Marathon

Please check the appropriate school and event box below pertaining to your order. Then click 'order form', which will take you to the appropriate form. Please fill out the form completely and follow the instructions on uploading your files. When complete, simply click on the 'Email Form' button at the bottom of the form to send your order to Marathon.

☐ **TRADER CARDS**
ORDER FORM

☐ **ID BADGES/CARDS**
ORDER FORM

☐ **BAG TAGS**
ORDER FORM

☐ **STARPAKS**
ORDER FORM

☐ **SAFETY CARDS**
ORDER FORM

☐ **CLASSMATES**
ORDER FORM

☐ **SERVICE STRIPS**
ORDER FORM

☐ **MONTHLY PLANNER COVERS**
ORDER FORM

Marathon Trader Card Order Form

STEP 1 - Gather images to be used for Trader Cards.

To ensure high quality, please use the following as a guideline when submitting images:

1. Optimum image size would be 2.4" x 3" (.8 aspect ratio) at 300 dpi. This translates into 720 x 900 pixels with resolution at 300 pixels per inch. The minimum size should be 2.4" x 3" (720 x 900 pixels) at 200 pixels per inch. The maximum size would be 4" x 5" (1200 x 1500 pixels) at 400 pixels per inch. Other aspect ratios can result in unwanted cropping.
2. All image files should be submitted as RGB jpeg files.
3. Check to make sure all images are jpegs and all images are of vertical orientation.
4. Image names should not exceed 20 characters.
5. If submitting custom designs, see the last page of the Sample Guide here.

STEP 2 - Fill out Data Information completely.
A sample data file can be downloaded by clicking here.

1. Be sure to completely fill out the Data File, using the codes provided. Click here to see complete code list in Sample Guide.
2. Within the Data File, be sure to include the file name EXACTLY. *(For example: if the name of the image file is "1001.jpg" be sure that is the way it is entered into the Data File, not "1001" —always include the file extension).*
3. Indicate how many "cards" in the quantity field of the Data File. *("9" cards should be used instead of "1" set of 9 cards)*

STEP 3 - Submit both Data File and images to Marathon.
Click here for upload instructions.

STEP 4 - Email completed form to Marathon by clicking the email button below.

Studio Name_____

Contact _____

Address_____

_____

City _____ State _____ Zip _____

Phone _____

Email _____

☐ **Using Marathon Template Designs**
Please check all boxes to the right that apply to your data file

☐ **Custom Card** *(Custom Charges may apply)*

TOTAL # OF RECORDS IN DATA FILE _____

TOTAL QUANTITY OF PIECES_____

SORT BY_____

THEN BY _____

NOTES

TRADER CARDS

Payment Method

☐ Visa ☐ MasterCard ☐ Discover ☐ Check

Card # _____

Expires_____ Security Code_____

Signature _____

Files Uploaded

Folder Name _____

Filling Out The Data File Sample Data

Please check all fields that apply to your data file.

Design Choice_____TC001_____
Choose from one of the designs shown.

Color Choice _____A_____
Choose from one of the colors shown.

Front Image Name _____12345.jpg_____
Be sure image name is exact and includes the file extension (.jpg)

Back Image Name _____12345.jpg_____
Be sure image name is exact and includes the file extension (.jpg)

First Name _____Kenneth_____

Last Name _____Gregory_____

Year _____2009_____
You define the year. Example: 2009 or 09-10

Category 1 _____Age_____
You define the category.

Info 1_____13_____

Category 2 _____Height_____
You define the category.

Info 2_____5'2"_____

Category 3 _____Weight_____
You define the category.

Info 3_____125 lbs._____

Category 4 _____Hometown_____
You define the category.

Info 4_____Anytown, ST_____

Category 5 _____Position_____
You define the category.

Info 5_____Pitcher_____

Category 6 _____Team_____
You define the category.

Info 6_____South Park All Stars_____

Category 7 _____Division_____
You define the category.

Info 7_____U14 Little League_____

Category 8 _____Coach_____
You define the category.

