

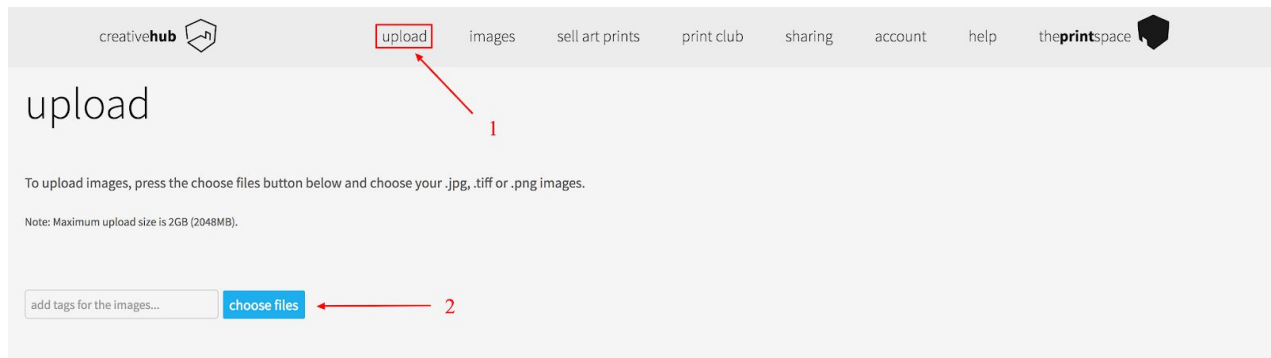
## STREET SWAP - Submission Instructions

### Step 1

- Create/sign-in to your (free) creative**hub** account:  
<https://hub.theprintspace.co.uk/UserAccount/Login>

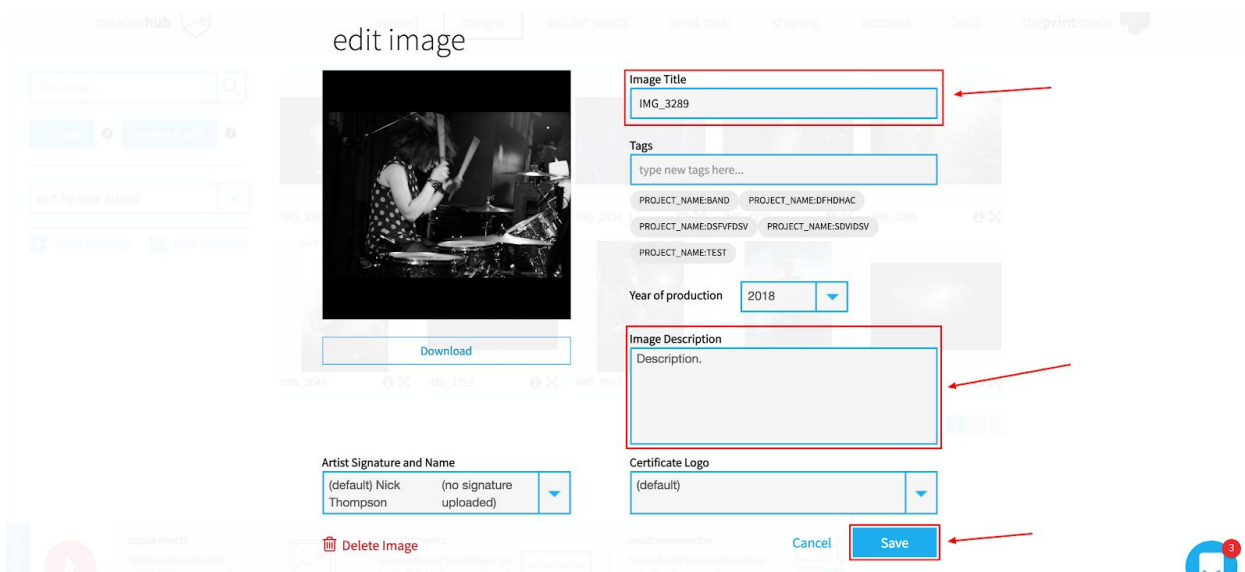
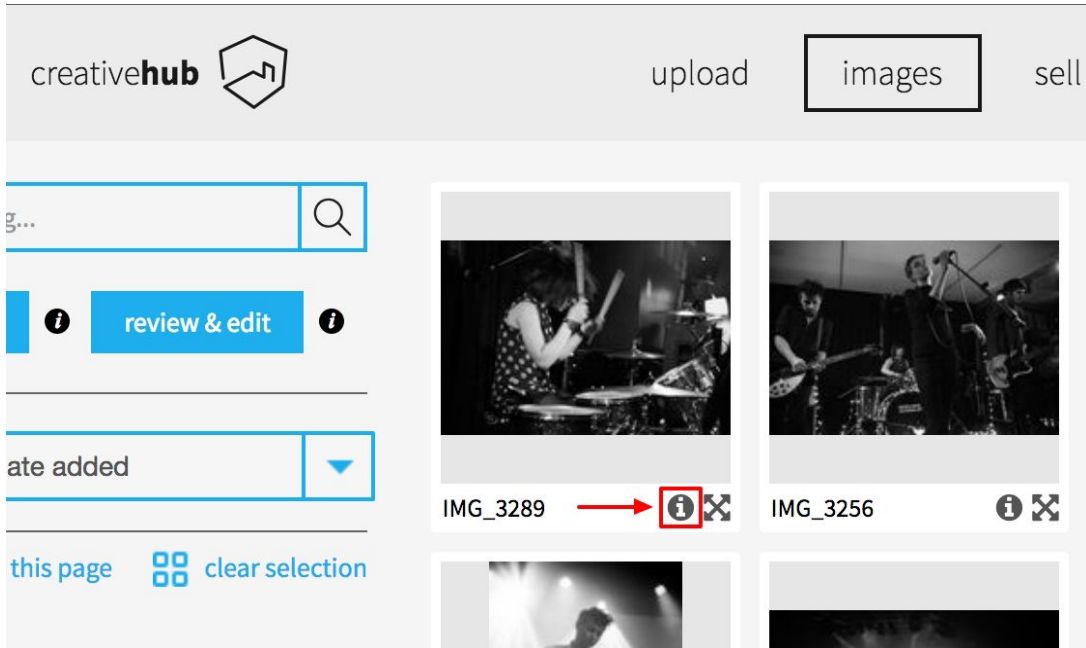
### Step 2

