

Photo Vault Online Administrators Manual

Table of Contents

Introduction	3
Getting Administrator access.....	3
Photo Summary	5
Downloads	5
Generate Downloads Page.....	5
Go to Downloads Page.....	7
Invite a Judge	7
Download Score-sheet Master	8
Predefined File Naming Convention.	8
Example file names and the purpose of such file names.....	9
Proof of Payments.....	9
Event Specific Reports.....	10
List of Photographers Details	10
Score Sheet	10
Number of Entries per Category	11
List of Non-PSSA members.....	11
List of Non-PSSA members with indicated Honours.....	11
Number of photographers per Region and Club.....	11
List of Entrants with Entry Detail	11
Event Results.....	13
Maintain Awards.....	13
Upload Results	15
Toggle Results Visibility.....	16
Email Results	16
Download Results for Publishing	18
General Reports	18
Manage Pending Members.....	18
PhotovaultOnline Member List with Uploaded Photo Count.....	19
Self-service PhotovaultOnline Event Setup	19
Steps in creating a new event.....	20
Step 1: Event Name.....	21



Step 2: Event Dates	22
Step 3: Other fields (optional).....	22
Step 4: Modify Categories.....	23
Step 5: Make event visible	25
Club Events Functionality change	25



Introduction

Photo Vault Online provides you with an easy to use interface for managing your photographic event. It provides the user with an interface to upload and manage their competition photos. Once a photo is uploaded, the user may enter it in several events without uploading the photo again.

The administrators interface gives you access to

- monitor entries
- monitor potential entrants
- download photos, proof of payments and a score sheet
- download statistical reports
- upload event results
- publish event results
- download event results

Getting Administrator access

An administrator is a normal photovaultonline member with event administrator rights. Therefore, in order to get administrator access, the potential administrator must first go through the normal photovaultonline member registration process. Once registration is completed, send an email to the photovaultonline site administrator who will add the necessary event administrator rights.

Once added as an event administrator, you will see an extra menu option called “Event Admin”. **Important:** In order for the rights to be applied to your profile, you must log off (click on the logout menu option) and log in again.



Click on the Event Admin menu option. A list with events where you have administrator rights will be displayed. Select the event you want to administer. **Note:** The list will include all current active as well as closed events.

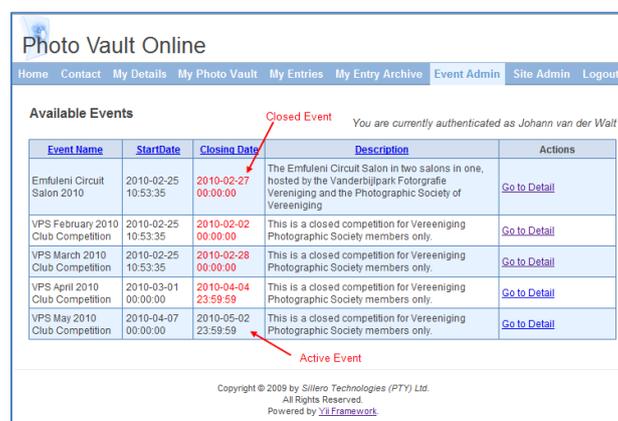


Photo Vault Online

Home Contact My Details My Photo Vault My Entries My Entry Archive **Event Admin** Site Admin Logout

Available Events

You are currently authenticated as Johann van der Walt

Event Name	StartDate	Closing Date	Description	Actions
Emfuleni Circuit Salon 2010	2010-02-25 10:53:35	2010-02-27 00:00:00	The Emfuleni Circuit Salon in two salons in one, hosted by the Vanderbijlpark Fotografie Vereniging and the Photographic Society of Vereeniging	Go to Detail
VPS February 2010 Club Competition	2010-02-25 10:53:35	2010-02-02 00:00:00	This is a closed competition for Vereeniging Photographic Society members only.	Go to Detail
VPS March 2010 Club Competition	2010-02-25 10:53:35	2010-02-28 00:00:00	This is a closed competition for Vereeniging Photographic Society members only.	Go to Detail
VPS April 2010 Club Competition	2010-03-01 00:00:00	2010-04-04 23:59:59	This is a closed competition for Vereeniging Photographic Society members only.	Go to Detail
VPS May 2010 Club Competition	2010-04-07 00:00:00	2010-05-02 23:59:59	This is a closed competition for Vereeniging Photographic Society members only.	Go to Detail

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Click on the “Goto Detail” link to manage a specific event.

The Event Detail screen consists of several sections.



- Photo Summary
- Download Photos
- Event Specific Reports
- Event Results
- General Reports

Photo Summary

Category Name	Number of Photos
Nature: Zoology	724
Nature: Ornithology	673
Pictorial Sport	550
Landscapes	903
Pictorial Open	1056
Total:	3906

Download Photos

[Generate Downloads Page](#) (Note: If you do this, you will need to resend all the invites to the judges!)

[Go to Downloads Page](#) (Generated on 2010-08-09 12:47:27)

[Invite a Judge](#)

[Download Scoresheet Master](#)

Download Proof of Payments

Action	Status [Refresh Counts]
[Download All] [Download Batch] [Reset Download Count]	Downloaded: 301 Available: 0

Event Specific Reports

Report Name	Action
List of all Photographer Details	[Download]
Scoresheet Master	[Download]
Number of Entries per Category	[Download]
List of Non-PSSA members	[Download]
List of Non-PSSA members with indicated Honours	[Download]
Number of Photographers per Region and Club	[Download]
List of Entrants with Entry Detail	[Browse]

Event Results

Maintain Awards	[Browse]
Upload Results	[Browse]
Toggle Results Visibility (Currently it is Not Published)	[Execute]
Maintain Categories	[Browse]
Email Results	[Browse]
Download Results for Publishing	[Download]

General Reports

Report Name	Action
Manage Pending Members	[Browse]
Photovault Online Member List with Uploaded Photo Count	[Browse]



Photo Summary

The photo summary provides a quick overview of the number of photos entered per category.