Info 8_____Jon Davidson_____

Quantity_____18_____
This is the quantity of cards desired for this individual card

Sort By _____Team_____
You may have your order sorted by this criteria

Company Name _____Studio ABC_____

Company Add 1 _____1234 North Street_____

Company Add 2 _____

Company City _____Anytown_____

Company State_____ST_____

Company Zip_____88888_____

Company Phone_____123-456-7890_____

Company Website_____www.studioabc.com_____

Company Email_____card@studioabc.com_____

Marathon ID Card/Badge Order Form

STEP 1 - Gather images to be used for ID Cards/Badges.

To ensure high quality, please use the following as a guideline when submitting images:

1. Optimum image size would be 1.5" x 2" (.8 aspect ratio) at 300 dpi. This translates into 450 x 600 pixels with resolution at 300 pixels per inch. The minimum size should be 1.5" x 2" (300 x 400 pixels) at 200 pixels per inch. The maximum size would be 4" x 5" (1200 x 1500 pixels) at 400 pixels per inch.
2. All image files should be submitted as RGB jpeg files.
3. Check to make sure all images are jpegs and all images are of vertical orientation.
4. Image names should not exceed 20 characters.
5. If submitting custom designs, see the last page of the Sample Guide here.

STEP 2 - Fill out Data Information completely. Sample data file can be downloaded by clicking here.

1. Be sure to completely fill out the Data File, using the codes provided. Click here to see complete code list in sample guide.
2. Within the Data File, be sure to include the file name EXACTLY. *(For example: if the name of the image file is "1001.jpg" be sure that is the way it is entered into the Data File, not "1001" —always include the file extension).*
3. Indicate how many "cards" in the quantity field of the Data File. *("3" cards should be used instead of "1" set of 3 cards)*

STEP 3 - Submit both Data File and images to Marathon. Click here for upload instructions.

STEP 4 - Email completed form to Marathon by clicking the email button below.

Studio Name_____

Contact _____

Address_____

City _____ State _____ Zip _____

Phone _____

Email _____

☐ Using Marathon Template Designs
Please check all boxes to the right that apply to your data file

☐ Include a Barcode *(ID Numbers used to create barcode)*

☐ Custom Card *(Custom Charges may apply)*

TOTAL # OF RECORDS IN DATA FILE _____

TOTAL QUANTITY OF PIECES_____

SORT BY_____

THEN BY _____

NOTES

ID BADGES/CARDS

Payment Method

☐ Visa ☐ MasterCard ☐ Discover ☐ Check

Card # _____

Expires_____ Security Code_____

Signature _____

Files Uploaded

Folder Name _____

Filling Out The Data File Sample Data

Please check a fields that apply to your data file.

Design Choice_____IDVB_Blue_____
Choose from one of the designs shown.

Image Name_____K_Hogarth.jpg_____
Be sure image name is exact and includes the file extension (.jpg)

First Name _____Kayleigh_____

Last Name _____Hogarth_____

Year _____2005-2006_____

School _____Mt. Washington Senior High_____

Teacher _____Mr. Young_____

Grade _____11_____

Home Room _____HR: 303_____

ID Number _123456789_____

Die Cut _____B_____

Die Cut Choices

Die Cut A

Die Cut B

Die Cut C

Die Cut D

Use die cut A or D for vertical cards.

Lanyards (optional)

See www.marathonpress.com for current pricing.

☐ Standard Lanyard
Quantity_____
☐ Blue   ☐ Red   ☐ Black

☐ Safety Lanyard
Quantity_____
☐ Blue   ☐ Red   ☐ Black

Marathon Bag Tag Order Form

STEP 1 - Gather images to be used for Bag Tags.

To ensure high quality, please use the following as a guideline when submitting images:

1. Optimum image size would be 1.5" x 2" (.8 aspect ratio) at 300 dpi. This translates into 450 x 600 pixels with resolution at 300 pixels per inch. The minimum size should be 1.5" x 2" (300 x 400 pixels) at 200 pixels per inch. The maximum size would be 4" x 5" (1200 x 1500 pixels) at 400 pixels per inch.
2. All image files should be submitted as RGB jpeg files.
3. Check to make sure all images are jpegs and all images are of vertical orientation.
4. Image names should not exceed 20 characters.
5. If submitting custom designs, see the last page of the Sample Guide here.

