



# Client Registration

Can't get email addresses or data for your shoot? We have a solution for you, have your clients Register before being photographed at your next event! OPS's Client Registration service will gather all your clients' data and make it available to you as a .CSV file download. You will also be able to create QR Codes from the data for your shoot, or Bar Codes if you're an Opticon user.

Never again will you have to worry about getting data for a shoot!

See below for details on how to set up a Client Registration Project.

Login to your OPS Admin Page and Click on the **Add a Project** button

(Note: You can also give your clients a PrePay option when Pre-Registering, see page #5 for more details.)

My Account Projects Pricing Backgrounds Orders Shoot Schedule  
View Projects Tags Email Marketing Forms & Tools Trash ?

**Projects (26)** Add a Prepay Project **Add a Project**

| Project Name                            | Options | Subjects |
|-----------------------------------------|---------|----------|
| Alex Wilson Class of 2021               | Options | Subjects |
| Canton Graduation Proofs                | Options | Subjects |
| Canton Graduation Shoot PrePay (hidden) | Options | Subjects |
| Test Project                            | Options | Subjects |
| Demo I                                  | Options | Subjects |
| Dance Outfit PrePay (hidden)            | Options | Subjects |
| Dance School Proof Order Test           | Options | Subjects |
| Deposit Test                            | Options | Subjects |
| Easton Dance Registration               | Options | Subjects |

**Add a Project ?**

Project Name: Your Dance School

Project Type: Dance - OrderDancePix.com

Gallery Message:

Price List: Dance School Test Pricing

Greenscreen: ☒ No ☐ Yes ☐ Test  
Submit up to 10 greenscreen files for review by our team.

Order Mode: ☒ Batch Orders (volume) ☐ Individual Orders (re-order)  
Orders are held and batch processed at the specified date(s).  
Orders are individually packaged and either shipped to the photographer or shipped together to your studio. (Volume pricing at \$11.95/unit (+ shipping if applicable). Then the project's mode is switched to Individual Orders (re-order).)

Date(s) for Batch Ordering to End:  
11/30/2021 1st  
Optional 2nd  
Optional 3rd

Order Sort Priority:  
Alpha 1st  
2nd  
3rd  
(default: Last Name, First Name)

Complete your **Add a Project** Setup Details...Note: Please be sure to select **Batch Mode** for Proof style orders.

Don't forget to click the **Save Button** at the bottom of the form.

After saving your Project Setup form, go to the Options page and click on the **Links** button.

My Account Projects Pricing Backgrounds Orders Shoot Schedule Logout

View Projects Tags Email Marketing Forms & Tools Trash

### < Easton Dance School Registration

Options Subjects Orders

Project Options: Save all tabs

General Shipping / Taxes Promo Codes / Discounts Tags Image Processing Misc. Links

Project Name: Easton Dance School Registrati

Project Type: Dance - OrderDancePix.com

Gallery Message:   
255 character limit. 255 remaining  
Allowed tags: <br>,<a>,<u>,<b>

Next Go To the Bottom of the Links page and click on the **"Print a Registration QR Code Sign."**

### < Order Entry PrePay Test II

Options Subjects Orders

Project Options: Save all tabs

General Shipping / Taxes Promo Codes / Discounts Tags Image Processing Misc. Links

**Link to Project login:**  
`http://kwilson.orderschoolpix.com/48184` [visit](#) [copy](#)

**Link Code:** HTML for placing a link on your site.  
`<a href="http://kwilson.orderschoolpix.com/48184">Order Entry PrePay Test II</a>` [copy](#)

**Short Url:** Useful for when shoppers will be typing in the url address.  
`ospgo.com/1F10` [visit](#) [copy](#)

**Print a Registration QR Code sign:**  
`ospgo.com/reg/48184` [print](#) [visit](#) [copy](#)

**QR Code:** To this project gallery search page.

The QR Code Registration Page offers you a couple of different options for you to consider in acquiring a data list for your project. First it contains a **Shortcut Link** you can copy and email to your prospective clients. The QR Code Registration page is editable so you can edit the two text boxes for any pre registration event and then print the Registration Flyers out on your printer so they can be displayed at your shoot.

Client Registration QR codes are automatically created specifically for each project. When your clients scans your project's QR code with their **mobile device or logs in via the Registration shortcut URL**, the device (iPhone, tablet, computer etc.) will automatically open your QR Code Registration Page. (See Sample Below.) Your client can then fill in the registration information fields and submit the info directly to your OPS project's Subjects Page. All project registration client's info will be listed on your project's Subjects webpage. (See additional details below.)

You can also add the QR code to your studio's Flyers/Envelopes, by simply copying the QR Code on the page. Right Mouse Click the QR Code and then select the **Save image as....**line. (Appears after the right mouse click.)

**Print a QR Code Registration sign to display on photo day.**  
Edit the text below.  
Use print preview in your browser.

