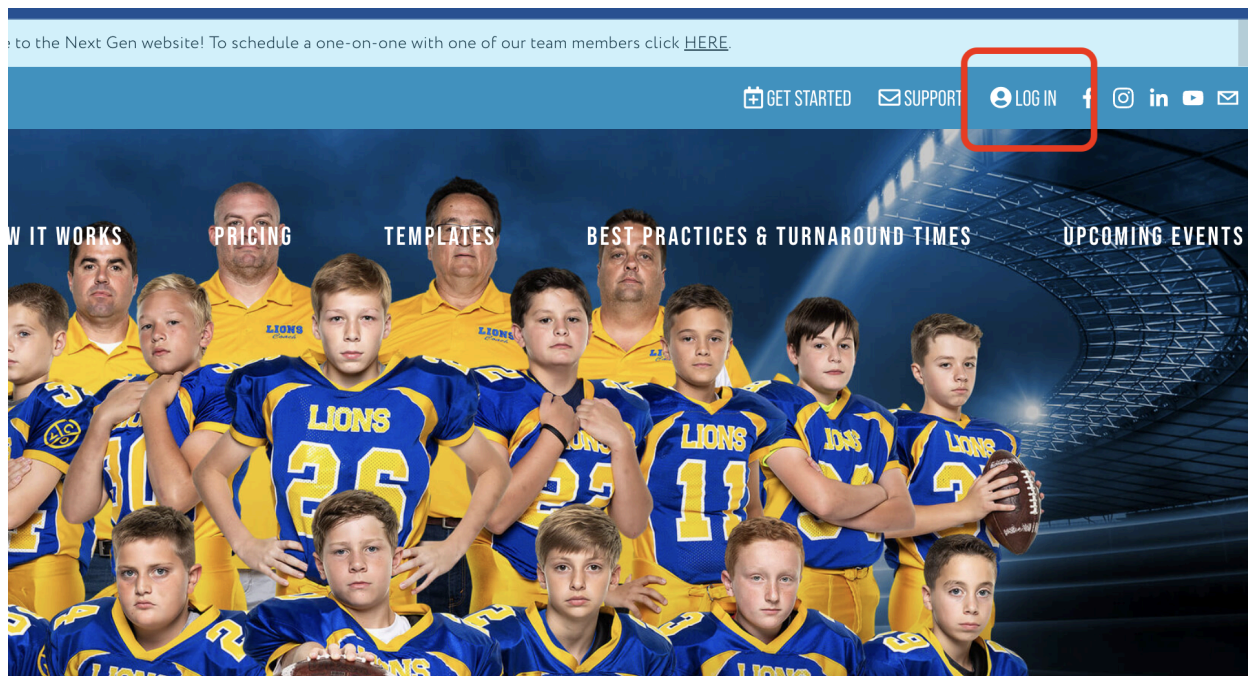


Creating a Next Gen Help Request for your T&I Job

In this guide, we will guide you through the process of requesting a Name Change

How to create a Help Request for a Name Change (this request type is free of any charges):

Sometimes spelling errors just can't be avoided. We get it! A Help Request is an easy way to deal with these requests. Submit your request and the design team will redo all graphics that have names.



1.) At www.nextgenphotosolutions.com log into your account using your Next Gen credentials.

If you are a new Next Gen user, please use the **Forgot your password?** option to set a password for your account. Simply enter your GotPhoto email, and you will shortly receive an email to create a password for Next Gen.

USER LOGIN

[Forgot Password ?](#) [Privacy Policy](#)
[Create your account →](#)

[Login](#)

2.) On the dashboard either in the "Completed" or "Archived" areas, locate your job and click on the job name.

A Active Jobs B Completed Jobs **C Archived Jobs**

Job Name	Organization Name	Completion Date	Job Number
<input type="checkbox"/> Soccer Team	Pateadores Soccer	2023-04-10	NGPS17676
<input type="checkbox"/> Inev Images	Next Gen Workshop	2022-07-14	NGPS15137
<input type="checkbox"/> GotPhoto Next Gen Demo	Next Gen Workshop	2022-07-14	NGPS15096
<input type="checkbox"/> Ind Banner Test	XYZ University	2020-12-19	NGPS09947

[Delete](#)

3.) From inside the job click on "Request Help"

Organization	Organization Id	4271
Roster	Organization Name	Pateadores Soccer
Logos	Organization Director	
Job Type	Contact Info	
Order Products	Job Name	Soccer Team
Data Center	Processed Date	2023-04-06
Details	Completed Date	2023-04-10
Request Help	Returned to Archived List	
Request History		

4.) From the dropdown options choose "Correct Spelling"

[Organization](#) [Order Overview](#) [Status](#) [Request Help](#) [Cart](#) [Help History](#)

Issue*

- Design Individual Graphics
- Design Buddy Graphics
- Correct Spelling**
- Other

[Roster](#)

[Logos](#)

[Job Type](#)

[Order Products](#)

[Data Center](#)

[Details](#)

[Request Help](#)

5.) Select the team, then find the athlete to be updated.


- Type the correct spelling in the "New Details" section then click "Add to Cart" once finished.

[ducts](#)
[er](#)
[help](#)
[history](#)

Team*	<input type="text" value="Team 1"/>		
Player*	<input type="text" value="Elias Hadib"/>		
Image Numbers	Team Img. No.	Ind. Img. No.	Buddy Img. No.
	<input type="text" value="DSC_4021"/>	<input type="text"/>	<input type="text"/>
	Alt1 Img. No.	Alt2 Img. No.	Alt3 Img. No.
	<input type="text" value="DSC_4022"/>	<input type="text"/>	<input type="text"/>
	Alt4 Img. No.	Alt5 Img. No.	
<input type="text"/>	<input type="text"/>		
<u>New Details*</u>			
First Name*	<input type="text" value="Elise"/>		
Last Name*	<input type="text" value="Hadib"/>		
Jersey*	<input type="text" value="17"/>		

6.) Don't forget to navigate to the cart and check out.

A Order OverviewB StatusC Request HelpD CartE Help History

Issue Name	Price	Request Details	Remove/Job Status
Correct Spelling (RH25620)	1.00	Team Name: Team 1 Players Name: Elias Hadib Team Img. No: DSC_4021 Ind. Img. No.: Buddy Img. No.:	
		New Details First Name: Elise Last Name: Hadib Jersey: 17	
Total:		\$1.00	
Service Charge:		\$0.00	
Net Total Price:		\$1.00	

Select Paymet Methods:*

Submit

That's it!

Once your help request is completed, we will email you, the email will include a direct download link to your files.