



Next Gen: Placing An A La Carte Order

This comprehensive guide will walk you through the entire process of placing an order in your Next Gen A La Carte account. We will cover every step in detail, including creating your A La Carte account, choosing a service, navigating the checkout process, proofing your order, submitting a help request, and ultimately receiving your final graphic(s).

1. CREATE A NEXT GEN A LA CARTE ACCOUNT

1. Go to nextgenalacarte.com.
2. Click on **Get Started**.
3. Enter the information requested and click **Create**.
4. Voila! Account created.

HOME SERVICES CONTACT US
BEST PRACTICES & TURNAROUND TIMES



HOW CAN WE HELP?

Next Gen Photo Solutions, Inc. has been in the business of helping high-volume photographers since 2016. In that time, we have created tens of thousands of teams and hundreds of thousands of graphics, all while saving photographers time and money.

Our À La Carte service offers the same excellent design services for lower volume, small design requests on an easy-to-navigate website.



LOG INTO THE A LA CARTE SIDE OF THE NEXT GEN WEBSITE

- Note that after the A La Carte account is created, you will need to access the [main Next Gen](#) site to log in.

A screenshot of a web application's user login page. The page has a blue header with the text "USER LOGIN" in white. Below the header are two input fields: the first is for a username, containing the text "ly" followed by a greyed-out area; the second is for a password, containing a series of dots followed by a greyed-out area and a small blue eye icon. Below the input fields is a blue "Login" button. At the bottom of the form are three links: "Forgot Password?", "Privacy Policy", and "Create your account" with a right-pointing arrow.

- After logging in on the [Next Gen site](#), two clickable options are presented:

1) T&I and 2) A La Carte.

Option 1 will be grayed out unless you have completed the Next Gen Team & Individual Onboarding training.

- Next, choose **A La Carte** then click **Continue**.



WELCOME TO NEXT GEN PHOTO SOLUTIONS, INC.

T & I

The Volume T&I Workflow is for high-volume jobs with multiple teams and designs like memorymates and product graphics.

[Get Started](#)

Want to use our T&I workflow? If Yes, click "Get Started" below.

À La Carte

The A La Carte system is intended for small design requests like Individual Banners, Panos, team design, and image editing. **NOTE: YOU WILL NEED TO CHECK OUT WITH EACH SERVICE INDEPENDENTLY. "CONTINUE SHOPPING" COMING SOON!**

✓

[Continue](#)

- Choose **Image Editing Service, Extraction Service, or Design Service: Individual Banner, Team Pano, or Team Design**. If you wish to place an order for more than one type of service, you will have to do separate orders for each service. We are working on the option to place an order for multiple services.
- Hover over the black light bulb icon on the bottom right of the screen to access the Quick Start video guides.

OUR À LA CARTE SERVICES

Please select one of the options below.

NOTE: YOU WILL NEED TO CHECK OUT WITH EACH SERVICE INDEPENDENTLY. *CONTINUE SHOPPING* COMING SOON!

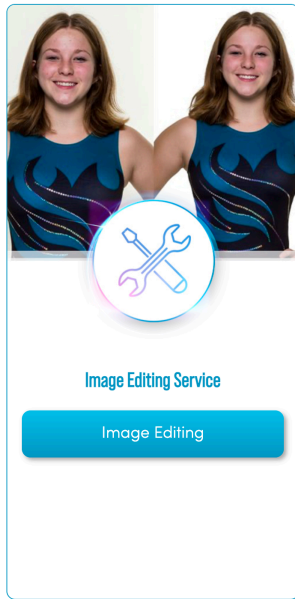
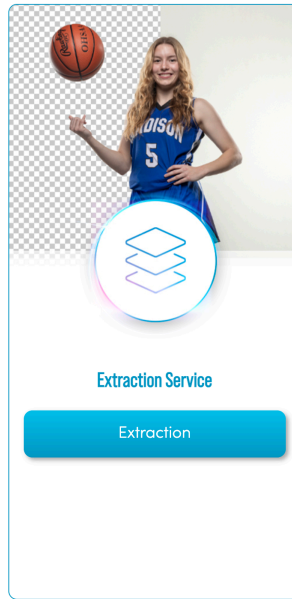


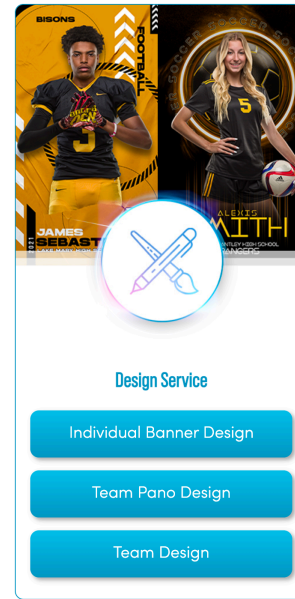
Image Editing Service

Image Editing



Extraction Service

Extraction



Design Service

Individual Banner Design

Team Pano Design

Team Design



SELECT THE SERVICE

- Click on the service you wish to use. In this case, we will select Team Pano Design.

OUR À LA CARTE SERVICES

Please select one of the options below.