Downloads

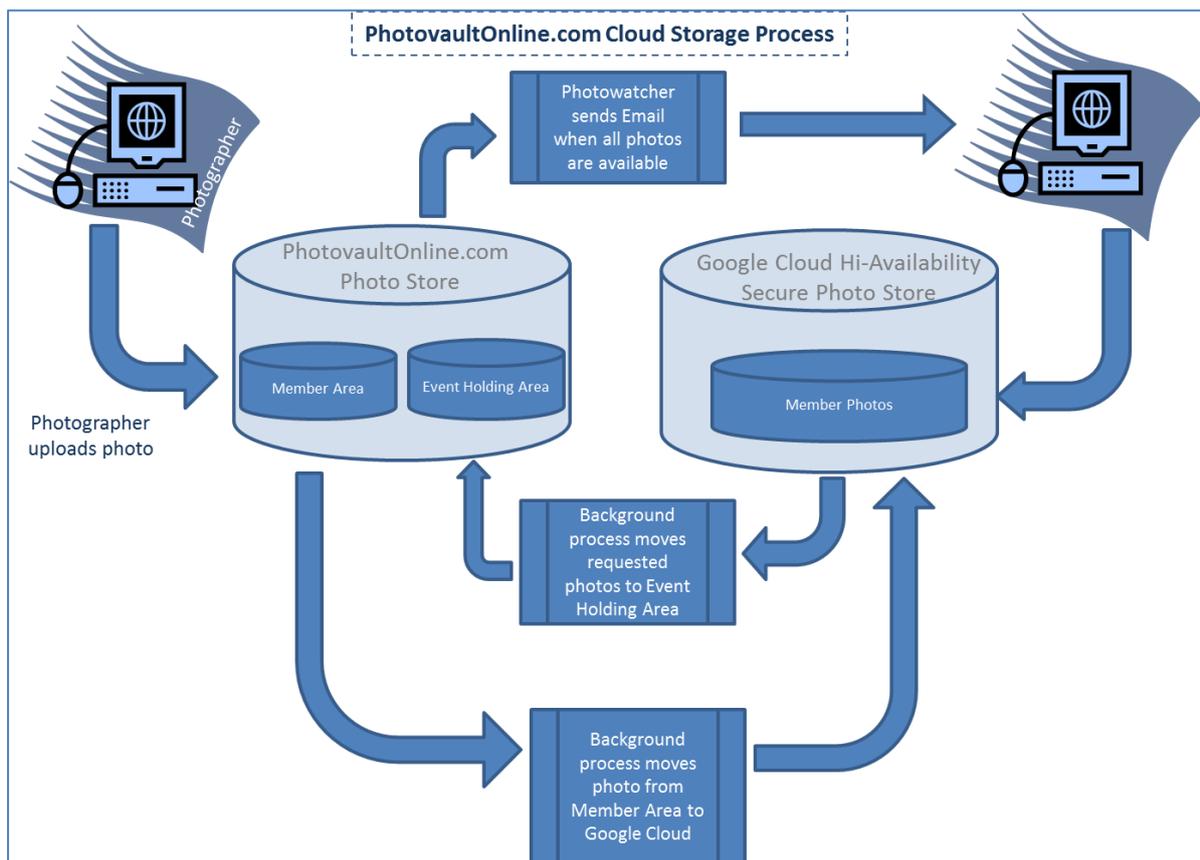
The download section is used to download the photos and proof of payments.

The download functionality consists of two steps, namely

- Generating the downloads page
- Downloading the photos.

PhotovaultOnline.com stores the photos on an offsite secure and high availability cloud storage site. This process is totally transparent to the photographer when uploading a photo, but during the retrieval of the photos after the closing of the event, the administrator must first trigger the request to retrieve the photos from the cloud storage, before the actual download can commence.

The following diagram shows the process of how the photos are stored and how it is retrieved:

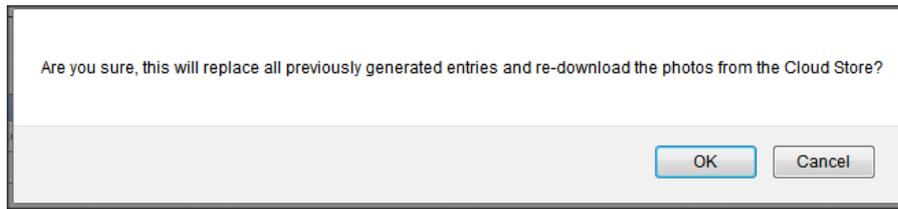


Generate Downloads Page

To trigger the request to retrieve the photos from the cloud storage, click on the "Generate Downloads for all Categories" link.



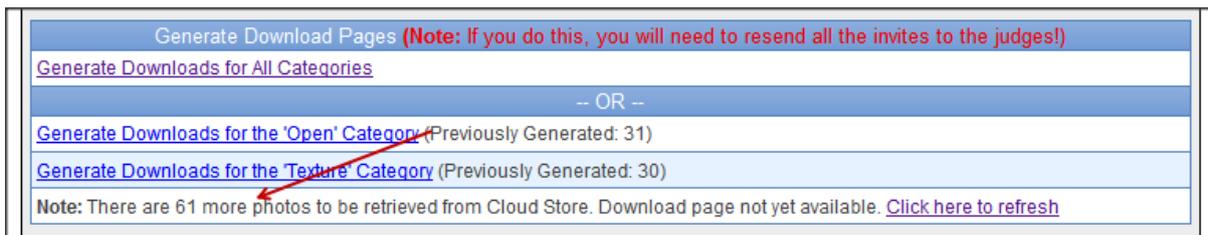
When clicking on this link, a warning message will be displayed about the fact that this will trigger a download of all photos – even if it were downloaded previously.



It is possible that all photos have not yet been moved from the members' PhotovaultOnline.com storage to the cloud. If this is the case, a message will be displayed to notify you of this situation:



The download process will start as soon as all photos are moved to the cloud storage.



While the download is in progress, a message will be displayed indicating how many photos still needs to be moved to the holding area.

Once all photos are in the holding area, you will be able to go to the downloads pages and to send invites to judges where applicable.

Important: If you plan to download some photos (for testing purposes) before the closing date of the event), it is important to remember that any new photos entered after this page was generated, will **NOT** be added to the download cache. It is therefore important to *regenerate* the download page before the official download is started. It is also important to only start the official download *after* the closing date of the event.



Go to Downloads Page

A - Nature: Zoology

Definition

Images must be of animals (excluding birds, domesticated animals, animals in captivity or man-made elements), insects, reptiles or marine life in natural surroundings, so that a well informed person could testify as to its true representation. No Land/seascapes and botanical images will be allowed in this category.

