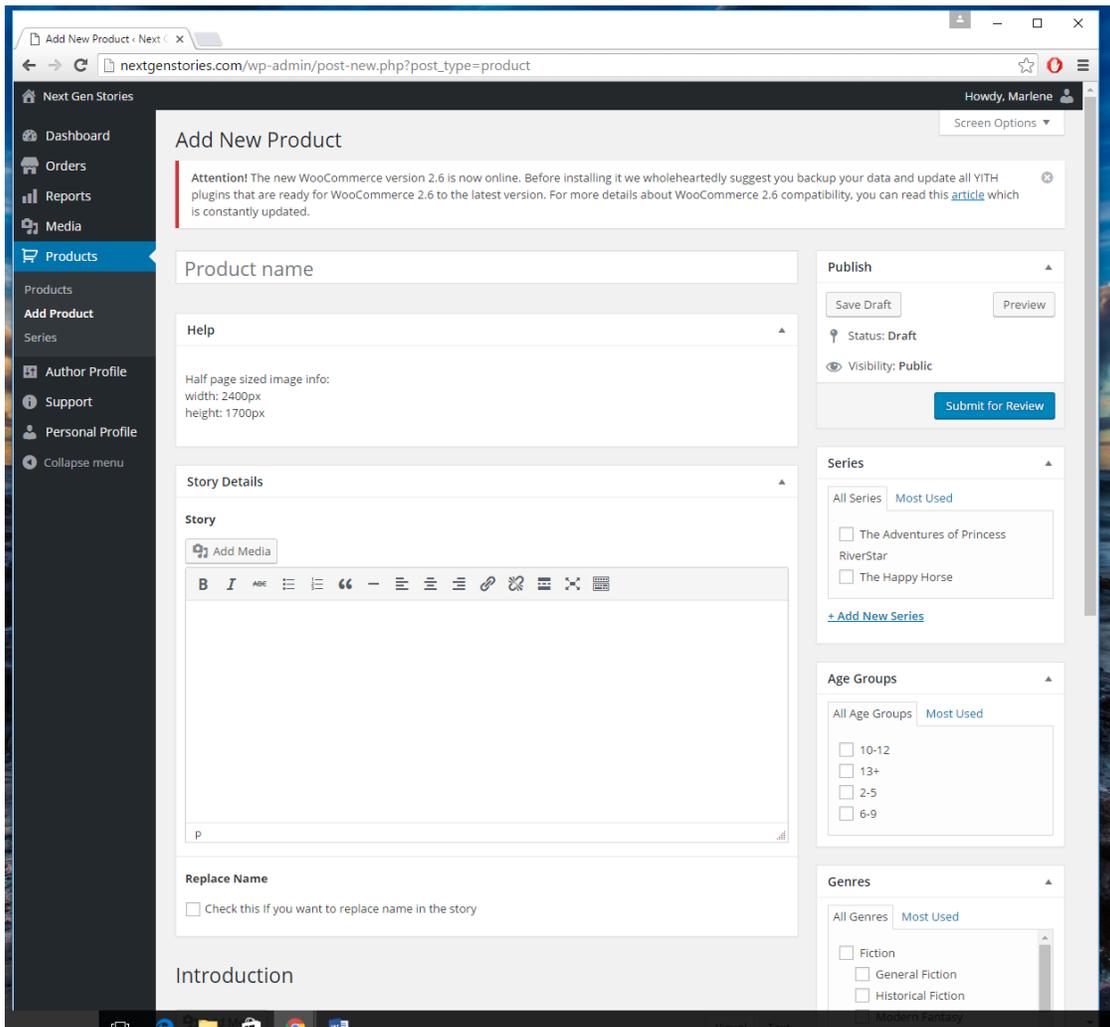# Guide to Uploading a Story

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)

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.

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.

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.

nextgenstories.com/wp-admin/post.php?post=439&action=edit

Next Gen Stories   View Product

Howdy, Marlene

- Dashboard
- Orders
- Reports
- Media
- **Products**
- Products
- Add Product
- Series
- Author Profile
- Support
- Personal Profile
- Collapse menu

Replace Name

☑ Check this if you want to replace name in the story

Default Name

Write a default name which will be replaced with {{name}} placeholder if a customer does not provide a name

Introduction

Add Media   Visual   Text

B I ABC ≔ ≔ " — ≡ ≡ ≡ 🔗 🔗 ≡ ≣

P
Word count: 0   Draft saved at 7:47:00 pm. Last edited by Marlene on August 16, 2016 at 7:45 pm

Product Short Description

Add Media   Visual   Text

B I ABC ≔ ≔ " — ≡ ≡ ≡ 🔗 🔗 ≡ ⤢ ≣

Age Groups

| All Age Groups | Most Used |

☐ 10-12
☐ 2-5
☐ 6-9

Genres

| All Genres | Most Used |

☐ Fiction
☐ General Fiction
☐ Historical Fiction
☐ Modern Fantasy
☐ Mystery
☐ Picture Story Books
☐ Picture Books
☐ Picture Story Books

Product Categories

| All Product Categories | Most Used |

☐ Short Stories
☐ Store Credits & Gift Cards

Product Tags

[   ] [Add]

Separate Product Tags with commas

Choose from the most used Product tags

Product Image

Set product image

Product Gallery

Callout annotations:

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

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.

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

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

Select that it is a Short Story

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.

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

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