NOTE: YOU WILL NEED TO CHECK OUT WITH EACH SERVICE INDEPENDENTLY. *CONTINUE SHOPPING* COMING SOON!

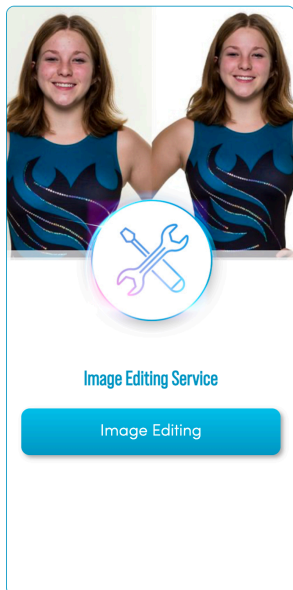
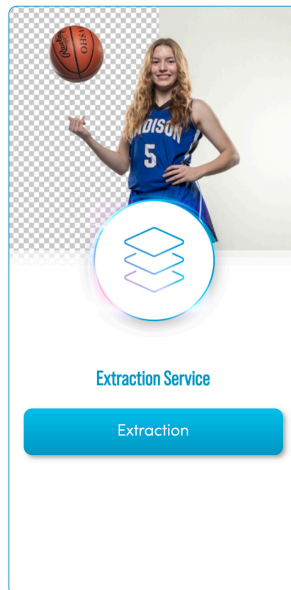


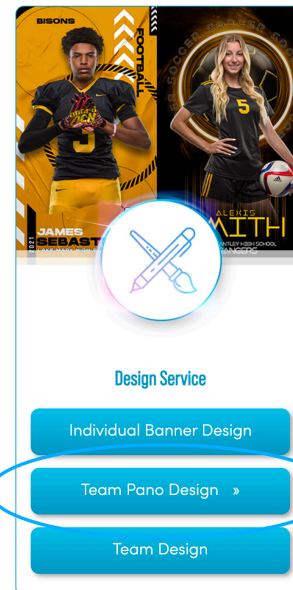
Image Editing Service

Image Editing



Extraction Service

Extraction

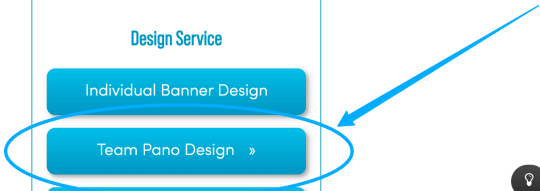


Design Service

Individual Banner Design

Team Pano Design »

Team Design



NAME THE JOB

- Enter a name for the job. Click **Save**.
- Then enter the number of teams/groups you are requesting services for. Click **Submit**.

The screenshot shows the 'TEAM PANO DESIGN' form. At the top left is the 'A La Carte' logo. The top right navigation bar includes links for HOME, DASHBOARD, CART, MY ACCOUNT, SUPPORT & FAQ, ANNOUNCEMENT, and LOG OUT. The main heading is 'TEAM PANO DESIGN'. Below it, there is a text input field labeled 'Enter Job Name*' containing 'TEST Team Pano Demo' and a blue 'Save' button. Underneath is another text input field labeled 'I Want To Create* Team(s)' containing the number '1' and a blue 'Submit' button. A small blue 'Help' button is located in the bottom right corner of the form area.

ENTER TEAM NAME AND UPLOAD IMAGES


- Put the name of the team into the **Team Name** field.


- Drag and drop images to the indicated area. Click Save and Continue.


TEAM **PANO DESIGN**

Enter Job Name*: [Save](#)

I Want To Create* Team(s) [Add More](#)







Drag and Drop Images Here


[Back](#) [Save and Continue](#)

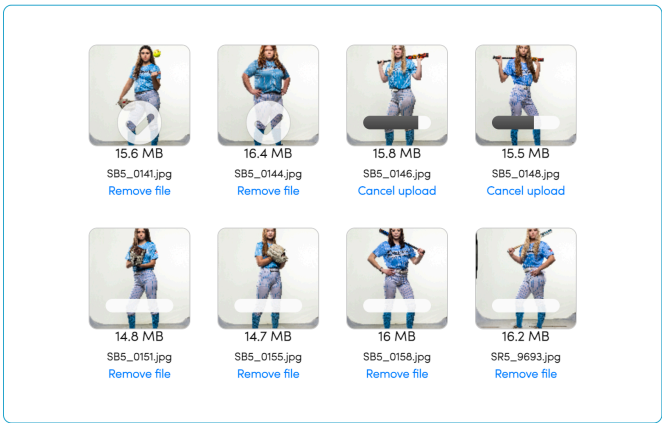
[Help](#)









- You will see progress bars on your images while they are loading.

I Want To Create* Team(s) [Add More](#)







 15.6 MB SB5_0141.jpg Remove file	 16.4 MB SB5_0144.jpg Remove file	 15.8 MB SB5_0146.jpg Cancel upload	 15.5 MB SB5_0148.jpg Cancel upload
 14.8 MB SB5_0151.jpg Remove file	 14.7 MB SB5_0155.jpg Remove file	 16 MB SB5_0158.jpg Remove file	 16.2 MB SR5_9693.jpg Remove file


[Back](#) [Wait...](#)

[Help](#)


- Once the images are loaded, you will no longer see the progress bars. Click **Save and Continue**.