[\[Download Score Sheet\]](#)

Batch Number	Number of Photos	Estimated Download Size	
1	50	20.01 MB	[Download]
2	50	17.55 MB	[Download]
3	50	17.26 MB	[Download]
4	50	17.98 MB	[Download]

You will notice on the download page that the photos are batched in groups of 50. This produces an acceptable file size that is manageable from a broadband connection 3G or ADSL). (An archive with 50 photos is approximately 18MB in size and will normally take about 2 minutes on a 512mb/s ADSL internet line. There is a 10 minute timeout limit on the download page.)

If an error occurs during downloading a batch, you can re-download that batch by click on the link again.

Invite a Judge

It is possible to invite a judge to download the photos and score sheet directly from PhotovaultOnline.com.

Note: It is not good practice to ask all judges to download their photos directly as it will put a very demanding strain on the system, and it is also not polite to expect a judge to use his limited bandwidth to download all photos for a salon category. The typical place where this functionality is handy is where you asked a remote judge to judge a small competition. If you plan to use this functionality for a larger event (such as a Salon) first get approval before using it.

[\[Back to Event Reporting\]](#)

Firstname for Judge 1

Email address for Judge 1

Firstname for Judge 2

Email address for Judge 2

Firstname for Judge 3

Email address for Judge 3

Note: You will receive a carbon copy of the email sent to the judge.



Note also that the Score sheet available on the download page is formatted as an anonymous score sheet to be used by the remote judge. For a normal score sheet used as your master score sheet for salons and club events, use the score sheet master (see below).

Download Score-sheet Master

The Score sheet master is a CSV file containing most of the information needed judging and for consolidating the final scores. It may even contain information you do not require which you may then just remove.

Note: On PhotovaultOnline.com, in the help menu is a tutorial video on “How to setup a score sheet for salon judging”.

Predefined File Naming Convention.

Photos are store in the photo vault with a generated internal name. When a photo is added to the archive for downloading, it gets renamed based to the predefined naming convention selected during registration of the event.

The following table explain all possible sections in a photo file name.

TAG	Purpose
[event]	Numerical value – The internal ID of the event. This is only of use when photos of multiple events will be mixed for judging
[category]	Numerical value – The internal ID of the category. It is better to use the category alias, as it is more descriptive
[categoryalias]	Alpha numerical value (max 2 characters) – This is a more readable form of identifying a specific category. Typical category aliases could be “O” for an Open Section or “SS” for the set subject category. For salons it is typical to name the categories with the letters of the alphabet, i.e. Category A, Category B etc.
[sequence]	Numerical value –the sequence per author in a specific section. For instances: if 4 photos are allowed in a category, the four photos of a specific author will have unique numbers from 1 to 4.
[firstname]	Alpha value – the name of the author of the photo
[lastname]	Alpha value – the family name of the author of the photo
[memberid]	Alpha Numerical value – the photovaultonline member id of the author of the photo. The id starts with the letter M. This is useful if you want to keep the photo anonymous while still knowing who the author of the photo is. The downloadable score sheet will contain both the author’s full details as well as the generated filename, so it is easy to link the two together during administrating the scoring.
[title]	The title of the photo
[internal]	The internal file name as stored in the vault.
[entrysequence]	The order in which a photo was entered in the vault, thus the photos of the first person entering for a specific event will have smaller entry sequence numbers than the last person entering for the same event. (some photographers believe that entering early give them a better chance to create impact with a photo than entering late)
[star]	The star rating of the author of the photo. This is important if an event wants to separate their entries based on the seniority of the entrants.
[clubid]	The club id of the nominated club of the author of the photo. If a person did



	not select a club, it will show "0". This is useful for typical interclub competitions. Use the club id instead of the club name if you want to keep the club entries anonymous.
[clubname]	The club name of the nominated club of the author of the photo. If a person did not select a club, it will show "independent". This is useful for typical interclub competitions

Example file names and the purpose of such file names

[categoryalias]-[star]-[sequence]-[title]-[memberid]

The above naming convention will result in all photos being sorted per category with all the authors' photos of the same star ratings together, but two photos of the same author will not follow one another (because of the sequence sorting) – all number 1 photos for that category / star rating will be grouped together followed by all the number 2 photos etc. The title of the photo will form part of the file name but not the author details (except for the member id) keeping the entry anonymous. This is a typical naming convention for a club competition where photos are judged per star rating.

[categoryalias]-[sequence]-[entrysequence]-[title]-[memberid]-[star]

This naming convention is normally used for a club competition where all photos are showed together, and the author's star rating is only announced after the judges scored the photo -the so called sliding scale method. All the photos are sorted per category followed by the sequence number (all the first entries together, followed by all the second entries etc.) followed by the sequence in which the authors entered their photos in the event (an early entry will precede a later entry. This naming convention is also anonymous as the author name and surname is not part of the file name. The member id does form part of the file name in order to relate it back to the author on the score sheet.

[categoryalias]-[sequence]-[entrysequence]-[title]-[memberid]-[internal]

This naming convention is normally used for salons where the star rating is not important. You also want to keep the entry anonymous therefore it does not include the author's name. It will be sorted per category and sequence (all first entries will be together, followed by all second entries etc.) and per entry sequence, meaning that people who entered their photos early will be higher up in judging than those who enter later.

Proof of Payments

Proof of payments (where applicable) are also downloaded as a zipped archive. The proof of payment will also be renamed to a standard name with the following information:

- Internal Reference Number
- Member Id
- Lastname
- Firstname

The original file name extension is added to the file name in order to ensure correct viewing of the proof of payment.



The zipped archive will also contain a CSV file (to be opened in Open Office Calc or Microsoft Excel) with all the details of the people who uploaded proof of payments (the original uploaded file name will also be in the CSV file).

Tip: If somebody did a bank payment at the branch and does not have an electronic proof of payment document, you could ask the person to take a photo for the proof of payment slip and upload the photograph as a proof of payment.

Tip: When somebody made only one payment for a group of people (typical family entries) then ask them to upload the proof of payment on one account and for each of the other entries they could create a word document and just state in that document that the proof of payment was uploaded together with entry XXX.

Event Specific Reports

The following event specific reports are available:

- List of Photographers Details
- Score sheet
- Number of Entries per Category
- List of Non-PSSA members
- List of Non-PSSA members with indicated Honours
- Number of photographers per Region and Club
- List of Entrants with Entry Detail

List of Photographers Details

This is a downloadable report in CSV format (to be opened in Open Office Calc or Microsoft Excel). It contains all the detail information of the authors of the photo with an indication of the proof of payment as well as the number of photos entered.

