



Migration Guide to GotPhoto



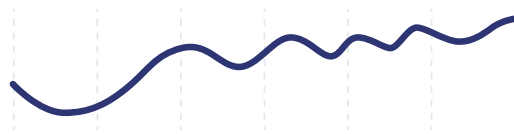
Create Job ✨



Revenue last week

+4.23%

\$ 38,216.98



1 Jun

6 Jun

Migration Steps

1

The Pilot Project

2

Structured Setup & Support

3

The “Go-Live” Moment

4

Evaluate & Expand

“We got up and running within less than 24 hours... That’s what we’re talking about with ease of use.”



Kris & Lindsay from
Black Iron Photography

1 The Pilot Project

Pick one upcoming, smaller job to run entirely on GotPhoto, or choose a past job that had poor sales to run a re-sell campaign. You don't need to move your whole season over at once; this single job will help you see the platform in action and build confidence.



Tip: We suggest you run a fake job to test your workflow.

Download [this metadata CSV template](#). It includes an additional Photo column to list file names. Do not modify header wording. Leave blank cells where you don't have data.

Mandatory fields:

- Firstname
- Access Code – Create random codes if needed. The character limit is 60, but we recommend 6–8 characters for ease of use.
- Photo – File name (e.g., “123.jpg”)

Optional information:

- **Parent contact info**
To create a customer entry, include an email. A phone number alone won't create one.
- **Group**
Organize subjects by grade/team. Enables the “Resort photos by group/teacher” option after upload.
- **Identifier**
Use a unique student ID for each row to prevent data conflicts.
- **Multiple images for subjects**
Use one row per image. If a subject has three photos, include three distinct rows.

You can export a job from your existing platform, like PhotoDay or Captura, and readjust the CSV with the picture names to fit our CSV format for the metadata!

GotPhoto requires the names list to be in UTF-8 format. If your original file uses a different encoding, convert or save it as UTF-8 to avoid import issues. [See how to convert to UTF-8](#).

2

Structured Setup & Support

To bring your legacy job over to GotPhoto without using QR cards, follow this step-by-step metadata upload process:

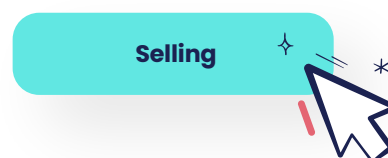
- 1. Configure Job Settings:** Create your photo job in GotPhoto. In the job settings, select **Access code for each person** and **Manual tagging**, choose your price list, and save.
- 2. Upload the CSV:** Navigate to **Photo Management**, open the **More...** menu, select **Import metadata**, and upload your formatted CSV file.
- 3. Upload the Photos:** Upload your actual image files using the web interface, EasyUpload, SFTP, or the Lightroom Plugin.
- 4. Tag the Photos:** Once uploaded, you can apply a watermark. Stay on the page for the access codes to activate; this will automatically tag the albums with the correct student information.
- 5. Manage Names List (Optional):** Go back to your job settings and switch the Access Type from “Manual Tagging” to **QR Tagging with List of Names** to easily view and edit the list of subjects moving forward.
- 6. Customize Marketing:** Create a new automated campaign. You can start from scratch or use the standard campaigns in your GotPhoto account. These can be duplicated and customized as needed. Once set up, a campaign can be reused in different jobs. [Learn how to add a campaign to a job.](#)

3

The “Go-Live” Moment

Change your job status from **Planning** to **Selling**.

Launch your first gallery to have the seamless shop experience and automated customer communication.



4

Evaluate & Expand

Once the first job is delivered and revenue is secured, **you will have the “proof of concept” needed to move the rest of your season over.** If you want to test the waters further, run a few more jobs to [explore GotPhoto’s 30+ partner labs](#), different marketing emails, in-shop editing options, and more!



**Want to talk to a GotPhoto
expert? Book a meeting!**

Contact our Team

Book a meeting

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