- Upload the photographs you wish to submit to the STREET SWAP.
- To do this, click the **'upload'** button on the top menu, choose your files and upload.
  - Files must be sized to your desired size, 300dpi, RGB, jpg or tif.



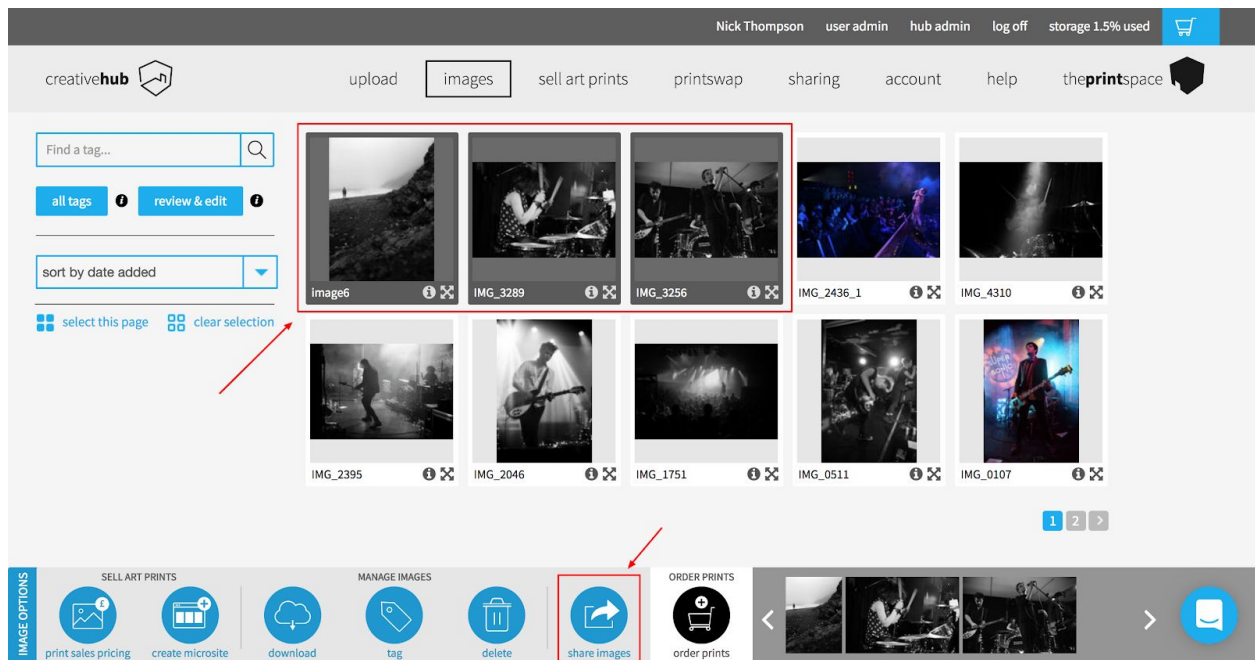
### Step 3

- Navigate to **'Images'** in the top menu.
- Click (i) icon on your image(s) - add an image description and ensure you have named your image correctly.



#### Step 4

- Share your image(s) with STREET SWAP.
  - To do this, select all the images you wish to submit by clicking them (the image will turn dark grey when selected)