Score Sheet

The score sheet contains all information of all entered photos, including the file name of the downloaded photo. Once the score sheet is opened in your spread sheet application, sort the whole sheet on the Filename column. This will ensure that the score sheet will correspond with the photos if the photos are displayed in file name order. (**Tip:** if you use IrfanView – recommended by the PSSA – for viewing of the photos, make sure that you sort the photos in file name order before viewing them).

The score sheet contains more columns that what is normally needed on the day of judging. Keep the score sheet as a master and copy only the columns that are needed to a new document for scoring purposes. **Important 1:** The internal reference column is the actual entry number for this event and is very important when scores are uploaded to PhotovaultOnline after judging. It is therefore recommended to keep this column always on the score sheet (see the section on uploading the results in this document). **Important 2:** When downloading the photos, the generated file name is stored in the database, and when downloading the score sheet it is added as an extra column to the score sheet. By sorting on this column it is possible to get the score sheet and the photos in the same order. It is therefore very important to download the score sheet only after downloading all the photos.



Number of Entries per Category

This is a statistical report showing you the number of photos per category. It is a downloadable report in CSV format to be opened in Open Office Calc or Microsoft Excel.

List of Non-PSSA members

This report (also a downloadable CSV report) is a requirement of PSSA for salons. It contains a list of contact details of all photographers who entered the Salon and did not supply a PSSA membership number.

List of Non-PSSA members with indicated Honours

This report (also in downloadable CSV format) contains a list of contact details of photographers who indicated Honours but did not supply their PSSA membership number. If they do not supply their membership number, their acceptances will not count towards their ranking on the PSSA Impala trophy. It is advisable to contact these photographers urgently in order to ask them to supply their PSSA membership number. Note that you must ask them to log in on photovaultonline.com and input their PSSA membership number; you cannot do it on their behalf.

Number of photographers per Region and Club

This is another statistical report (for own use) in downloadable CSV format giving a distribution of the number of photographers per region and clubs in that region.

List of Entrants with Entry Detail

This report is an online report and is very important for managing the entries your event before the closing date. It is your main communication tool with the entrants.

Photo Vault Online

Home Contact My Details My Photo Vault My Entries My Entry Archive Event Admin Site Admin Logout

List all Entrants for Emfuleni Circuit Salon 2010 *You are currently authenticated as Johann van der Walt*

[\[Back to Event Reporting\]](#)

Lastname: [All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Go to page: < Previous **1** 2 3 4 5 6 7 8 9 10 Next >

Login Id	Firstname & Lastname	Email	Telephone	Cellphone	Categories Entered	Catalogues	Uploaded Photos	POPOrigName	Confirmation Sent	
									Yes	Detail
								Request POP	Yes	Detail
									Yes	Detail
									Yes	Detail
								Request POP		Detail

Navigating the List

The list is sorted alphabetically on surname, followed by first name order. You can filter the list by clicking on the appropriate alphabet character to show only entrants whose surnames start with the specific alphabet character.



The “Uploaded Photos” Column indicates the number of photos the author has entered in this event. The “Confirmation Sent” column indicates whether the entrant has received a confirmation email for his entry. The entrant will receive a confirmation email from one of two sources:

- When he clicks on the “Finalise my Entry” button, or
- When you click on the “Send Email Confirmation” link from the detail screen (see section below called “Entry Detail”).

Request proof of payment

In the column POPOrigName (the original uploaded proof of payment file name) you will see the original file name of the proof of payment document. If a proof of payment document has not been uploaded yet, it will contain a link called “Request POP”. By clicking on this link, an email will be send to the entrant requesting him to upload the proof of payment.

Login Id	Firstname & Lastname	Email	Telephone	Cellphone	Categories Entered	Catelogues	Uploaded Photos	POPOrigName	Confirmation Sent	
								emfuleni 2010...	Yes	Detail
								Request POP	Yes	Detail

Entry Detail

The rightmost column contains a link called “Detail” which will display a page with the detail of a specific entry. At the top of the detail screen is a link named “Send Confirmation Email”. This link will send an automated email to the author with all the current details of his entry. The first row under the “Entrant Detail” heading indicates whether he has already received such an email.



Photo Vault Online

Home Contact My Details My Photo Vault My Entries My Entry Archive Event Admin Site Admin Logout

Entrant Detail You are currently authenticated as Johann van der Walt

[\[Back to List of Entrants\]](#) [\[Send Confirmation Email\]](#)

Entrant Detail	
Confirmation Sent	Yes
Member Id	
Firstname	
Lastname	
Email Address	
Landline Phone Number	
Mobile Phone Number	
Honours	
Club Star Rating	
PSSA Membership Id	
Proof of Payment	
# of Catalogues Ordered	

Entry Detail	
Category	Photo Title
Nature: Zoology	
Nature: Ornithology	
Pictorial Sport	

Event Results

The Event Results section is used to prepare your results for publishing after judging.

Event Results	
Maintain Awards	[Browse]
Upload Results	[Browse]
Toggle Results Visibility (Currently it is Published)	[Execute]
Maintain Categories	[Browse]
Email Results	[Browse]
Download Results for Publishing	[Download]

The options can be broken down in actions to be done before judging starts, actions after judging and actions about publishing the results.

Maintain Awards

This link is used to add the awards to the system as published in your rules and regulations document. Note that the system requires that all results be assigned an award code, even for “Not accepted” and “Disqualification” photos. **Tip:** Normally the published results do not show the word “accepted” after the score. To accomplish this, you can leave the description field blank.

The following screen print shows the awards as specified for the Emfuleni Circuit Salon. Note that a Circuit salon will have as set of awards for each individual salon in the circuit which looks like a duplication of the awards.