I Want To Create* Team(s) **Add More**

1




Team Name*
Bayside High







15.6 MB
SBS_0141.jpg
[Remove file](#)




16.4 MB
SBS_0144.jpg
[Remove file](#)




15.8 MB
SBS_0146.jpg
[Remove file](#)




15.5 MB
SBS_0148.jpg
[Remove file](#)




14.8 MB
SBS_0151.jpg
[Remove file](#)



14.7 MB
SBS_0155.jpg
[Remove file](#)



16 MB
SBS_0158.jpg
[Remove file](#)



16.2 MB
SR5_9693.jpg
[Remove file](#)

Back **Save and Continue »**


Help

ADD TEAM INFORMATION


- Add team information. Click **Save and Continue**.

TEAM PANO DESIGN

[See Designs here](#)



Team Name*
Bayside High



Mascot
Hurricanes

Organization Name
Bayside Athletics

Year*
2024

Upload Team Logo

Select Your Template*
PANO - Next Gen - Trojan 1:3 - 3/4 I

Theme Color
blue from jerseysj

Select Team Option*
Virtual Riser Style

Back **Save and Continue**

Help

SELECT ADD-ON SERVICES

- Select any add-on services: Retouch, Color Correction, and/or Eyeglasses Glare Removal.



ADD ON SERVICES

Service	Image Count/Teams	Price	Total	Action
Virtual Riser Style	8 Image(s)	\$1.00	\$8.00	

Add To Order

Retouch - Blemish Removal

Color Correction

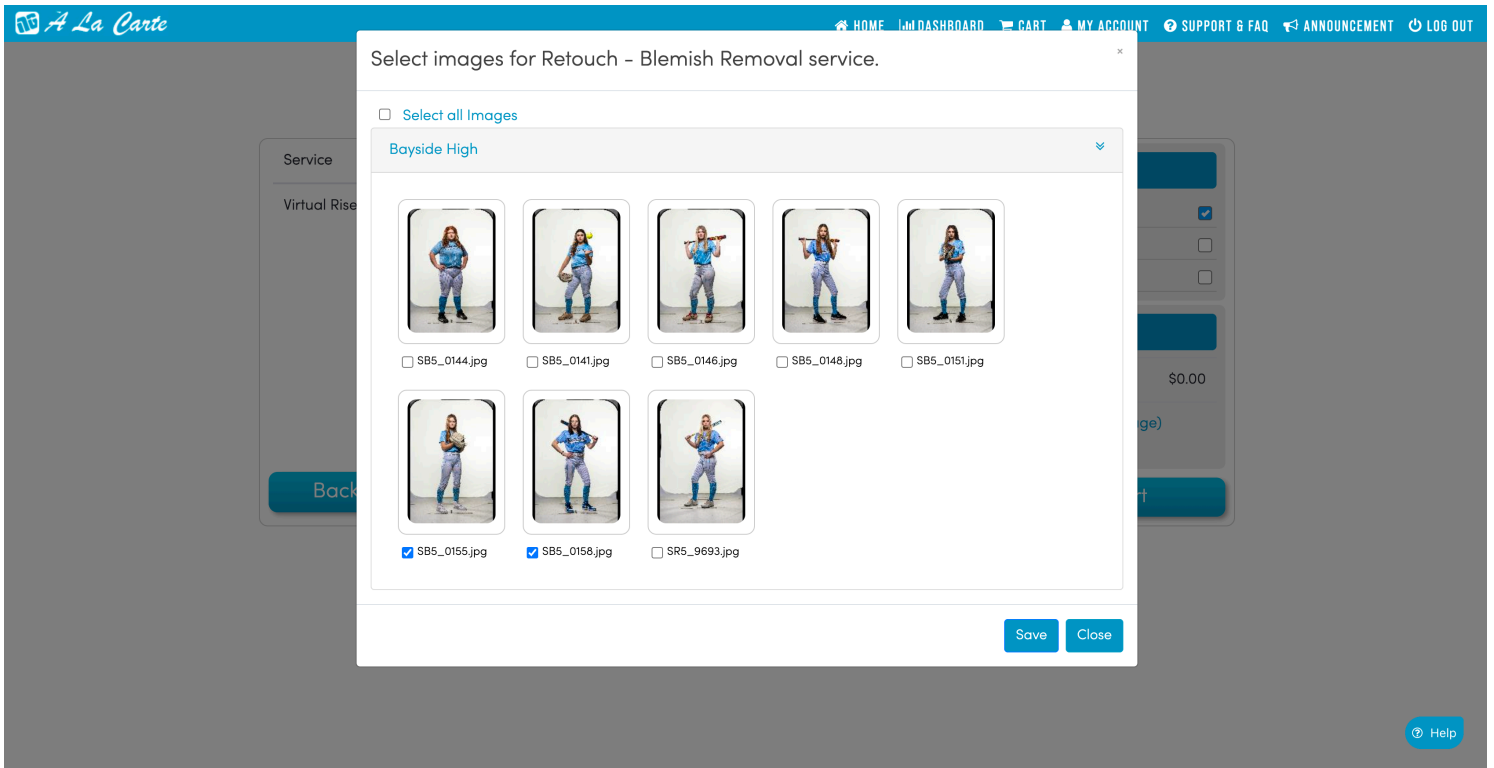
Eye Glasses Glare Removal

Other Services

[Back](#) [Proceed To Cart](#)

[Help](#)

- When you select an add-on service, you will be taken to a screen where you can select the images where you would like the add-on service applied. After selecting the images, click **Save**.



