

CREATOR GUIDE

Getting started with Showpiece

A short guide to delivering your first gallery, setting up your page, and getting paid — without a single thing routed through us.

Welcome

Showpiece is the place your photography business lives: your galleries, your public page, your bookings, your contracts and invoices. It's built by two people — one of whom shoots for a living — and every reply you send to us is read by a human, usually the same day.

You do **not** need to set everything up. Most photographers use two things on day one (albums and galleries) and pick up the rest as they need it. This guide is in the order we'd suggest.

THE TEN-MINUTE PATH

- 1 **Make an album and upload a shoot.** Phone photos are fine to test with.
- 2 **Share it.** One link your client opens on their phone to view, favorite, and download.
- 3 **Claim your handle** so you have a public page to put in your Instagram bio.

Everything else — bookings, invoices, contracts — is there when you want it.

In this guide

1. Your account
2. Albums and uploading
3. Sharing a gallery (the part clients love)
4. Your public page
5. Getting paid
6. Bookings and mini sessions
7. Contracts, questionnaires, and saved replies
8. Clients, plans, and the app on your phone
9. Questions we get a lot

1. Your account

Everything under **Account** (top-right menu) is optional, with one exception worth thirty seconds now:

Check your timezone. Account → Bookings & notifications → Setup. New accounts start on Eastern. If you're anywhere else, change it *before* you create a mini session or take a booking — every appointment time is read through this setting.

- **Display name** is what clients see on galleries and emails. Use your studio name.
- **Watermark** — set the text (or upload a logo) under Portfolio. It appears on gallery views when you choose; downloads stay clean unless you price them.
- **Two-factor sign-in** is available under Account → Security if you want it.
- **Notifications** — turn on push under Bookings → Setup to get a buzz for new bookings and client replies. On iPhone this only works once Showpiece is added to your Home Screen (see section 8).

2. Albums and uploading

An **album** is one shoot, one client, or one event — whatever you'd hand over as a unit. Albums can sit inside other albums, so "2026 → Weddings → Chen" works if that's how you think.

Getting photos in

- **Drag and drop** onto the album page, or tap Upload on a phone. JPEG, PNG, WebP, HEIC (iPhone) and video all work — iPhone HEIC is converted for you.
- Uploads go straight from your device to storage; the browser retries anything that drops. You'll see a "Retry N failed" button if anything did.
- **Google Photos** and **Dropbox** imports are on the album page if you'd rather pull from there.
- **Coming from Pixieset or ShootProof?** Go to `showpiece.studio/import`, point it at your unzipped export folder, and each subfolder becomes an album. An afternoon at most.

After the upload

- Previews, capture dates, and a camera tag are generated automatically.
- **Tags** (any category you like — Location, Pose, Client) live in the lightbox; bulk-apply from the select mode. Tags are private unless you mark a category public.
- **Reorder** sets the gallery order; **Cull** flags soft or near-duplicate frames; **Star** marks your favorites.
- The **Library** searches across every album by filename or tag.

3. Sharing a gallery

This is the whole reason Showpiece exists. Open an album, click **Share**, and you get a link anyone can open — no account, no app.

OPTION	WHAT IT DOES
View only	Clients can look, favorite, and comment. Nothing downloads. Use it for proofing.
Download	Adds per-photo downloads and a whole-gallery ZIP. Use it for final delivery.
Password / expiry	Optional. Expiry is the end of the chosen day in your timezone.
Picks & comments	Clients heart the ones they want and leave notes. When they're done they can approve their selections, which locks them and tells you.
Watermark	Overlays your mark on the gallery view. Downloads stay clean.
Slideshow soundtrack	Every gallery has a full-screen slideshow; add a track you own the rights to.
Tip jar	For free shoots: a quiet "leave a tip" card that opens your PayPal / Venmo / Cash App link. Needs a payment link (section 5).

What your client sees

- A clean page with your name, the photos, and a heart on each one. On a phone, tapping download opens the share sheet so **Save Image** puts the photo in their camera roll — not a Downloads folder.
- Their picks and notes show up for you under **Shares**, per photo and per gallery. **Copy filenames** there gives you the picked frames as a Lightroom filter.
- Galleries with hundreds of photos ZIP in parts automatically.

Send it by email. The Share dialog can email the link to your client directly, with the gallery cover, so you don't have to write anything.

4. Your public page

Under **Portfolio**, claim a handle. Two addresses go live the moment you publish:

showpiece.studio/@yourhandle and **yourhandle.showpiece.studio**

- Pick which albums appear (the **public** toggle on each), a cover, an avatar, a headline, and your links.
- Theme: accent color, light or dark, grid or masonry. It's meant to look like a magazine, not a template.
- **Work with me** puts a contact form on the page; enquiries land under Clients with a pipeline stage.
- **Kind words**: after a session, clients get a review link; the ones you publish appear on your page. Add your Google review link and happy clients are nudged there too.
- Bookings and your print shop (when set up) each add a button automatically.
- Pro and Studio remove the small "Powered by Showpiece" badge and can attach **your own domain** (Portfolio → Custom domain; two DNS records).

5. Getting paid

Showpiece never holds, routes, or takes a cut of your money. Under **Payments** → **Getting paid** there are two ways to connect, and you can use both:

SQUARE (RECOMMENDED)

Click **Connect Square**. Every invoice you send from Showpiece becomes a real Square invoice *in your own Square account*; your client pays on Square's page; the money lands in your Square balance. We're told it's paid and mark it settled for you.