Photo Vault Online

Home Contact My Details My Photo Vault My Entries My Entry Archive Event Admin Site Admin Logout

Awards You are currently authenticated as Johann van der Walt

[\[Back to Event Reporting\]](#) [\[Add New Award\]](#)

Award	Description	Ranking	Publish	Actions
[VDBPPSSA]	Best Image - PSSA Silver Medal - Vanderbijlpark Salon	1	Yes	[Delete]
[VSPSSA]	Best Image - PSSA Silver Medal - Vereeniging Salon	2	Yes	[Delete]
[VDBPMEDAL]	Runner Up - Vanderbijlpark Silver Medal - Vanderbijlpark Salon	3	Yes	[Delete]
[VPSMEDAL]	Runner Up - Vereeniging Silver Medal - Vereeniging Salon	4	Yes	[Delete]
[VDBPCOM]	Certificate of Merit - Vanderbijlpark Salon	5	Yes	[Delete]
[VPSCOM]	Certificate of Merit - Vereeniging Salon	6	Yes	[Delete]
[VDBPACC]	Acceptance - Vanderbijlpark Salon	7	Yes	[Delete]
[VPSACC]	Acceptance - Vereeniging Salon	8	Yes	[Delete]
[VDBPSCORE]	(In Vanderbijlpark Salon)	9	No	[Delete]
[VPSSCORE]	(In Vereeniging Salon)	10	No	[Delete]
[VDBPDISQ]	Disqualification in Vanderbijlpark Salon	11	No	[Delete]
[VPSDISQ]	Disqualification in Vereeniging Salon	12	No	[Delete]

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The Award Code is very important as this will be used as part of your results upload. The code is case sensitive so it will make it easier to keep it all in one case (either all uppercase as in the above example or all lower case). **Note**, when adding an award, you may leave the Description field blank. This is normally the case for a photo that did not receive an acceptance.

The ranking field is used to rank your results when publishing the results. The smaller numbers will be higher up in the list than the larger ranked numbers.

The publish field is used for the downloaded results list for publishing. It is custom not to publish unaccepted and disqualification information. **Note** that when sending out individual results to the authors, all results including those flagged with a “No” for publishing, will be sent out, the publishing flag is only used for the list of acceptances for publishing on a web site.

Note on awards for club competitions

For monthly club competitions the typical awards could be “NO AWARD”, “BRONZE”, “SILVER”, “GOLD” and “COM”. At some clubs extra awards such as “FIRST PLACE”, “SECOND PLACE”, etc. may also be created.

Note that at the moment, you will need to create these awards for clubs every month. In the future, we will make a utility available that will automatically create the same awards based on the awards of the previous month.

The following is a suggested list of awards for a typical Salon with PSSA patronage B:

Award Code	Description	Publish	Ranking
PSSAMEDAL	Best Image - PSSA Silver Medal	True	1
CLUBMEDAL	Runner Up - {Clubname} Silver Medal	True	2
COM	Certificate of Merit	True	3
ACC	Acceptance	True	4
SCORE	Leave Blank	True	5
DISQ	Disqualification - Wrong Category	True	6



Upload Results

This option is used to upload the results to be linked to the original entries. The downloaded score sheet contain a column called Internal Reference. This reference is the id of the entry for this event. If the author enters this photo into multiple events, for each event the photo will get assigned a new Internal Reference number. Once the photos have been judged, the scores recorded and the awards assigned, you can upload the results in photovaultonline. The following table shows a fictitious scoring of a set of photos just for illustrative purpose. Note the assignment of the award codes in the Award column. This must be the same codes as created on Photovaultonline for this event.

Sequence	Filename	Internal Reference	Title	Score Judge 1	Score Judge 2	Score Judge 3	Score (Out of 15)	AWARD
733	B1_M111_1201-10-Europerre Bywaterer.jpg	18	Europerre Bywaterer	4	5	5	14	PSSAMEDAL
734	B1_M111_1201-101-yellowbilled ducks.jpg	454	yellowbilled ducks	4	4	5	13	CLUBMEDAL
735	B1_M111_1201-104-Cape Sugarbird.jpg	473	Cape Sugarbird	4	4	4	12	COM
736	B1_M111_1147-105-crowned crane.jpg	562	crowned crane	4	4	4	12	COM
737	B1_M111_1201-107-hear ye hear ye.jpg	601	hear ye hear ye	4	4	4	12	COM
738	B1_M111_1201-11-Tree Sunbirds.jpg	242	Tree Sunbirds	4	4	4	12	COM
739	B1_M111_1171-112-Bataleur.jpg	737	Bataleur	4	4	4	12	COM
740	B1_M111_1201-114-voel 1.jpg	3706	voel 1	3	4	4	11	ACC
741	B1_M111_1201-118-Gems.jpg	2513	Gems	4	3	4	11	ACC
742	B1_M111_11840-120-Stronghals.jpg	1434	Stronghals	3	3	4	10	ACC
743	B1_M111_11709-120-seevoel in vlog.jpg	2322	seevoel in vlog	4	3	3	10	ACC
744	B1_M111_11104-120-Broom koring.jpg	1347	Broom koring	4	3	3	10	ACC
745	B1_M111_11117-120-Op close.jpg	1349	Op close	3	4	3	10	ACC
746	B1_M111_1201-120-blou nearer.jpg	2204	blou nearer	3	3	3	9	SCORE
747	B1_M111_1201-11-wide spread.jpg	169	wide spread	3	2	4	9	SCORE
748	B1_M111_1201-111-golden catch.jpg	663	golden catch	3	3	3	9	SCORE
749	B1_M111_1201-111-Grassout.jpg	2831	Grassout	3	3	3	9	SCORE
750	B1_M111_1201-115-bontswanger 01.jpg	2393	bontswanger 01	3	3	3	9	SCORE
751	B1_M111_11709-120-Landing.jpg	1550	Landing	0	0	0	0	DISQ

To upload the photos you must prepare a CSV (comma separated values) file. A CSV file is a standard compliant file containing rows of data, where each row consists of a set of values, separated by commas. To prepare a CSV file we can use the normal score sheet, as it already contains all the data, plus some extra data that we do not require.

Save your score sheet file to a new name (to ensure you have a backup of the original score sheet). If we use the above score sheet as an example, we will remove columns A, B, D, E, F and G. This leaves us with the columns with headings "Internal Reference", "Score (out of 15)" and "AWARD".

Note that scores do not need to be a numeric value as it is a character field – in fact, the score field may contain up to 512 characters, so it is even possible to add comments in the score field!

The Award column must contain the codes as described in the previous section. It is very important to get use exactly the same codes (spelling and case included).

