

# Submission & Vendor Workflow

## TAVE

Collect all vendor emails and put in Custom Field: **Vendor Emails**

Collect all vendor instagram handles and put in Custom Field: **Wedding IG Handles**

## SHOOTPROOF

Switch Brand to "Kristen Weaver Photography Collective" (top right star)

Make new **gallery** with Client Names

Update **Settings** of gallery with

1. Gallery Name
2. Expiration Date
3. Password

Make **Albums** as necessary - differentiate between high and low res when available, or film and digital when available.

**Add Photos** to each album - no watermark

Set Album and Gallery Cover Photos

Send Email (copy/paste vendor email addresses): Vendor Download Images (wedding or shoot)

## MATCHOLOGY

**Log in** to Matchology Dashboard: <https://www.aislesociety.com/matchology/dashboard>

**Create New** Submission

Fill out the Submission Info

Photo/Video Info

1. Provide link to Shootproof Gallery (client view in Shootproof)
2. Don't forget the password
3. Add video when available \*\* ALWAYS add video for Styled Shoots

Set Styles and Settings

For Styled Shoots - Fill out questionnaire before finding the **MATCH**