- Once you have made all your add-on service selections, you will see a screen with all your service selections and their prices. Click **Proceed to Cart** to checkout.



ADD ON SERVICES

Service	Image Count/Teams	Price	Total	Action
Virtual Riser Style	8 Image(s)	\$1.00	\$8.00	
Retouch - Blemish Removal	2 Image(s)	\$0.60	\$1.20	
Color Correction	8 Image(s)	\$0.20	\$1.60	
Eye Glasses Glare Removal	1 Image(s)	\$0.60	\$0.60	

Add To Order

- Retouch - Blemish Removal
- Color Correction
- Eye Glasses Glare Removal

[Back](#)



- In your shopping cart, you have the opportunity to add any special instructions you may have for the design team.

SHOPPING CART

Service	Image Count	Price	Total
Virtual Riser Style	8 Image(s)	\$1.00	\$8.00
- Retouch - Blemish Removal	2 Image(s)	\$0.60	\$1.20
- Color Correction	8 Image(s)	\$0.20	\$1.60
- Eye Glasses Glare Removal	1 Image(s)	\$0.60	\$0.60

Other Services

Special Instructions

Write special instructions here.

Order Summary

Subtotal	\$11.40
Discount	\$0.00
Grand Total	\$11.40

By clicking here you are agree to the [Terms of Service.](#)

[Back](#)

[Help](#)

- Check the box to agree to the Terms of Service. Then click **Proceed to Checkout.**

SHOPPING CART

Service	Image Count	Price	Total
Virtual Riser Style	8 Image(s)	\$1.00	\$8.00
- Retouch - Blemish Removal	2 Image(s)	\$0.60	\$1.20
- Color Correction	8 Image(s)	\$0.20	\$1.60
- Eye Glasses Glare Removal	1 Image(s)	\$0.60	\$0.60

Other Services

Special Instructions

Order Summary

Subtotal	\$11.40
Discount (100OFF)	\$11.40
Remove	
Grand Total	\$0.00

By clicking here you are agree to the [Terms of Service.](#)

Coupon Code [Apply Coupon](#)

[Proceed To Checkout](#)


[Back](#)

[Help](#)

- Enter your payment information. When the payment has been accepted, you will see an **Order Placed** screen that gives you a summary of your order and gives you the option to print your invoice. You will also receive an email from Next Gen letting you know that your job is in queue. This means the order has been submitted. You will be notified later when the images have been processed and are ready for you to review and approve them.

ORDER **PLACED**

Your order has been placed successfully.



Order Number: AL2500
Order Date: 3rd November 2023

Here is a summary of your order:

Service Name	Price	Image Count	Total
Virtual Riser Style	\$1.00	8 Image(s)	\$8.00
Retouch - Blemish Removal	\$0.60	2 Image(s)	\$1.20
Color Correction	\$0.20	8 Image(s)	\$1.60
Eye Glasses Glare Removal	\$0.60	1 Image(s)	\$0.60
Subtotal			\$11.40
Discount (100OFF)			\$11.40
Total			\$0.00

[Print Invoice](#)

[Help](#)

- At this point, if you return to the Dashboard, in the Active Jobs tab you will see your job name and the status of the order. Click **View Job Details** to see the details of your order.