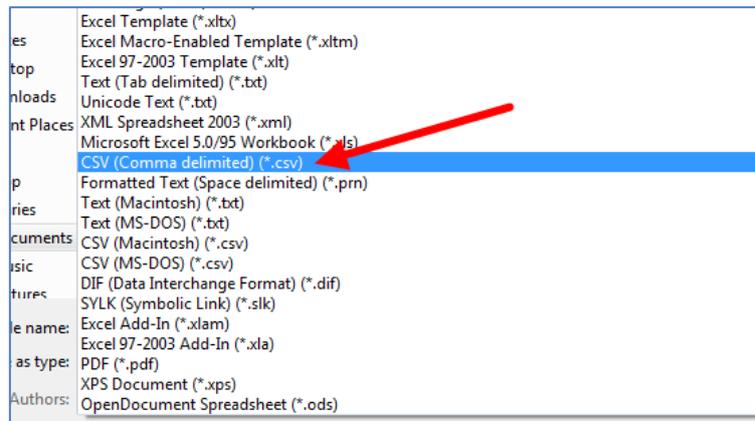
Once you have your file with the three columns, you must rename the headings to be exactly the following:

- The internal reference column must be renamed to "INTREF".
- The score column must be renamed to "SCORE", and
- The award column must be renamed to "AWARD"

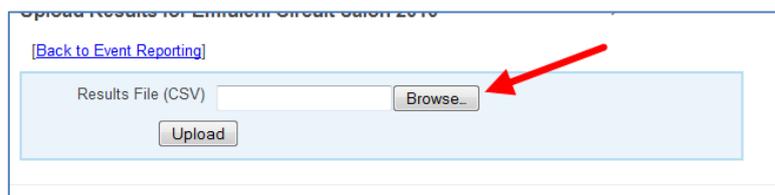
Note also that the column order is important; column 1 must be INTREF, column 2 must be SCORE and column 3 must be AWARD.



Once this is done, save the spreadsheet as a CSV file. Go to “File|Save As” and save the file as a CSV file.



The last step is to log into PhotovaultOnline.com and upload the results. Go to the Event Admin for the related event and click on the Upload Results link. An upload screen will be displayed. Browse to the file you have prepared and upload the file.



The following is a snippet of the CSV file for the Emfuleni Circuit Salon Results.

	A	B	C	D
1	INTREF	SCORE	AWARD	
2	4168	13	VDBPPSSA	
3	237	13	VDBPCOM	
4	2069	13	VDBPCOM	
5	3177	13	VDBPCOM	
6	3178	13	VDBPMEDAL	
7	2318	12	VDBPCOM	
8	1312	12	VDBPCOM	
9	3176	12	VDBPCOM	
10	2549	12	VDBPCOM	
11	2791	12	VDBPCOM	
12	1479	12	VDBPCOM	
13	2507	12	VDBPCOM	

Toggle Results Visibility

This option makes the results visible for everybody to see. Just click on the link to change its status from not visible to visible. The person who wants to see his results, go to the “My Archive” menu option and click on the specific event.

Email Results

One of the major issues for companies and individuals exposed to the internet is spam. Companies employ several techniques to eliminate or at least control spam entering their email. Most of these techniques include a list of patterns that could hint that an email is a possible spam mail. It also includes a list of black listed sites. On the other hand, if a service provider hosts an application which



produces spam, their site could end up in the black list of possible spammers, so they will try their best not to allow sites hosted in their environment to produce spam.

With this in mind, I've designed all email notification not to be classified as spam. Two of the generic rules are:

- Beautiful rich text email bodies
- Sending lists of emails in bursts

To send out the results will therefore (unfortunately) involve quite a bit of time consuming manual work. You will need to send out each email individually (I am currently investigating the possibility to use an email mass mail service provider in an automated way, but this will involve an extra third party related cost).

The email results screen gives you a list of photographers (alphabetically) with a column showing you whether the results were emailed as well as a link on the right hand side to drill down to the specific entrant's results.

Lastname: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z						
Go to page: < Previous 1 2 3 4 5 6 7 8 9 10 Next >						
Firstname & Lastname	Email	Telephone	Cellphone	Photos Entered	Results Sent	
James Anderson	...		011 123 4567	5	Yes	Detail
John Smith	...			10	Yes	Detail
Robert Brown	...	011 123 4567	011 123 4567	20	Yes	Detail
Mike Wilson	...	011 123 4567	011 123 4567	5	Yes	Detail
David Jones	...			5	Yes	Detail
John Blackwood	...	011 123 4567	011 123 4567	5	Yes	Detail
William Stewart	...	011 123 4567	011 123 4567	5	Yes	Detail
James Stewart	...	011 123 4567	011 123 4567	2	Yes	Detail
David Stewart	...		011 123 4567	5	Yes	Detail
John Blackwood	...	011 123 4567	011 123 4567	5	Yes	Detail
John Blackwood	...		011 123 4567	5	Yes	Detail



Clicking on the detail result link, will open a screen with a summary of the results for the specific person.

[\[Back to List of Entrants\]](#) [\[Email Results\]](#) ←

Entrant Detail	
Results Sent	Yes
Member Id	10
Firstname *	10
Lastname *	10
Email Address *	10@10.com
Landline Phone Number	10 10 10
Mobile Phone Number	10 10 10
Honours	10
Club Star Rating	10
PSSA Membership Id	10

Entry Detail	
Nature: Zoology (Acceptance Point: Vanderbijlpark Salon = 10; Vereeniging Salon = 10) ←	
10	10
10	10
10	10
10	10
10	10
10	10
10	10
10	10
10	10
Nature: Ornithology (Acceptance Point: Vanderbijlpark Salon = 10; Vereeniging Salon = 11)	
10	10

Use this detail screen to inspect the results before sending it out. Click on the “Email Results” link to send the results email. Then click on the “Back to List of Entrants” to go back to the previous screen. Repeat this process for each individual. This may seem a very lengthy process, but in reality it does not take too long. To send out all the results for an average salon will take approximately 2 hours.

Download Results for Publishing

This option produces a CSV file in the correct format for publishing on the PSSA website. It will only contain names of authors and their photos for accepted photos (see the “Maintain Awards” section for detail on how to set it up correctly).

General Reports

Manage Pending Members

When a person registers as a member on PhotovaultOnline.com he is sent a confirmation email. This technique is a well known internet technique to minimise spam attracts as well as to ensure the user did not use an incorrect email address. The email address is very important in the system, as all communication with the member is done using this email address.