STEP 2 - Fill out Data Information completely.
Sample data file can be downloaded by clicking here.

1. Be sure to completely fill out the Data File, using the codes provided. Click here to see complete code list in sample guide.
2. Within the Data File, be sure to include the file name EXACTLY. *(For example: if the name of the image file is "1001.jpg" be sure that is the way it is entered into the Data File, not "1001" —always include the file extension).*
4. Indicate how many "tags" in the quantity field of the Data File. *("3" cards should be used instead of "1" set of 3 cards)*

STEP 3 - Submit both Data File and images to Marathon.
Click here for upload instructions.

STEP 4 - Email completed form to Marathon by clicking the email button below.

Studio Name_____
Contact _____
Address_____
City _____ State _____ Zip _____
Phone _____
Email _____

☐ Using Marathon Template Designs
Please check all boxes to the right that apply to your data file

☐ Custom Card *(Custom Charges may apply)*
TOTAL # OF RECORDS IN DATA FILE _____
TOTAL QUANTITY OF PIECES_____
SORT BY_____
THEN BY _____
NOTES

BAG TAGS

Payment Method
☐ Visa ☐ MasterCard ☐ Discover ☐ Check
Card # _____
Expires_____ Security Code_____
Signature _____

Files Uploaded
Folder Name _____

Filling Out The Data File Sample Data
Please check a fields that apply to your data file.

Design Choice_____H_Baseball_100_____
Choose from one of the designs shown.

Image Name _____Sample_Baseball.jpg_____
Be sure image name is exact and includes the file extension (.jpg)

Line 1 _____2005_____

Line 2 _____YMCA_____

Line 3 _____Little League_____

Line 4 _____Baseball_____

Line 5 _____ABC Studio_____

Line 6 (on back)Compliments of ABC Studio 1-800-555-5555__

Quantity_____2_____

Die Cut _____B_____

Die Cut Choices

Die Cut A	Die Cut C
Die Cut B	Die Cut D

Use die cut A or D for vertical cards.

Packaged Product (optional)
See www.marathonpress.com for current pricing.

☐ Complete Package
Includes bag tag, chain/strap and inserting into plastic sleeve

☐ Chain   ☐ Plastic Strap

☐ Chain Only   6¢ each

☐ Plastic Strap Only   10¢ each

Marathon StarPak Order Form

STEP 1 - Gather images to be used for StarPaks.

To ensure high quality, please use the following as a guideline when submitting images:

1. Optimum image size would be 1.5" x 2" (.8 aspect ratio) at 300 dpi. This translates into 450 x 600 pixels with resolution at 300 pixels per inch. The minimum size should be 1.5" x 2" (300 x 400 pixels) at 200 pixels per inch. The maximum size would be 4" x 5" (1200 x 1500 pixels) at 400 pixels per inch.
2. All image files should be submitted as RGB jpeg files.
3. Check to make sure all images are jpegs and all images are of vertical orientation.
4. Image names should not exceed 20 characters.
5. If submitting custom designs, see the last page of the Sample Guide here.

STEP 2 - Fill out Data Information completely.
Sample data file can be downloaded by clicking here.

1. Be sure to completely fill out the Data File, using the codes provided. Click here to see complete code list in sample guide.
2. Within the Data File, be sure to include the file name EXACTLY. *(For example: if the name of the image file is "1001.jpg" be sure that is the way it is entered into the Data File, not "1001" —always include the file extension).*
4. Indicate how many "starpaks" in the quantity field of the Data File. *("3" cards should be used instead of "1" set of 3)*

STEP 3 - Submit both Data File and images to Marathon.
Click here for upload instructions.

STEP 4 - Email completed form to Marathon by clicking the email button below.

Studio Name_____

Contact _____

Address_____

City _____ State _____ Zip _____

Phone _____

Email _____

STARPAKS

☐ Using Marathon Template Designs
Please check all boxes to the right that apply to your data file

☐ Custom StarPak *(Custom Charges may apply)*

TOTAL # OF RECORDS IN DATA FILE _____

TOTAL QUANTITY OF PIECES_____

SORT BY_____

THEN BY _____

NOTES

Payment Method

☐ Visa ☐ MasterCard ☐ Discover ☐ Check

Card # _____

Expires_____ Security Code_____

Signature _____

Files Uploaded
Folder Name _____

Filling Out The Data File Sample Data

Please check a fields that apply to your data file.