MY DASHBOARD

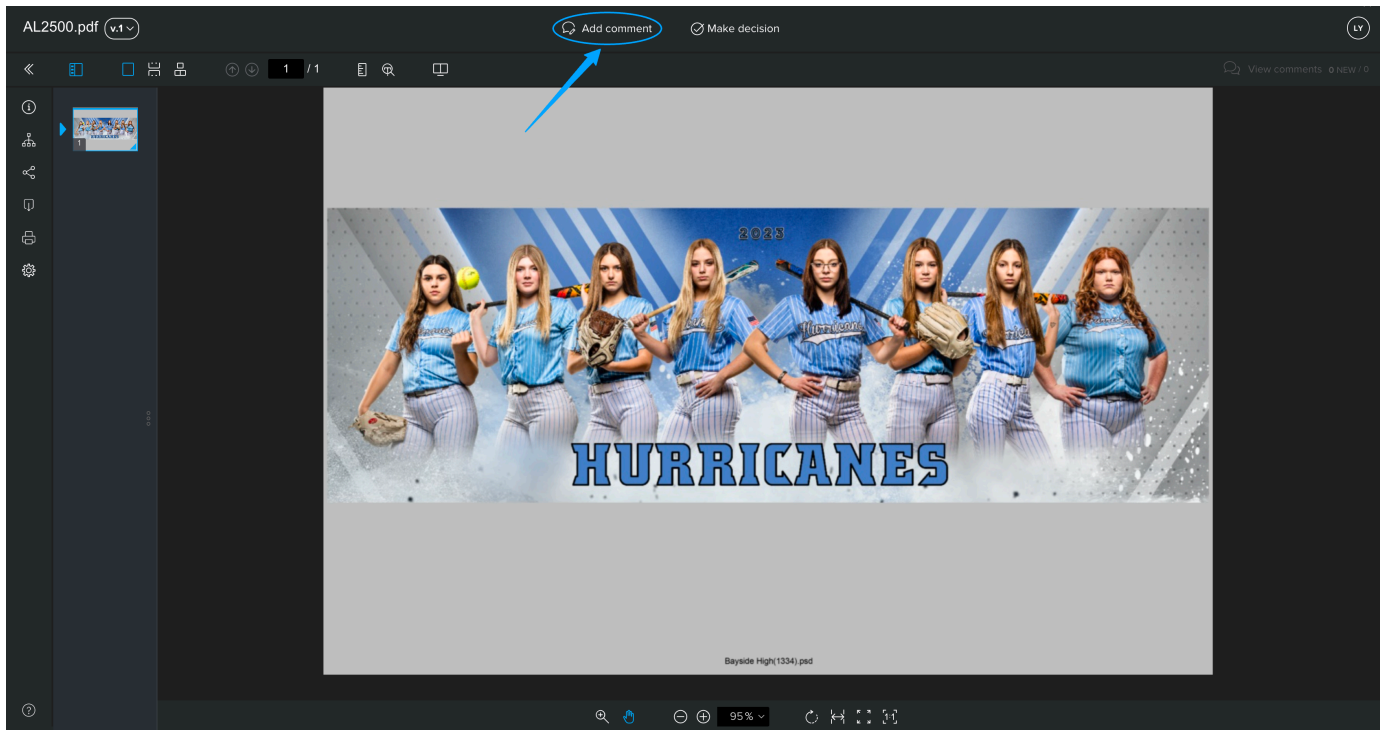
The screenshot shows the 'MY DASHBOARD' interface. At the top, there are three tabs: 'Active Jobs' (selected), 'Archived Jobs', and 'Sale Reports'. Below the tabs, there is a search bar and a 'Show 10 entries' dropdown. The main content is a table with the following columns: Job Name, Job Number, Status, View Job Details, Download Links, and Action. The table contains one entry: 'TEST Team Pano Demo' with Job Number 'AL2500' and Status 'Order Placed'. A 'View Job Details' button is visible next to the entry. At the bottom of the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation options.

Job Name	Job Number	Status	View Job Details	Download Links	Action
TEST Team Pano Demo	AL2500	Order Placed	View Job Details		