Login ID	Registration Date	Firstname	Lastname	Email	Telephone	Cellphone	Confirm on their Behalf	Delete Duplicate	Last Reminder Sent	
12345678	2011-01-23	John	Doe	john.doe@photo.com			Execute Confirmation	Delete Duplicate		Send Reminder
12345679	2011-01-23	John	Doe	john.doe@photo.com			Execute Confirmation	Delete Duplicate	2011-01-23 19:43:31	Send Reminder
12345680	2011-01-23	John	Doe	john.doe@photo.com	202 202 2022	408 202 2022	Execute Confirmation	Delete Duplicate		Send Reminder
12345681	2011-01-23	John	Doe	john.doe@photo.com		408 202 2022	Execute Confirmation	Delete Duplicate		Send Reminder
12345682	2011-01-23	John	Doe	john.doe@photo.com	202 202 2022	408 202 2022	Execute Confirmation	Delete Duplicate		Send Reminder
12345683	2011-01-23	John	Doe	john.doe@photo.com		408 202 2022	Execute Confirmation	Delete Duplicate		Send Reminder

Send Reminder

If a user does not click on the link supplied in his confirmation email, his status will stay as “pending” and he will not be able to use the system. If he does not confirm his registration within 10 days, the link will no longer be valid. To “reset” this time limit, you can send him a reminder email from this list.

Confirm on their behalf

This option must be used only in very rare occasions, as it could eventually lead to an unhappy member. Before you do this, the use must telephonically confirm that he did receive the auto generated email confirmation letter (to ensure his email address is correct) and then he must supply you with a reasonable explanation why he cannot confirm his registration himself. In all the time that PhotovaultOnline.com is operational, I found only one occasion where I had to use this option.

I would also appreciate it if you rather send me an email requesting to help the user instead of executing this function

Delete duplicate

It happen very often that potential members register themselves more than once, resulting in some of these pending entries being a duplicate of an already registered user. Before executing this function, browse the Member list (see next topic) and confirm visually that this is in actual fact a duplicate.

PhotovaultOnline Member List with Uploaded Photo Count

This report contains a list of all registered users in alphabetical order. It tells you how many photos are currently in each member’s Photo Vault, How many he has entered in other events and how many he has entered in you specific event. If he has not yet enter in your event, you may send him an invite to enter using the supplied link.

Self-service PhotovaultOnline Event Setup

The event setup self-service function allows a club to setup their standard monthly events without asking the site administrator to help. To make this process as easy and fast as possible, it is based on event templates. The site administrator is responsible to maintain the event templates (this also means that you will need to contact the site administrator to make changes to the event template) while the event administrator will be responsible to create the monthly events in the future.



Steps in creating a new event

In this tutorial we will make use of the monthly VPS club competition layout.

To create a new event go to the Event Admin menu option and click on the “Go to Detail” link of one of the existing club events (Normally the current month’s event when you want to setup next month’s event).

Competition	Start Date	End Date	Description	Actions
VPS Sept 2011 Club Competition	2011-07-20 00:00:00	2011-09-30 23:59:59	This is a closed competition for Vereeniging Photographic Society members only.	Go to Detail Delete

The following enhancements were added to the event administrator’s detail page:

- The title was changed to “Manage [Event name]”
- Three new links were added at the top of the page, namely:
 - “Create New from Template”,
 - “Change Event Details”, and
 - “Make This Event Visible” (or if it is visible “Hide this Event”).
- The Event Description (with html formatting) is displayed in a new table below the title.
- The start, closing and finished dates are shown in a table.

Manage [VPS Sept 2011 Club Competition]

[\[Back to Event List\]](#) [\[Create New from Template\]](#) [\[Change Event Details\]](#) [\[Hide this Event\]](#)

Event Description		
This is a closed competition for Vereeniging Photographic Society members only.		
Start Date	Closing Date	Finished Date
2011-07-20	2011-09-30	2011-09-10

Photo Summary	
Category Name	Number of Photos
Open	2



To create a new event click, on the “Create New from Template” link. A new page will open with the event template information.

Fields with * are required.

Event Name *

Formatting tags:

- Use `{bold}text{endbold}` to add bold font weight to some **text**
- Use `{italic}text{enditalic}` to emphasise some *text*
- Use `{linebreak}` to start text on a new line
- Use `{underline}text{endunderline}` to underline some text
- To create a bulleted list use a combination of:
`{list}{bullet}point 1{endbullet}{bullet}point 2{endbullet}{endlist}`
Example:
 - point 1
 - point 2

Description *

Start Date *

Closing Date *

Finished Date *

possible values: [event][category][categoryalias][sequence][firstname][lastname][memberid][title][internal][entrysequence][star]

Photo Filename Layout

Nominated Club

Max Entries *

Access Code

Confirm Agreement

Step 1: Event Name

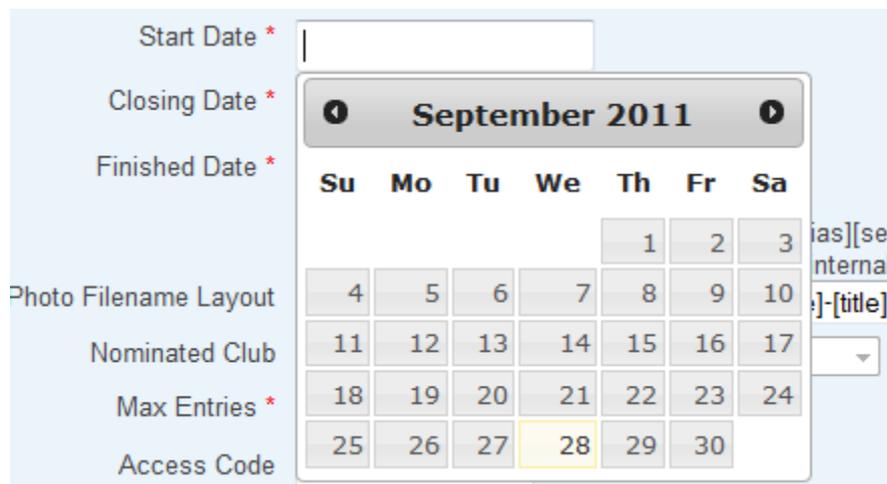
VPS like to show the month in their event name which means that each event has in actual fact a unique event name. We will replace the “(Month here)” with “October 2011”.



Step 2: Event Dates

We need to specify the three dates, start date (when it will become visible to the members), closing date (last day entries will be allowed) and finished date (normally about a week after the actual club evening took place). **Note** that the system currently does not do validation to ensure that the start date is before the closing date, so please review your selected dates before creating the new event.