# Scan this QR Code to Register Your Child.



or visit: [ospgo.com/reg/45084](https://ospgo.com/reg/45084)

## Thank You, Your Studio Name

Sample of the Save As Option when you Right Mouse Click your Project's QR Code



Below is a sample of the QR Code project Registration screen on an iPhone.  
 (Note: OPS's Registration page will open on any device, including a computer screen.)

11:46  
 Camera  
 AA ospgo.com

### Register your info

Child's First Name

Child's Last Name

Email address (you can add up to 3)  
 1st  
 2nd  
 3rd  
 We'll never share your email with anyone else.

Phone

**Submit**

< >

All Pre-Registrations will be listed on your **OPS Project's Subjects Page**.

[My Account](#)
[Projects](#)
[Pricing](#)
[Backgrounds](#)
[Orders](#)
[Shoot Schedule](#)
[Logout](#)

[View Projects](#)
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[Trash](#)

[Easton Dance School Registration](#)
[Options](#)
[Subjects](#)
[Contacts](#)
[Orders](#)

To search for a subject click Ctrl + F to use your browsers search feature.

Subject Actions

| Subjects (9)    | Password  | Edit | Log in |
|-----------------|-----------|------|--------|
| Laurie Austin   | hdwxemdqn | Edit | Log in |
| Jennifer Blaire | pptxdfce  | Edit | Log in |
| Linda Hagar     | ctcknknhz | Edit | Log in |
| Crystal Trask   | fmradcjhp | Edit | Log in |
| Mary Bowden     | szuesjfdn | Edit | Log in |
| Jenny Churchill | nmqtrsapp | Edit | Log in |
| Betty Durvin    | uzvuymrcv | Edit | Log in |
| Anita Hobbs     | tdrdhdnru | Edit | Log in |

After the Pre-Registration Process has ended, you can convert your Subject Names to QR Codes or Barcodes for your shoot. Simply Click on the Subject Actions Dropdown Arrow, and then the QR Codes / Barcodes line. A new window will open for selecting and printing the style QR or Barcode you would like to use.

The screenshot shows the 'Easton Dance School Registration' page. At the top, there's a navigation bar with links: My Account, Projects, Pricing, Backgrounds, Orders, Shoot Schedule, and Logout. Below this is a sub-navigation bar with View Projects, Tags, Email Marketing, Forms & Tools, and Trash. The main content area has tabs for Options, Subjects, Contacts, and Orders. A message says: 'To search for a subject click Ctrl + F to use your browsers search feature.' Below this is a table of subjects with columns 'Subjects (9)' and 'Password'. To the right of the table is a 'Subject Actions' dropdown menu. The dropdown menu is open, showing options: Subject Actions, QR Codes / Barcodes, Add / Merge Subject Data Only, Add / Merge Image Files Only, Add / Merge Subject Data and Images, Add Subject Manually, Auto Crop Images (NEW), Download PSPA Yearbook Files, Download School Admin Files, and Download BackUp Files. Red arrows point to the 'Subject Actions' dropdown arrow and the 'QR Codes / Barcodes' option.

| Subjects (9)    | Password  |
|-----------------|-----------|
| Laurie Austin   | hdwxemdqn |
| Jennifer Blaire | pptxdfce  |
| Linda Hagar     | ctcknknhz |
| Crystal Trask   | fmradcjhp |
| Mary Bowden     | szuesjfdn |
| Jenny Churchill | nmqtrsapp |
| Betty Durvin    | uzvuymrcv |
| Anita Hobbs     | tdrdhndru |
| Jean Smith      | jhpfdgfh  |

Please refer to our QR Code or Opticon Image Match Instructions for details on selecting and printing your Bar or QR Codes and Posting your images. Click [HERE](#) to download the Instructions.

## Registration PrePay Option.....

Adding a PrePay Option to your Registrations is also available, simply click on the **Add a PrePay Project** button (Instead of the Add a Project button) and create a PrePay project for your shoot. Next go to the Links screen to access your Registration Links. After your clients complete their registration form, their confirmation will include a PrePay for Photos button. Clicking on the button will take them to your project's PrePay screen.

The screenshot shows the 'Order Entry PrePay Test II' page. At the top, there's a navigation bar with links: Options, Subjects, and Orders. Below this is a 'Project Options:' section with tabs: General, Shipping / Taxes, Promo Codes / Discounts, Tags, Image Processing, Misc., and Links. The 'Links' tab is selected. Below the tabs are several sections: 'Link to Project login:' with a URL and 'visit copy' buttons; 'Link Code: HTML for placing a link on your site.' with a code snippet and a 'copy' button; 'Short Url: useful for when shoppers will be typing in the url address.' with a URL and 'visit copy' buttons; 'Print a Registration QR Code sign:' with a URL and 'print visit copy' buttons; and 'QR Code: To this project gallery search page.' with a QR code image.

