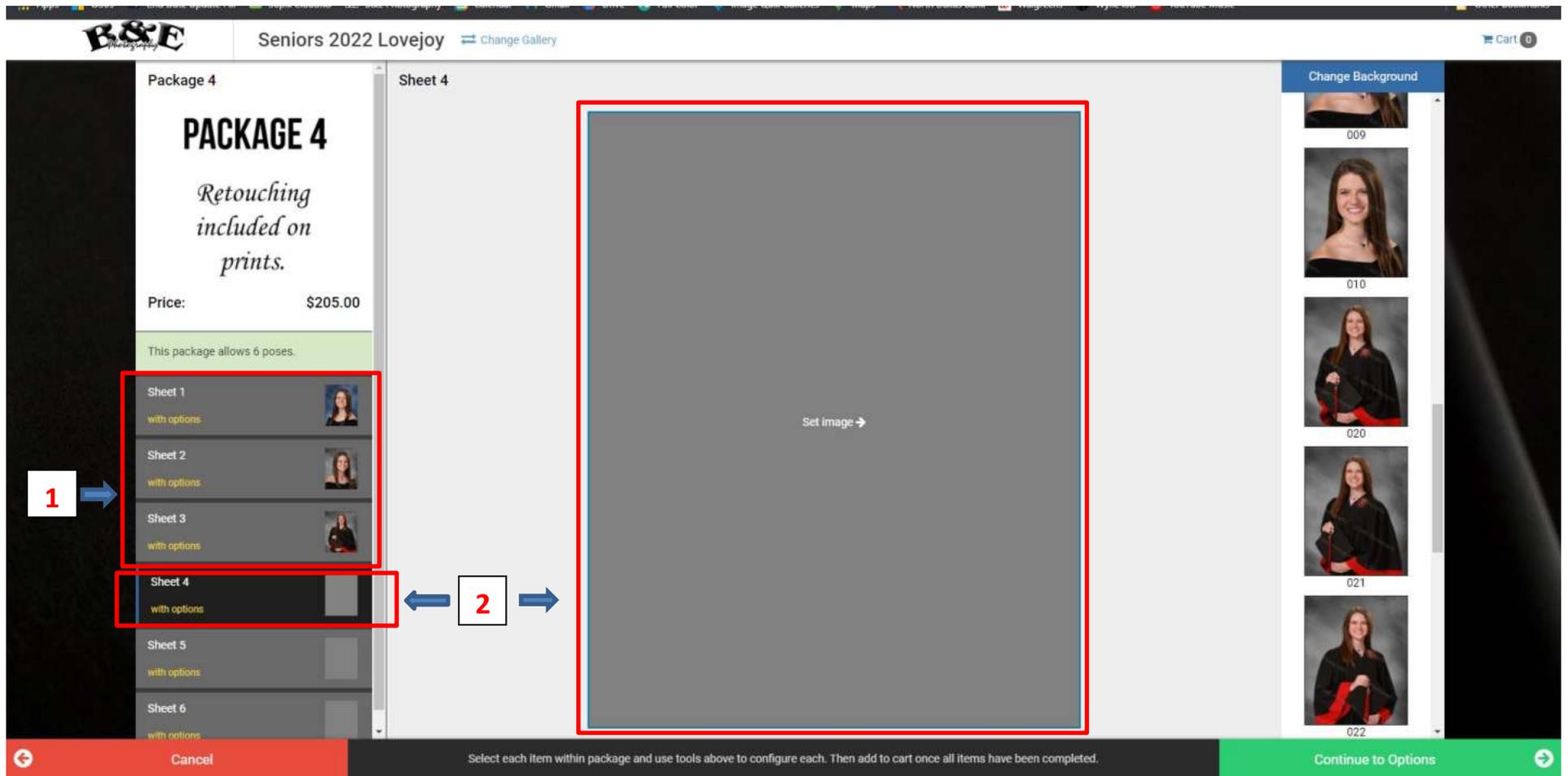
Once you click the "Packages" tab in the left column, the screen will automatically advance to that section. There are six different packages to choose from. I've scrolled down a little and will click the blue "Select Package" button to purchase that item.

ORDER SCREEN



1. Sheet Selection Box: This package comes with six sheets as indicated in the left column. The box labeled “Sheet 1” is a darker shade which means it is the current, active layer and the one you will choose an image for first. The process requires you to choose your images first. The sheet sizes will be chosen when we get to the options page.
2. Active Image: The image you choose for Sheet 1 will populate into the gray boxes.
3. Your thumbnails have loaded from which you will choose to fill your sheets.
4. Background Change: At any time you can click this button to change the background color.
5. Cancel: If you need to choose a different package, just click this button to be taken back to the Categories.