Help

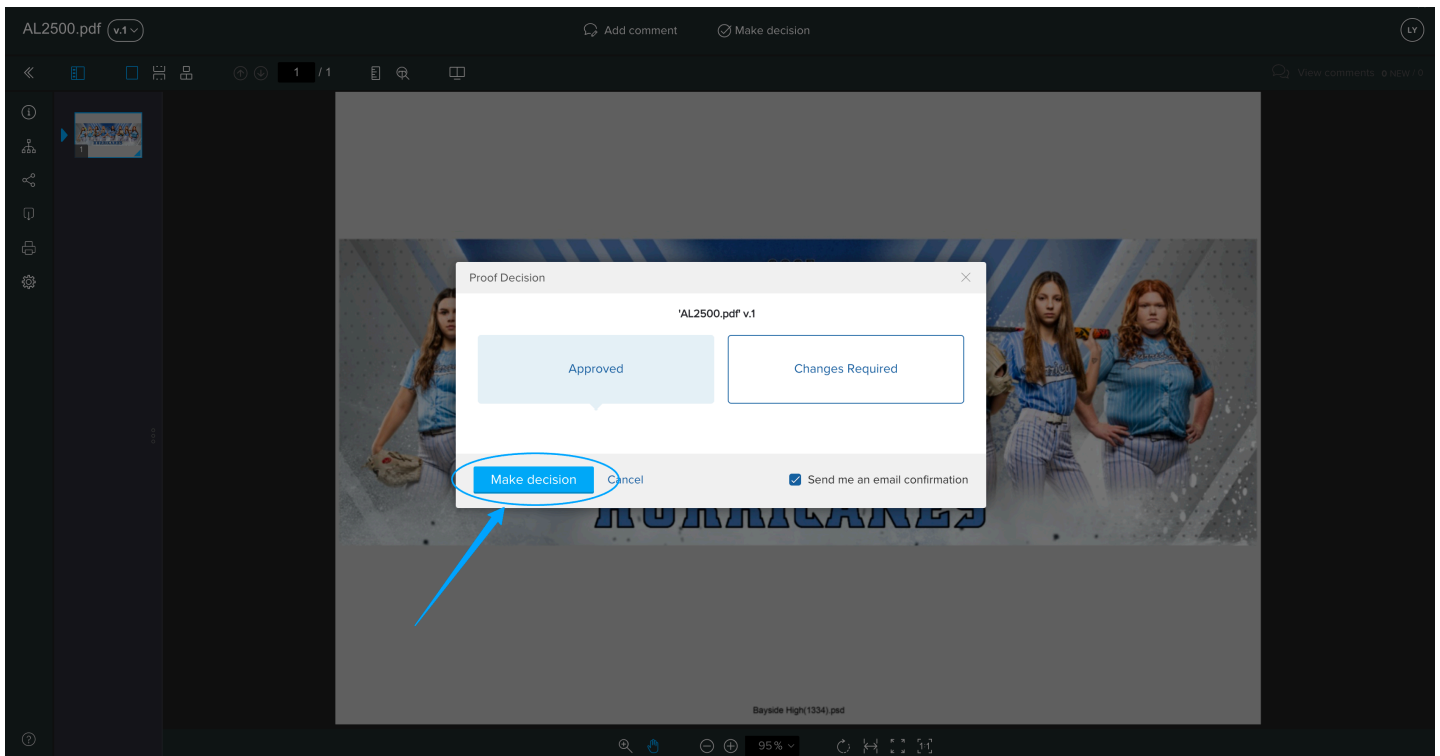
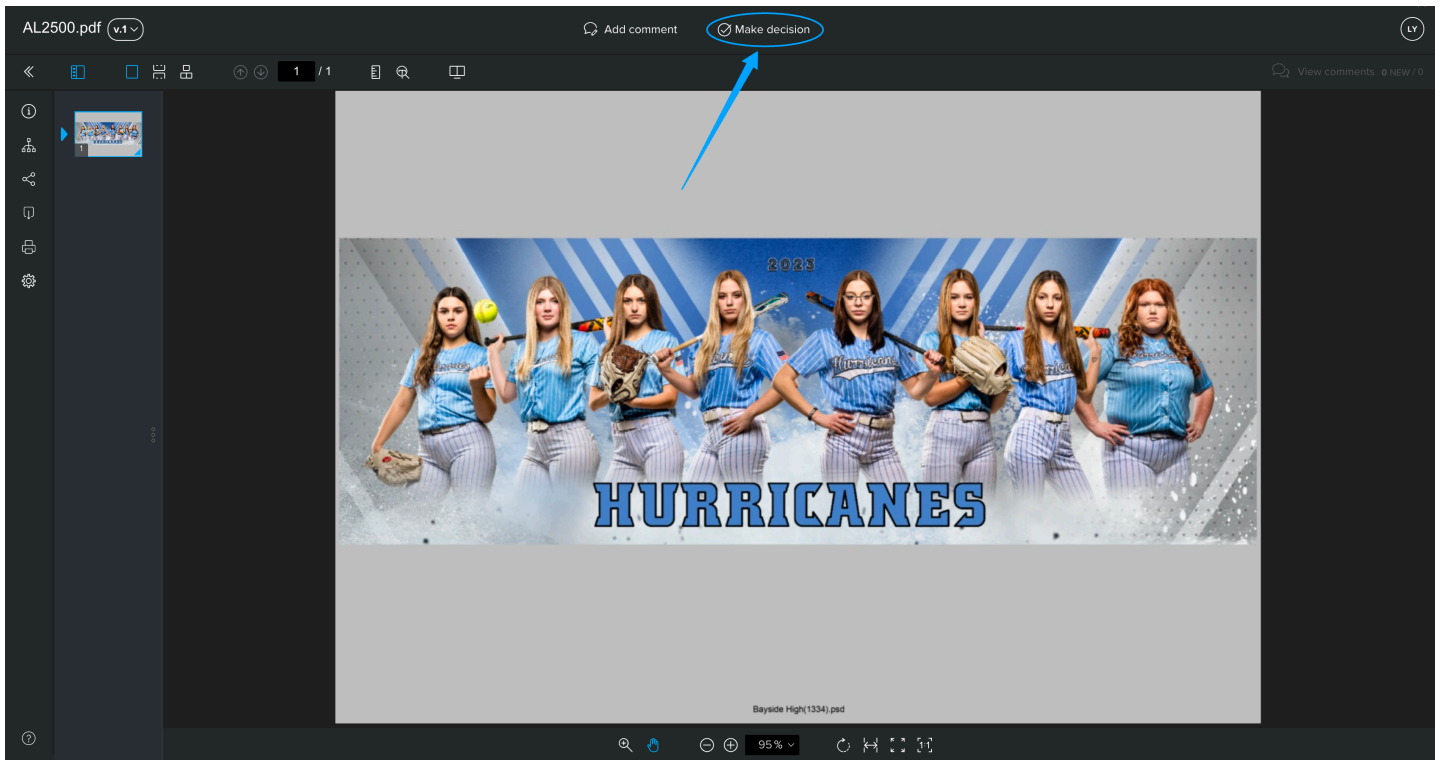
PROOFING

- When your order is ready to be proofed, you will receive an email letting you know that your proof is ready for review and approval. Follow the link in the email to be taken to the proofing area.
- There you will be able to review the proof and add any comments you would like the design team to see. You have the option to annotate the image with arrows, text, etc. to explain your comments.