Design Choice_____ SP003 _____
Choose from one of the designs shown.

Image Name _____ K_Hogarth.jpg _____
Be sure image name is exact and includes the file extension (.jpg)

School Name ___ Washington Elementary _____

Teacher _____ Ms. Jones _____

Last Name _____ Hogarth _____

First Name __ Kayleigh _____

Grade _____ 3 _____

Year _____ 2005-2006 _____

Order Number_____ 123456789 _____

Quantity_____ 2 _____

Upgrade (optional)

See www.marathonpress.com for current pricing.

☐ Upgrade to Pearl Paper

Marathon Safety Cards Order Form

STEP 1 - Gather images to be used for Safety Cards.

To ensure high quality, please use the following as a guideline when submitting images:

1. Optimum image size would be 1.5" x 2" (.8 aspect ratio) at 300 dpi. This translates into 450 x 600 pixels with resolution at 300 pixels per inch. The minimum size should be 1.5" x 2" (300 x 400 pixels) at 200 pixels per inch. The maximum size would be 4" x 5" (1200 x 1500 pixels) at 400 pixels per inch.
2. All image files should be submitted as RGB jpeg files.
3. Check to make sure all images are jpegs and all images are of vertical orientation.
4. Image names should not exceed 20 characters.
5. If submitting custom designs, see the last page of the Sample Guide here.

STEP 2 - Fill out Data Information completely.
Sample data file can be downloaded by clicking here.

1. Be sure to completely fill out the Data File, using the codes provided. Click here to see complete code list in sample guide.
2. Within the Data File, be sure to include the file name EXACTLY. *(For example: if the name of the image file is "1001.jpg" be sure that is the way it is entered into the Data File, not "1001" —always include the file extension).*
4. Indicate how many "cards" in the quantity field of the Data File. *("3" cards should be used instead of "1" set of 3 cards)*

STEP 3 - Submit both Data File and images to Marathon.
Click here for upload instructions.

STEP 4 - Email completed form to Marathon by clicking the email button below.

Studio Name_____
Contact _____
Address_____
City _____ State _____ Zip _____
Phone _____
Email _____

SAFETY CARDS

☐ Using Marathon Template Design
Please check all boxes to the right that apply to your data file

☐ Custom Safety Card *(Custom Charges may apply)*
TOTAL # OF RECORDS IN DATA FILE _____
TOTAL QUANTITY OF PIECES_____
SORT BY_____
THEN BY _____
NOTES

Payment Method

☐ Visa ☐ MasterCard ☐ Discover ☐ Check

Card # _____
Expires_____ Security Code_____
Signature _____

   Files Uploaded
 Folder Name_____

Filling Out The Data File Sample Data

Please check a fields that apply to your data file.

First Name ___Jonathon_____

Last Name ___Winwood_____

Image Name__SafeTCardSample.jpg_____

Photo/Card provided by: ABC Studio_____

Quantity____2_____

Marathon Classmates Order Form

STEP 1 - Gather images to be used for Classmates.

To ensure high quality, please use the following as a guideline when submitting images:

1. Optimum image size would be 1.5" x 2" (.8 aspect ratio) at 300 dpi. This translates into 450 x 600 pixels with resolution at 300 pixels per inch. The minimum size should be 1.5" x 2" (300 x 400 pixels) at 200 pixels per inch. The maximum size would be 4" x 5" (1200 x 1500 pixels) at 400 pixels per inch.
2. All image files should be submitted as RGB jpeg files.
3. Check to make sure all images are jpegs and all images are of vertical orientation.
4. Image names should not exceed 20 characters.
5. If submitting custom designs, see the last page of the Sample Guide here.

STEP 2 - Fill out Data Information completely. Sample data file can be downloaded by clicking here.

1. Be sure to completely fill out the Data File, using the codes provided. Click here to see complete code list in sample guide.
2. Within the Data File, be sure to include the file name EXACTLY. *(For example: if the name of the image file is "1001.jpg" be sure that is the way it is entered into the Data File, not "1001" —always include the file extension).*
4. Indicate how many "cards" in the quantity field of the Data File. *("3" cards should be used instead of "1" set of 3 cards)*

STEP 3 - Submit both Data File and images to Marathon. Click here for upload instructions.