IMAGE SELECTION



1. Image Already Chosen: As you can see, I have chosen pose #2 with a blue background for Sheet 1, pose #6 with a gray background for Sheet 2, and pose #20 with a gray background for Sheet 3. I still have three Sheets to choose an image for.
2. Current Image Selection: The box in the image above is a darker shade than the other five sheets. This is the current sheet for which I will choose an image. To make a Sheet the “active” layer, just simply click on it. I can now scroll through the thumbnails in the right column and choose the image I want to be Sheet 4. I can also click the blue “Change Background” button above the thumbnails if I want a different background color. If you want a different image than the one you chose, just click the Sheet layer and choose a new image.

IMAGE SELECTION (CONTINUED)

The screenshot displays a web interface for a senior photo gallery. At the top, the browser's address bar shows the URL 'Seniors 2022 Lovejoy' and a 'Change Gallery' link. The main content area is divided into several sections:

- Package 4:** A sidebar on the left lists 'PACKAGE 4' with the text 'Retouching included on prints.' and a price of '\$205.00'. It notes 'This package allows 6 poses.' and lists 'Sheet 1' through 'Sheet 6', each with a 'with options' link and a small thumbnail image.
- Sheet 6:** The main central area shows a large photo of a young woman in a black leather jacket and blue jeans, standing against a textured wall. The label 'Sheet 6' is positioned above the image.
- Change Background:** A vertical sidebar on the right offers five different background options, labeled 023 through 027, each with a small thumbnail image.
- Navigation:** At the bottom, there is a red 'Cancel' button on the left and a green 'Continue to Options' button on the right, which is highlighted with a red rectangular border.

Below the main content area, a dark grey bar contains the instruction: 'Select each item within package and use tools above to configure each. Then add to cart once all items have been completed.'

From the image above, you can see I have chosen the six images I want for my six sheets. I am now ready to choose the Sheet sizes. To do so, just click the green "Continue to Options" button in the lower left corner.

OPTIONS

Package 4

PACKAGE 4

Retouching included on prints.

Price: \$205.00

Sheet 1

* Choose your sheet size below:

1 4 - 3.5x5 (\$0.00)

Add Name/Year to this sheet? \$8.00

No

Sheet 2

* Choose your sheet size below:

2 2 - 5x7 (\$0.00)

Add Name/Year to this sheet? \$8.00

No

Sheet 3

* Choose your sheet size below:

3 1 - 8x10 (\$0.00)

1 - 8x10 (\$0.00)

2 - 5x7 (\$0.00)

4 - 3.5x5 (\$0.00)

8 wallets (\$0.00)

1 - 5x7 & 4 wallets (\$0.00)

1 - 5x7 & 2 - 3.5x5 (\$0.00)

Add Name/Year to this sheet? \$8.00

No

Sheet 4

* Choose your sheet size below:

1 - 8x10 (\$0.00)

Back to Product

Choose your options.

Add to Cart

This page shows the images you have chosen for your sheets and then requires you choose sheet sizes for each pose.

1. For pose #2 (Sheet 1), I have selected one Sheet of 4, 3.5x5 inch prints.
2. For pose #6 (Sheet 2), I have selected one Sheet of 2, 5x7 inch prints.
3. For pose #20 (Sheet 3), I am in the process of selecting 8 wallets (as highlighted in the Drop-Down box).

Just click the Drop-Down box for each sheet and choose the size. There is also an option to add Name/Year to prints for an additional charge. Once done, just click the green "Add to Cart" button in the lower right corner.

CONTINUE SHOPPING/CHECKOUT

The screenshot displays the BSE website interface for 'Seniors 2022 Lovejoy'. The top navigation bar includes the BSE logo, the page title 'Seniors 2022 Lovejoy', a 'Change Gallery' button (highlighted with a red box and labeled '2'), and a 'Cart 1' icon. The left sidebar, labeled 'Product Categories', lists various options: 'SAVE! Summer Special #1 - Digital Files (EXPIRES AUGUST 31, 2021)', 'SAVE! Summer Special #2 - \$25.00 OFF Casual Senior Session (EXPIRES AUGUST 31, 2021)', 'SAVE! Summer Special #3 - FREE Sheet (EXPIRES AUGUST 31, 2021)', 'SAVE! Bonus Add-On Enlargements', 'Packages', 'Single Prints' (highlighted with a red box and labeled '1'), 'Digital File Options', 'Wallet Only Options', 'Gift Items', 'Senior Banners', and 'Economy'. The main content area features three product listings, each with a 'Select Package' button. The first listing is 'SAVE! Summer Special #1 - Digital Files (EXPIRES AUGUST 31, 2021)', which includes 'Digital Files Only' and a 'Digital Files Bonus Add-on: Casual PLUS Yearbook Session Images' for \$90.00. The second listing is 'Digital Files Only' for 'Yearbook Session Images' for \$65.00. The third listing is 'SAVE! Summer Special #2 - \$25.00 OFF Casual Senior Session (EXPIRES AUGUST 31, 2021)', featuring an 'Ultimate Session' for \$250.00. The bottom navigation bar has a red 'Images' button and a green 'Checkout' button (highlighted with a red box and labeled '3'). A blue arrow points from the 'Change Gallery' button to the left, and another blue arrow points down from the 'Checkout' button.