- After posting your comments, it is crucial that you click on **Make decision** at the top center of the screen, then choose **Changes Required**, and click the blue **Make decision** button. If you only post the comments but do not make the decision, the design team will not know that you are ready to move forward.
- Once you have posted comments and made your decision, allow the design team time to make the necessary changes. You will receive an email when your proof is ready. Click the link in the email to access your proof. Once you are satisfied with the image, click **Make decision** then **Approved**. At this point be sure to click the blue **Make decision** button to finalize your decision.

Next Gen: Placing An A La Carte Order



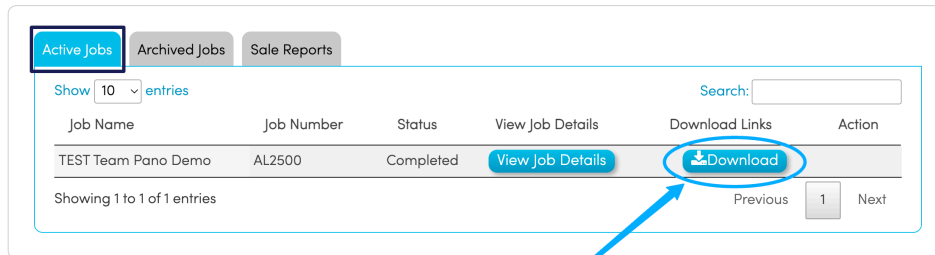
- Your image will now say **Approved** at the top center of the screen, and you will receive a **Decision Confirmation** email from Next Gen.

Next Gen: Placing An A La Carte Order

- To access your image, log in to your Next Gen A La Carte account. Access the Dashboard and your Active Jobs tab. There you will find the link to download your images.
- Voilà!



MY DASHBOARD



REQUEST HELP

- The Request Help feature can be used with completed jobs to request additional add-on services or address other issues with the job.
- To request help go to your account **Dashboard**, then the **Active Jobs** tab, and click on **View Job Details**. This will take you to the **Order Details** screen. Click on the **Request Help** tab.

ORDER DETAILS

Order Details
? Request Help
 Request History

Job Name : TEST Team Pano Demo
 Order Number : AL2500
 Order Placed Date : 11-03-2023
 Services in Details :

Services Ordered	Image Count
Virtual Riser Style	8
Retouch - Blemish Removal	2
Color Correction	8
Eye Glasses Glare Removal	1

Payment Method : Credit Card
 Photographed on White - Yes : \$0.00
 Subtotal : \$11.40
 Discount Amount(100OFF) : \$11.40
 Total : \$0.00

Order

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Back to Dashboard

Help

- Enter the details of your help request, then click **Proceed to checkout**.

Order Details
? Request Help
 Request History

Type of Request *

Issue with existing job

Select Issue *

Other

List of Teams *

Bayside High

List of Images *

SB5_0141.jpg

Please select image

Price

0.00

Describe Issue

Could you change the year on the Team Pano to 2024, please?

Upload Reference Image

Choose File Bayside High(1334).jpg

Job Name : TEST Team Pano Demo
 Order Number : AL2500
 Order Placed Date : 11-03-2023
 Services in Details :

Services Ordered	Image Count
Virtual Riser Style	8
Retouch - Blemish Removal	2
Color Correction	8
Eye Glasses Glare Removal	1

Payment Method : Credit Card
 Photographed on White - Yes : \$0.00
 Subtotal : \$11.40
 Discount Amount(100OFF) : \$11.40
 Total : \$0.00

Add to cart
Proceed to checkout »

Help

- Complete the checkout process. Depending on the type of help request, you may be charged at this point, or you may be charged later when your final image is ready.
- You will receive an email from Next Gen confirming your request. You may also verify the status of your request by going to **Dashboard > Active Jobs > View Job Details**. This will take you to the **Order Details** screen. Click on the **Request History** tab to see the status of your help request.



REQUEST HISTORY

The screenshot shows the 'Request History' tab selected. At the top, there are three tabs: 'Order Details', 'Request Help', and 'Request History'. Below the tabs, there is a 'Show 10 entries' dropdown and a search box. The main content is a table with the following data:

Sr No	Request Help	Image Name	Service Ordered	Instructions	Price	Payment Status	Status	Download Links
1	RH50	SB5_0141.jpg	Other	Could you change the year on the Team Pano to 2024, please?	\$ 0.00	Pending	In Process	

At the bottom of the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons.



- Once your request has been completed, you will receive an email from Next Gen. In order to access your images go to the Request History tab: **Dashboard > Active Jobs > View Job Details > Request History**. If you have already paid for your request, you will be able to download the image right away. If you haven't yet paid for your request, click **Pay Now**. Once payment is complete, you will be able to download your image.

REQUEST HISTORY

Order Details Request Help Request History

Show 10 entries Search:

Sr No	Request Help	Image Name	Service Ordered	Instructions	Price	Payment Status	Status	Download Links
1	RH50	SB5_0141.jpg	Other	Could you change the year on the Team Pano to 2024, please?	\$ 1.00	Paid	Completed	Download

Showing 1 to 1 of 1 entries Previous 1 Next

You can now retrieve your files from the FTP server. It's easy:
You can retrieve the PNGs on Next Gen's production side.

