



Guide to Uploading a Story

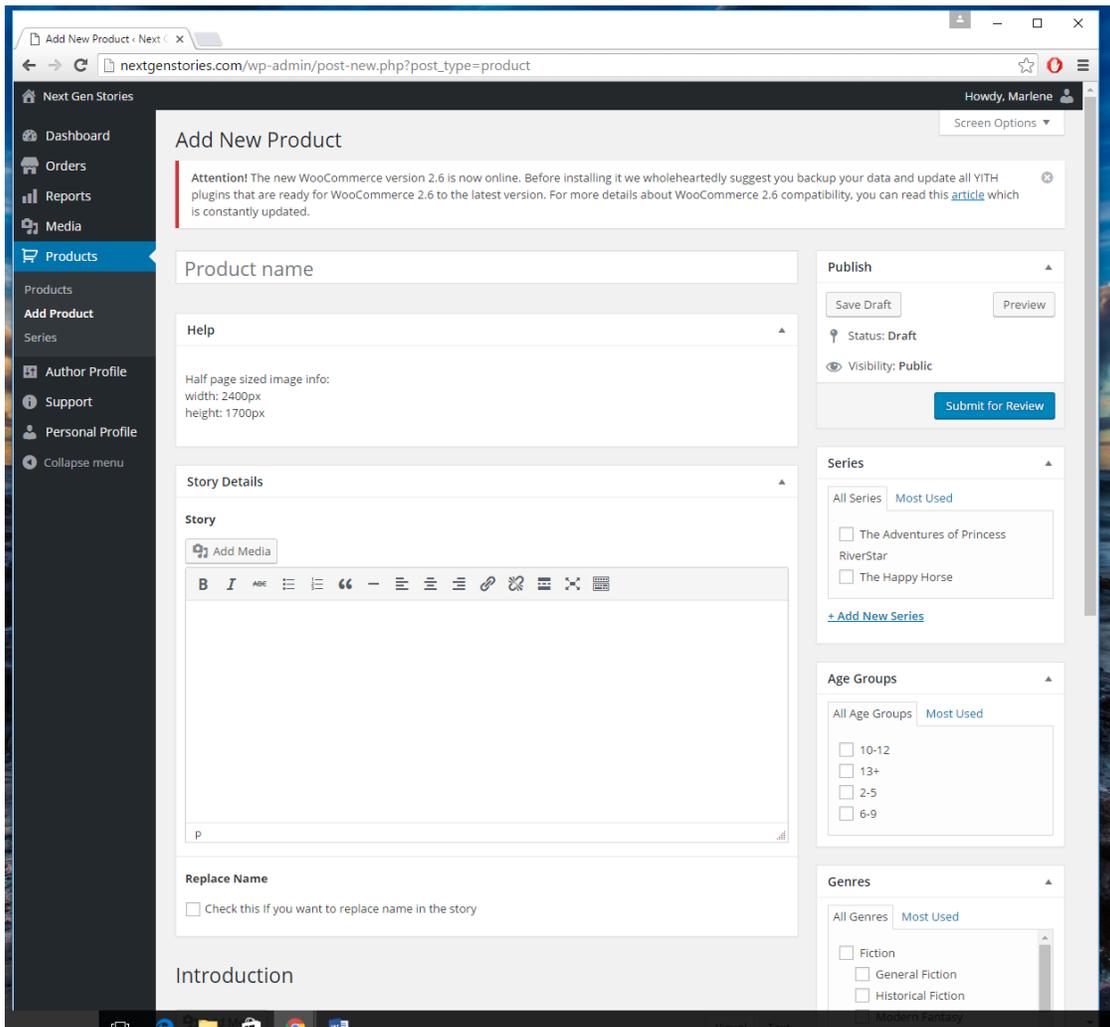
To Access Your Account:

1. Copy and paste the login address
2. Type in your Login Name and Login Password
3. You will see the Dashboard page (shown below)

The screenshot shows the WordPress admin dashboard for Next Gen Stories. The browser address bar displays "nextgenstories.com/wp-admin/index.php". The user is logged in as "Howdy, Marlene". The dashboard includes a sidebar menu with options like Dashboard, Orders, Reports, Media, Products, Author Profile, Support, and Personal Profile. The main content area features a "Sales Summary" widget with the following data:

Sales Summary	
\$0.00 net sales this month	N/A top seller this month (sold 0)
\$0.00 commission this month	0 products awaiting fulfillment
0 products low in stock	0 products out of stock

4. On the left black column, click on “Products” and then select “Add Product”. You will then see a page similar to the one shown below. It is on this page that you will be able to upload your story.