Once you add your item to your cart, you will automatically be brought back to the Product Categories/Items screen.

1. You may continue shopping by choosing a new category and item. You will notice that the four Category items previously locked and grayed out are not active and available for purchase. (These will only be active upon the purchase of a Package.)
2. If you have another child that you would like to order from, click the "Change Gallery" button at the top. This will take you back to the Galleries page where you may choose the senior, school, or team sport to add to this order.
3. If you are through shopping, just click the green "Checkout" button in the lower right corner.

ORDER SUMMARY

Cart Summary

Items:	1
Subtotal:	\$205.00
Backgrounds:	\$0.00
Sales Tax:	\$17.20
Handling:	\$0.00
Mailing or Internet Upload/Storage Fee:	\$3.50
Total:	\$225.70 <small>USD</small>

Clear Cart

Discount Code

Package 4

PACKAGE 4
Retouching included on prints.

Each: \$205.00
Addons: \$0.00
Qty:
remove
Price: \$205.00

Sheet 1

ONE PRICE PER SHEET

- Choose your sheet size below: 4 - 3.5x5
- Add Name/Year to this sheet?: No

Sheet 2

ONE PRICE PER SHEET

- Choose your sheet size below: 2 - 5x7
- Add Name/Year to this sheet?: No

Sheet 3

ONE PRICE PER SHEET

- Choose your sheet size below: 8 wallets
- Add Name/Year to this sheet?: No

Sheet 4

After clicking Checkout (from the previous screen), this window will appear. It is a summary of your order to give you a chance to review it before placing the final order.

1. Total of your items.
2. Summary of the items you chose.

Once you have reviewed your order, just click the green "Checkout" button in the lower right.

ORDER OPTIONS

B&E
Photography

Items:	1
Subtotal:	\$205.00
Backgrounds:	\$0.00
<hr/>	
Sales Tax:	\$17.20
Handling:	\$0.00
Mailing or Internet Upload/Storage Fee:	\$3.50
<hr/>	
Total:	\$225.70 <small>USD</small>

Discount Code

[← Edit Cart](#)

Order Options

Rush Options. We provide a custom product. Each file must be handled to put in backgrounds, retouching (if applicable), etc. Therefore orders will take 2-4 weeks.

Rush Options

None

This screen will give you the option to get your order sooner. Just click the Drop-Down box to add this option to your order. An additional fee will apply to rush orders. If you do not want the Rush option, just leave the box as “None” and click the blue “Next” button.

BILLING INFORMATION

The screenshot shows a web browser window with a dark taskbar at the top. The main content area is a light gray page titled "Billing Information". On the left, there is a summary box for "B&E Photography" with the following items and prices:

Items:	1
Subtotal:	\$205.00
Backgrounds:	\$0.00
Sales Tax:	\$17.20
Handling:	\$0.00
Mailing or Internet Upload/Storage Fee:	\$3.50
Total:	\$225.70 <small>USD</small>

Below the summary are two buttons: "Discount Code" and "Apply". At the bottom of this box is a blue button with a left arrow and the text "Edit Cart".

The main form area is titled "Billing Information" and contains the following fields:

- First Name:** John
- Last Name:** Doe
- Address Line 1:** 123 Main Street
- Address Line 2:** Address Line 2
- City:** Your City
- State:** Texas (dropdown menu)
- Zip:** 12345
- Country:** United States (dropdown menu)
- Phone:** 123-456-7890
- Email:** anyone@anyone.com

Below the form is a checkbox labeled "Use different shipping address" which is unchecked. At the bottom of the form are two buttons: a white button with a left arrow and the text "Back", and a blue button with a right arrow and the text "Next".

Your billing information. Click the blue "Next" button to advance to the payment screen.

PAYMENT SCREEN

B&E Photography

Items:	1
Subtotal:	\$205.00
Backgrounds:	\$0.00
Sales Tax:	\$17.20
Handling:	\$0.00
Mailing or Internet Upload/Storage Fee:	\$3.50
Total:	\$225.70 USD

[← Edit Cart](#)

Payment information

Bill to: [edit](#)
John Doe
123 Main Street
Your City, TX 12345
123-456-7890
anyone@anyone.com

Ship to: [edit](#)
John Doe
123 Main Street
Your City, TX 12345

Cards Accepted
VISA Mastercard DISCOVER AMERICAN EXPRESS

Name on Card
John Doe

Card Number
Card Number

Expiration Date
July (07) 2021

Order Notes

[← Back](#) [Place Order →](#)

Enter your payment information and click the green “Place Order” button in the lower right corner.

Order Notes: This section is only for special notes. You DO NOT need to tell us who your child is, where to mail your order, what you ordered, etc. We pretty much know that; otherwise, you wouldn't have seen your child's images and package options while ordering. 😊