  - Click **'share'** located on the bottom page menu.

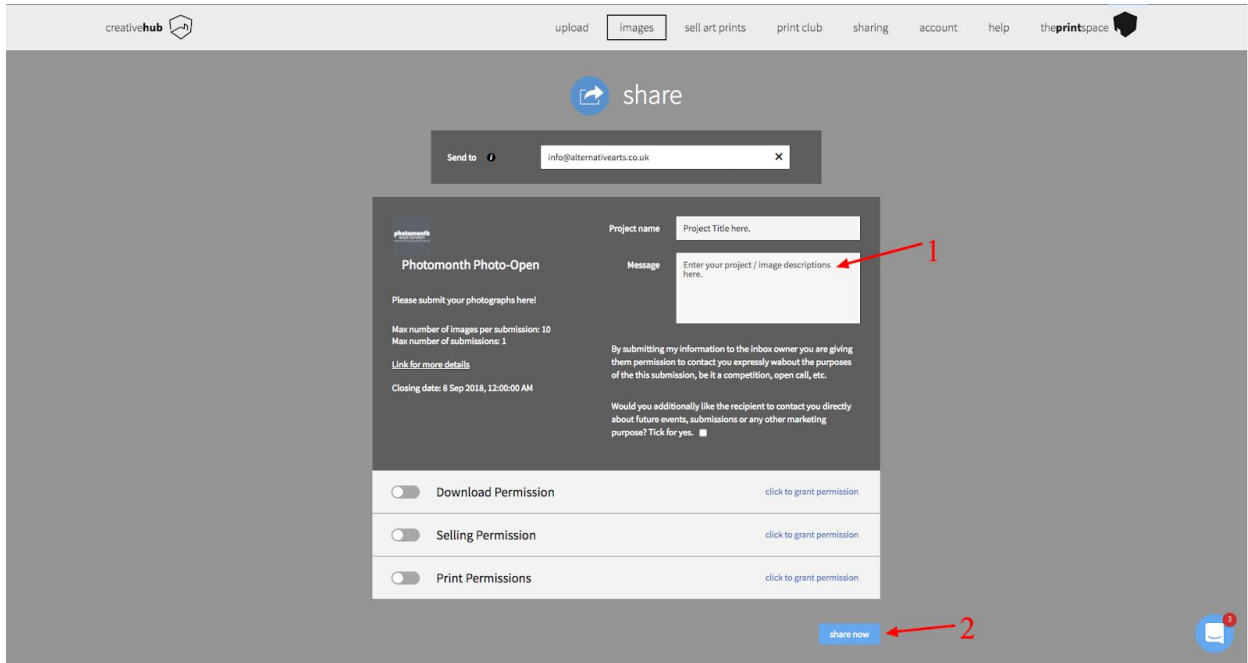


- Enter [swap@streetlondon.co.uk](mailto:swap@streetlondon.co.uk) into the 'send to' box and press enter.



## Step 5

1. Enter your project name in the '**Project Name**' box. In the '**message**' box put a short description of the project or images.
2. Tick "**Download permission**" (*This is for printing the winning images for the exhibition*).
3. Click '**share now**'.



**That's it, you're done!**  
**Good Luck!**

### **NOTES**

If you see this message when sharing please go back to Step 3 and complete for all images being submitted.