To select a date, click inside the date field. A calendar picker will be displayed.



The screenshot shows a form with several fields. The 'Start Date *', 'Closing Date *', and 'Finished Date *' fields are empty. A calendar picker is open, showing the month of September 2011. The calendar has a grid with days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates from 1 to 30. The date 28 is highlighted in yellow. To the right of the calendar, there are some partially visible text elements: '[as][sec', 'nternal', and ']-[title]'. Below the calendar, there are several other form fields: 'Photo Filename Layout', 'Nominated Club', 'Max Entries *', and 'Access Code'. The 'Max Entries *' field has a dropdown arrow next to it.

The calendar picker will default to the current date if the field is empty or to the selected date if it was already populated.

Step 3: Other fields (optional)

Description

In most cases the description field is very generic and will not change from one event month to the next, but if you want to get creative, you may change it. For security reasons the system will not allow embedded html in text fields. Some very basic formatting may be added to the description field using the custom tagging system provided. (For instance, surround a piece of text in a pair of {bold}{endbold} tags to let it stand out a bit. Examples are displayed on the form above the description field.

Photo Filename Layout

This field is automatically populated from the event template based on the setup information supplied to the site administrator. In most cases you will not change this layout. Remember, change this will influence the display order the photos during judging – it is most likely a good idea to consult the site administrator if you want to change this..

Nominated Club

The nominated club is read only as it is based on a template created specifically for this club.

Max Entries

The overall maximum number of photos allowed in the event. This is setup in the template and will normally not change.



Access Code

Some clubs use an access code to ensure that only members who know the access code will be able to enter. Note that if this field is empty, not access code will be required by the members (the majority of clubs do not use an access code. Also note that the access code is case sensitive.

Confirm Agreement

If this field is not empty, a popup dialog will appear when a member clicks on the “Finalise Entry” button. (Most clubs do not use this facility.)

Click on the “**Create**” button to create the new event.

Once the event is created the system will take you back to the list of events. You will see your newly created event in the list.

VPS October 2011 Competition	2011-09-29 00:00:00	2011-10-02 23:59:59	This is a closed competition for Vereeniging Photographic Society members only.	Go to Detail Delete
VPS Sept 2011	2011-07	2011-08		

Click on the “Go to Detail” for the next steps.

Note that the event will not be visible to the members at this stage.

Manage [VPS October 2011 Competition]

[\[Back to Event List\]](#) [\[Create New from Template\]](#) [\[Change Event Details\]](#) [\[Make this Event Visible\]](#)

Event Description		
This is a closed competition for Vereeniging Photographic Society members only.		
Start Date	Closing Date	Finished Date
2011-09-29	2011-10-02	2011-10-16

This is done to give you the time to first check and amend the category definitions before you make it visible to the members.

Step 4: Modify Categories

Click on the “Change Event Details” link. The event detail screen used to create the event in the previous step will be presented, but an extra link at the top of the screen will take you to the list of event categories.

Update [VPS October 2011 Competition]

[\[Back to Event Admin\]](#) [\[Event Categories\]](#)

Fields with * are required.	
Event Name *	<input type="text" value="VPS October 2011 Competition"/>

Click on this link to modify the event categories.



Event Categories for VPS October 2011 Competition

[\[Back to Event Detail\]](#) [\[New Category\]](#)

Category	Description	Alias	Action
Open	Any photo may be entered in this category	O	[Edit] [Delete]
Set Subject	Put a description of the set subject here	SS	[Edit] [Delete]

From this screen you can add categories, remove categories or modify an existing category. VPS likes to specify a definition for the current month's set subject, so we will click on the "Edit" link in the row of the set subject.

Update Set Subject

[\[Back to Category List\]](#)

Fields with * are required.

Category Name *	<input type="text" value="Set Subject"/>
Description	<input type="text" value="Put a description of the set subject here"/>
Number of Photos allowed	<input type="text" value="1"/>
Category Alias	<input type="text" value="SS"/>
Acceptance Point	<input type="text"/>
Portfolio Entry	<input type="text" value="No"/>
Filename Template	<input type="text" value="[categoryalias]-[memberentrysequence]-[sequence]-[title]"/>

In the case of VPS, the template does not specify what the set subject is (it changes every month) so we will need to supply detail in the "Category Name" and "Description" fields. We are not going to change any of the other detail, so once we've specified the set subject of the month and typed a definition in the description field, we will just click on the "Save" button.

Portfolio Entry

The portfolio entry is used to display a portfolio of photos of one member before looking at the portfolio of another member. Current no clubs use this functionality.

Filename Temple

The file name temple is only used when "Portfolio Entry" is set to "Yes"

Click on Save to go back to the list of categories.

Most of the time no additional changes is necessary as the template creates the categories based n the standard club layout.



Click on the “Back to Event Detail” link and, after double checking the dates, click on the “Back to Event Admin” link to go back.

Step 5: Make event visible

Once you are sure all the information is correct, you may click on the “Make this Event Visible” link.

Manage [VPS October 2011 Competition]

[\[Back to Event List\]](#) [\[Create New from Template\]](#) [\[Change Event Details\]](#) [\[Make this Event Visible\]](#)

Event Description		
This is a closed competition for Vereeniging Photographic Society members only.		
Start Date	Closing Date	Finished Date
2011-09-29	2011-10-02	2011-10-16

The club member will not see the event and be able to enter. **Hint.** I normally go in and try to assign a photo to check that everything looks and behaves as expected.

Club Events Functionality change

Several clubs requested to add functionality to PhotovaultOnline to allow more than one event of the same type to be available to their members. The most logical reason for this is to make two or more months into the future visible to allow users to enter their photos before they go on holiday.

When a member selects “Club Entries” from the “My Entries” menu option, he/she must first select the club (not the event like in the past).

Club Events

Select the Club:

Once the club is selected, a list of available events for that club will be visible to the member. The list is present with the event that closes the earliest at the top.



Club Events

Select the Club: ▼

Event Name	Closing Date	Action
VPS Sept 2011 Club Competition	2011-09-30	Enter here
VPS October 2011 Competition	2011-10-02	Enter here
VPS Nov 2011 Club Competition	2011-11-06	Enter here
VPS Club Feb 2012 Evening Entries	2012-01-24	Enter here

The rest of the system will behave as usual.