STEP 4 - Email completed form to Marathon by clicking the email button below.

Studio Name_____
Contact _____
Address_____
City _____ State _____ Zip _____
Phone _____
Email _____

CLASSMATES

☐ Using Marathon Template Designs
Please check all boxes to the right that apply to your data file

☐ Custom ClassMates *(Custom Charges may apply)*
TOTAL # OF RECORDS IN DATA FILE _____
TOTAL QUANTITY OF PIECES_____
SORT BY_____
THEN BY _____
NOTES

Payment Method

☐ Visa ☐ MasterCard ☐ Discover ☐ Check

Card # _____
Expires_____ Security Code_____
Signature _____

Files Uploaded
Folder Name _____

Filling Out The Data File Sample Data

Please check a fields that apply to your data file.

First Name ___Sally_____

Last Name ___Smith_____

Image Name___Sally Smith.jpg_____

School ___Washington Elementary School_____

Year ____2010_____

Quantity_____2_____

Design Choice___CLSMTE_____

Marathon Service Strips Order Form

STEP 1 - Gather images to be used for Service Strips.

To ensure high quality, please use the following as a guideline when submitting images:

1. Optimum image size would be 1.5" x 2" (.8 aspect ratio) at 300 dpi. This translates into 450 x 600 pixels with resolution at 300 pixels per inch. The minimum size should be 1.5" x 2" (300 x 400 pixels) at 200 pixels per inch. The maximum size would be 4" x 5" (1200 x 1500 pixels) at 400 pixels per inch.
2. All image files should be submitted as RGB jpeg files.
3. Check to make sure all images are jpegs and all images are of vertical orientation.
4. Image names should not exceed 20 characters.

STEP 2 - Fill out Data Information completely.
Sample data file can be downloaded by clicking here.

1. Be sure to completely fill out the Data File.   .
2. Within the Data File, be sure to include the file name EXACTLY. *(For example: if the name of the image file is "1001.jpg" be sure that is the way it is entered into the Data File, not "1001" —always include the file extension).*
4. Indicate how many "strips" in the quantity field of the Data File.

STEP 3 - Submit both Data File and images to Marathon.
Click here for upload instructions.

STEP 4 - Email completed form to Marathon by clicking the email button below.

_____

Studio Name_____
Contact _____
Address_____
City _____ State _____ Zip _____
Phone _____
Email _____

☐ Using Marathon Template Designs
Please check all boxes to the right that apply to your data file
☐ Custom Service Strips *(Custom Charges may apply)*
TOTAL # OF RECORDS IN DATA FILE _____
TOTAL QUANTITY OF PIECES_____
SORT BY_____
THEN BY _____
NOTES

SERVICE STRIPS

Payment Method
☐ Visa ☐ MasterCard ☐ Discover ☐ Check
Card # _____
Expires_____ Security Code_____
Signature _____

Files Uploaded
Folder Name _____

Filling Out The Data File *Sample Data*
Please check a fields that apply to your data file.

Image Name _____ K_Hogarth.jpg _____
Be sure image name is exact and includes the file extension (.jpg)

First Name _____ Kayleigh _____

Last Name _____ Hogarth _____

Teacher _____ Mr. Young _____

Grade _____ 11 _____

Home Room _____ HR: 303 _____

ID Number __ 123456789 _____

School __ Sunshine Elementary _____

Marathon Planner Covers Order Form

STEP 1 - Gather images to be used for Planner Covers, if using images.

To ensure high quality, please use the following as a guideline when submitting images:

1. Optimum image size would be 1.5" x 2" (.8 aspect ratio) at 300 dpi. This translates into 450 x 600 pixels with resolution at 300 pixels per inch. The minimum size should be 1.5" x 2" (300 x 400 pixels) at 200 pixels per inch. The maximum size would be 4" x 5" (1200 x 1500 pixels) at 400 pixels per inch.
2. All image files should be submitted as RGB jpeg files.
3. Check to make sure all images are jpegs and all images are of vertical orientation.
4. Image names should not exceed 20 characters.
5. If submitting custom designs, see the last page of the Sample Guide here.