The screenshot shows the 'Add New Product' page in the Next Gen Stories WordPress admin interface. The page is titled 'Add New Product' and includes a sidebar with navigation options like Dashboard, Orders, Reports, Media, and Products. The main content area has several sections: 'Boxes' with checkboxes for Series, Age Groups, Genres, Product Categories, Product Tags, Vendors, Product Image, Product Gallery, Product Data, Slug, Product Short Description, Help, and Story Details; 'Layout' with radio buttons for 1 column and 2 columns; 'Additional settings' with a checkbox for 'Enable full-height editor and distraction-free functionality'; and a 'Product name' field. Below these is a 'Help' section with image dimensions and a 'Story Details' section with an 'Add Media' button and a rich text editor. On the right, there are 'Publish' options (Save Draft, Preview), 'Status: Draft', 'Visibility: Public', a 'Submit for Review' button, 'Series' options (All Series, Most Used, The Adventures of Princess, RiverStar, The Happy Horse), and 'Age Groups' options (All Age Groups, Most Used, 10-12, 13+, 2-5). A 'Screen Options' dropdown is located at the top right of the main content area.

Click "Screen Options" to view or hide the top section. In this top section you will be able to select or hide features by checking/unchecking boxes.

Product name

Insert title of your story

Insert full story here. By selecting "Add Media" you will be able to include pictures and/or audio. Adjust the format and include links using the buttons on the bottom

Click here to submit your story for review. Unfortunately, it will NOT give you a confirmation (we are working to fix that)

If your story is part of a series, you can add a new series by clicking here and typing in the name of your series

5. Once you have submitted your story for review.

The image shows a screenshot of the Next Gen Stories product editor interface. The interface is divided into several sections, each with a callout box explaining its function:

- Replace Name:** A callout box explains that this feature allows users to replace names in the story with their children's names. A checkbox is present to enable this feature.
- Default Name:** A callout box explains that users can write a default name which will be replaced with a customer's name.
- Age Groups:** A callout box explains that users can select the age group(s) that their story is for, which customers can use as filters when searching for a book.
- Genres:** A callout box explains that users can select the genres that apply to their story, which customers can use as filters when searching for a book.
- Product Categories:** A callout box explains that users should select that it is a Short Story.
- Product Tags:** A callout box explains that users should include tags by either typing them in and clicking "add" or clicking on "Choose from the most used Product tags". Once selected, they will be listed under "Separate Product Tags with commas". If they want to remove them, they can click on the "X" that will appear next to the selected tags. These tags can be used by customers when searching for stories.
- Product Image:** A callout box explains that users should select "Set product image" and upload an image that they would like to have displayed with their story.
- Introduction:** A callout box explains that users should include their introduction here, which will be shown on the product page so people can read it before buying the story.
- Product Short Description:** A callout box explains that users should include a short paragraph describing what their story is about to entice people to buy it.

Replace Name
 Check this if you want to replace name in the story.

Use this feature if you want people purchasing the story to be able to replace a name in the story with their child's. If not uncheck the box.

Age Groups
All Age Groups Most Used
 10-12
 13-17
 2-5
 6-9

Select the age group(s) that your story is for. Customers can use these filters when searching for a book.

Genres
All Genres Most Used
 Fiction
 General Fiction
 Historical Fiction
 Modern Fantasy
 Mystery
 Picture Story Books
 Picture Books

Select the genres that applies to your story. Customers can use these filters when searching for a book.

Product Categories
All Product Categories Most Used
 Short Stories
 Store Credits & Gift Cards

Select that it is a Short Story

Product Tags
 Add
Separate Product Tags with commas
[Choose from the most used Product tags](#)

Include tags by either typing them in and clicking "add" or clicking on "Choose from the most used Product tags" and select from the tags that appear. Once selected you'll see them listed under "Separate Product Tags with commas". If you want to remove them, simply click on the "X" that will appear next to the selected tags. These tags can be used by customers when searching for stories.

Product Image
[Set product image](#)

Select "Set product image" and upload an image that you would like to have displayed with your story.

Introduction

Include your introduction here. It will be shown on the product page so people can read it before buying the story.

Product Short Description

Include a short paragraph describing what your story is about to entice people to buy it.