1. Log into your Next Gen account. The email is the same that you use in your GotPhoto account. On the upper right of your Next Gen account settings, you can find your FTP Details. [Help](#)

Dashboard My Account Logout

Active Jobs Completed Jobs Archived Jobs

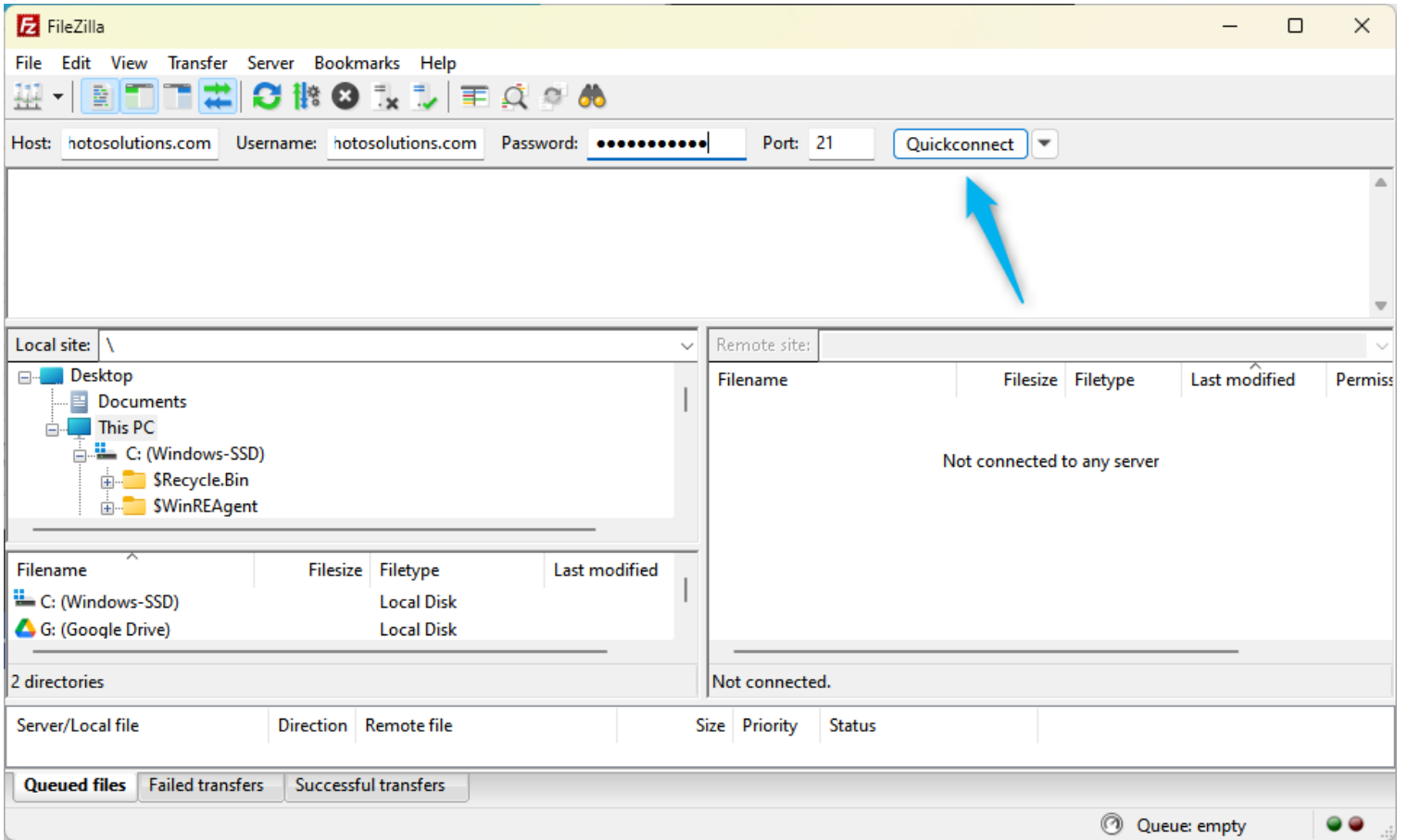
Online Prepay
Extraction Service

Job Name	Organization Name	Attention needed	Job Number	Status
<input type="checkbox"/> XYZ High Fall Sports	XYZ High School			7 - Order Products
<input type="checkbox"/> Barcode Test with Cynthia	test			7 - Order Products

Delete Selected Jobs New Active Job

There are a variety of free and commercial FTP programs available for both Mac and PC, such as [FileZilla Client](#) or [Cyberduck](#).
The process is similar amongst all FTP programs if you choose to use another program.

- Open your FTP software. The screenshot below shows FileZilla. Next, fill / paste in the host (Hostname), username, password, and port. Then, click Quickconnect.



Once you have successfully established a connection to your Next Gen FTP account, you will gain access to the extractions associated with your requested job, allowing you to retrieve them to your device. Here is a quick video that shows how to retrieve images from the server:

<https://www.canva.com/design/DAF8mD7AO68/NZxOsW-iD2jtb2MuX4b2Tg/watch>

If you encounter an error message during the login process, please double-check the accuracy of your FTP credentials and attempt the login again. Additionally, take a moment to review your input for any inadvertent inclusion of empty spaces.