STEP 2 - Fill out Data Information completely.
Sample data file can be downloaded by clicking here.

1. Be sure to completely fill out the Data File, using the codes provided. Click here to see complete code list in sample guide.
2. Within the Data File, be sure to include the file name EXACTLY. *(For example: if the name of the image file is "1001.jpg" be sure that is the way it is entered into the Data File, not "1001" —always include the file extension).*
4. Indicate how many "covers" in the quantity field of the Data File.

STEP 3 - Submit both Data File and images to Marathon.
Click here for upload instructions.

STEP 4 - Email completed form to Marathon by clicking the email button below.

Studio Name_____

Contact _____

Address_____

City _____ State _____ Zip _____

Phone _____

Email _____

☐ Using Marathon Template Designs
Please check all boxes to the right that apply to your data file

☐ Custom Planner Covers *(Custom Charges may apply)*

TOTAL # OF RECORDS IN DATA FILE _____

TOTAL QUANTITY OF PIECES_____

SORT BY_____

THEN BY _____

NOTES

PLANNER COVERS

Payment Method

☐ Visa ☐ MasterCard ☐ Discover ☐ Check

Card # _____

Expires_____ Security Code_____

Signature _____

Files Uploaded
Folder Name_____

Filling Out The Data File Sample Data
Please check a fields that apply to your data file.

Image Name (optional) ___1234.jpg_____

Line 1 __Georgetown High School_____

Line 2 __Mr. Johnson_____

Line 3 __Compliments of ABC School Photographers_____

Line 4 __Studio ABC_____

Line 5 __123.456.7890_____

Design Choice__PLNRA_____

Quantity___5_____

UPLOADING FILES TO MARATHON

Before you begin, place all files that need to be uploaded to Marathon, in a folder on the desktop. Name the folder with your studio name used on the order form. It is very important that all files be enclosed in this one folder.
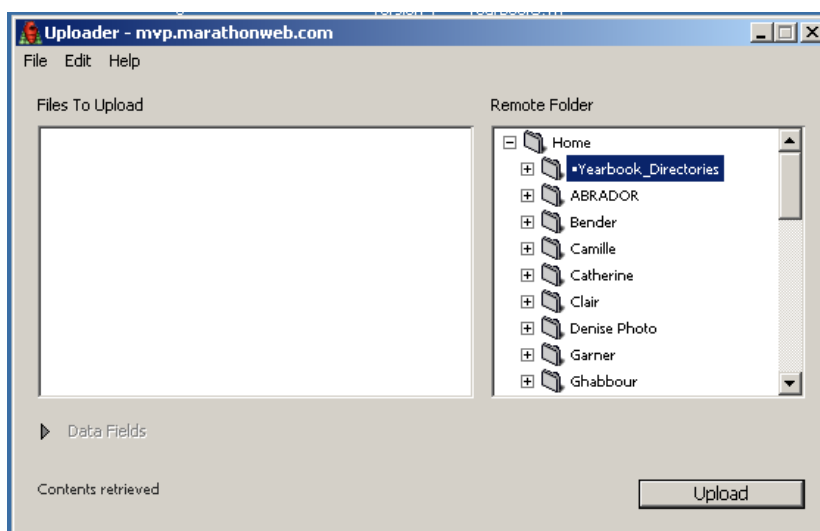
Step 1: **Download the uploader application using the links below...**

PC users click here

Mac users click here

The links above will download a compressed file that contains a small application called WebnativeUploader-sherri

If you have trouble extracting the downloaded file, please watch the tutorial by clicking here.   PC   MAC

Step 2: **Once the uploader application is open. Click on the '+' or '▸' next to Home under Remote Folder on the right side.**
Highlight •SchoolEventVariableData

Step 3: **Drag your folder from the desktop (named with your studio name) to the left side of the Uploader application, under Files to Upload**

Step 4: **Click the Upload button**

Step 5: **Add folder name to production form and click email form**

Depending on the file size and speed of your internet connection, the upload process can take some time.

If you have any questions, please call 1-800-228-0629.