YOUR OWN PAYMENT LINK

Paste a PayPal.me, Venmo (`venmo.com/u/you`), Cash App, or any hosted payment page. Invoices and deposits open it with the amount filled in where the app allows. You mark the invoice paid when the money lands. Bank transfer? Add instructions instead of a link.

Then you can

- **Invoice** a booking balance or anything else; clients pay from a link, no account. Set a due date and Showpiece sends polite reminders until it's paid.
- Send **proposals** (line items, deposit, optional contract) that a client accepts and pays in one go.
- Take **deposits** on bookings (set per service or per mini session). The deposit is billed the moment a client books, and the booking isn't final until it's paid.
- Sell **prints** from any gallery or portfolio album: fulfil them with any lab, or connect your own Prodigy account to automate it.
- Set **sales tax** once; it's applied on invoices and proposals. Track **expenses** for a simple profit view.

Tip jar. Once a payment link is set, any gallery can show a "leave a tip" card — handy for portfolio shoots, friends, and charity events where there's no invoice.

6. Bookings and mini sessions

Regular sessions

- 1 Add a **service** (name, length, price, optional deposit, optional contract) under Bookings → Services.
- 2 Set your **weekly hours** under Bookings → Availability, plus buffer between sessions and how much notice you need on the same tab. Block a day off or open a one-off window with an override.
- 3 Turn bookings on. Your page gets a **Book now** button, and `showpiece.studio/@you/book` works on its own — or embed it on your website with the snippet under Setup.

Requests arrive as **pending**. Confirm or decline in one click (if the service has a deposit, Confirm unlocks once it's paid, or you Waive it); the client gets an email (and a text, if you've enabled SMS). Every booking has a private thread where you and the client can message; they can reschedule or cancel themselves from it.

Someone booked with you over Instagram, text or in person? Click **+ Add a booking** at the top of Bookings: any service, any agreed time, and the deposit billed, marked already paid, or waived.

Mini sessions

Under Bookings → Services → Mini sessions: pick a date, a start and end time, and a slot length. Showpiece lays out the grid; share one link; clients pick a slot and pay the deposit. Two people cannot take the same slot — the database itself refuses it. You can edit the event later, and **Fix times** shifts existing bookings if something was set up in the wrong hour. Giving someone a free or comped slot? Use **+ Book someone in** on the mini session.

Calendars

- **Google Calendar** and **Microsoft 365 / Outlook**: connect under Bookings → Availability. Confirmed bookings appear on your calendar, and anything already on it blocks those slots.
- **Apple Calendar** (or anything else): subscribe to your Showpiece feed (the link under Calendar feed) to see bookings; paste any public calendar URL to have its events block your availability.

Reminders

Clients get a reminder the day before; you get a push. A follow-up the day after asks them for a review. Nothing to configure.

7. Contracts, questionnaires, and saved replies

Your account comes with starters: a wedding and a portrait contract, a model release, two questionnaires, three saved replies, and an automation that sends the questionnaire when a booking is confirmed. Edit them — they're yours.

- **Contracts** use merge fields like `{client_name}` and `{date}`. Attach one to a service and clients sign (typed name + checkbox) as part of booking; or send one on its own from Bookings → Client tools. Signed copies are stored with the signer's name, time, and IP, and export as PDF.
- **Questionnaires** are intake forms — timeline, family names, must-have shots. Send one and read the answers inline.
- **Packages** bundle a welcome note + contract + questionnaire into one link for a new client.
- **Saved replies** drop into any client thread with the names filled in.
- **Automations**: "when a booking is confirmed, wait 1 day, send the questionnaire" — that kind of thing. Simple, visible, editable.

8. Clients, plans, and the app on your phone

Clients

Clients gathers every person you've dealt with — bookings, invoices, contracts, forms, enquiries — by email, with lifetime value, what's outstanding, and a private notes box. Import a contacts CSV to seed it.

Plans

PLAN	STORAGE	NOTES
Free	5 GB	Everything works. Small "Powered by Showpiece" badge on galleries and your page.
Pro — \$14/mo	100 GB	No badge. Custom domain.
Studio — \$32/mo	500 GB	Team seats and second-shooter access, 1 TB RAW archive.

Annual billing is two months free. Storage is the only thing that fills up; you can see yours under Account → Plan.

On your phone

- Showpiece is a web app that installs like a native one. **iPhone:** open showpiece.studio in Safari → Share → *Add to Home Screen*. **Android:** Chrome → menu → *Install app*.
- Once installed, push notifications work and uploads pull straight from your camera roll.

Your data

Account → Your data exports every booking, invoice, contract, and client as CSV. Photos export per album. It's yours; you can leave any time.

9. Questions we get a lot

Do my clients need an account?

No. Galleries, booking, paying, signing, and messaging all work from a link.

Why does a download go to "Files" instead of Photos on my client's phone?

It doesn't any more — tapping download opens the share sheet, and *Save Image* puts it in the camera roll. No website can write to Photos directly; the share sheet is the only route, on every platform.

Does Showpiece take a percentage of what I charge?

No. Payments go through your own Square account or your own payment link. Square's and PayPal's normal processing fees apply, as they would anywhere.

I set up a mini session and the times look wrong.

Check your timezone (Bookings → Availability). If people have already booked, use **Fix times** on the event, or **Edit** on each booking — clients are emailed the corrected time either way.

Can a second shooter upload to my album?

On Studio: Album → Guests → invite by email. They see that one album only.

Can I use my own domain?

Pro and Studio: Portfolio → Custom domain. Two DNS records and it's live with HTTPS.

Where do I get help?

Reply to your welcome email, or write to hello@showpiece.studio. If something is confusing, that's on us, not you — telling us is genuinely the most useful thing you can do.