

# SNAPCHAT

## FILTER INSTRUCTIONS

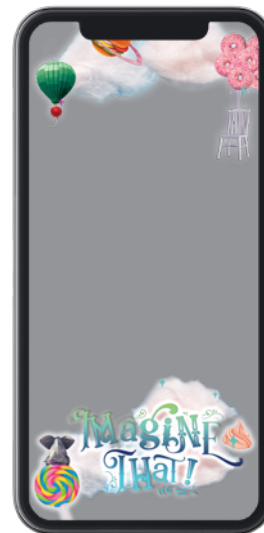


**Easily upload your Imagine That! Snapchat filters by following these instructions. Please note: These are meant for desktop only as Snapchat doesn't permit filter uploads from your camera roll via mobile.**

*Remember that Snapchat approves each filter before it goes live. While filters are usually approved quickly, there are instances in which it can take up to six weeks, so this should be kept in mind. However, you can only submit your filter for review if your start date is within 30 days.*



- To upload a filter, go to <https://create.snapchat.com/org/guest/purchase/choose-product>. When the webpage appears, it will prompt you to share your location. Click ACCEPT.
- Click CREATE FILTER.
- Once on this page, be sure there is a yellow outline around "BLANK TEMPLATE." Then, click on the yellow UPLOAD button underneath UPLOAD YOUR OWN.
- The Open File window will appear. Find the file on your computer and select it. To make this as easy as possible, copy and paste the file of the filter you would like to upload onto your desktop.



- The image will then be placed on the phone template on the webpage. Move the image to your preferred position and size it accordingly. There is no need to worry about the COLOR, TEXT & ELEMENT categories. Once you're satisfied with the positioning and sizing of the image, click the yellow NEXT button.
- Now, you will need to select the date range and time. Be sure it is at no more than 30 days out from the current date. Once selected, click NEXT.

# SNAPCHAT FILTER INSTRUCTIONS, CONTINUED

- You will now need to select the location and create the geofence for the filter. Type in your university address. Then, click on DRAW FENCE, which is to the right of the search bar. Click and drag on points to edit your fence. Right-click to delete a point. The geofence should be around your university, specifically where the dining locations are situated. The geofence should be no more than about a three-mile radius. Once you draw the geofence, the square footage and cost will appear in the top right. When you are satisfied with your geofence and the cost, click on the yellow CHECKOUT button in the lower right corner.



- The first time you set up a filter, you will be prompted to log in. Click LOG IN if you wish to create an account. Creating an account will let you access saved payment information, easy management tools and performance metrics about your filters. Logging in won't impact progress on your current design. It is suggested to create an account so you can better manage your filters and view the metrics. However, if you do not want to create an account, you can continue by just entering your email address. *\*If you create an account, the next time you set up a filter, you can start by visiting the log in page.*
- Under FILTER DETAILS, select BUSINESS as the USAGE TYPE and create a filter name.
- Under PAYMENT, enter the credit card information.
- Carefully review the ORDER SUMMARY to ensure everything is correct. When satisfied, click on the empty square box to accept Snapchat's privacy policy. Then, click SUBMIT.
- Snapchat will review your filter before it goes live. It will alert you once approved. If Snapchat does not approve your filter, correct the indicated issue(s).

