

# Photo Vault Online Club Administration System



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## Introduction

PhotovaultOnline.com was originally developed as a Salon hosting system, but as a result of its core design principals – to be data driven – it has become very popular as a monthly club entry system. Although it manages the club entries very well, it lacked the features to be used as a club member administration system. Part of its popularity is most likely also a result of the fact that it is free to be used by clubs. The core system will always be free as long as enough paying events (salons) make use of PhotovaultOnline.com to pay for the site hosting.

After enough pressure from the current clubs using PhotovaultOnline.com it was decided to enhance the system to include a basic club member administration system. This system will also form part of the core portion of PhotovaultOnline.com and will therefore be free to be used by clubs, if they wish to use this extra functionality.

## Overview of the club administration system

The club administration system will allow clubs to keep track of the advancements of members within their clubs.

The system forms part of Photovaultonline.com and the core functionality (as documented in this document) will be free for PSSA affiliated clubs.

## Design principle

During the design of the system the following constraints were taken into account:

- PhotovaultOnline.com is designed with the photographer's photos as the main subject. The result of this design principle is that a club member administration system will still rely on the individual club member (photographer) to initiate participation in a club.
- Photovaultonline.com members may belong to multiple clubs, which means that their advancement in a club must be tracked separately for each club they belong to.
- It also means that a club member may be on a different star rating in each club.
- In the Gauteng area, it is also possible that one "administrator" is the administrator for multiple clubs and therefore the system must allow an administrator to choose which club admin system he wants to work on.
- Almost all clubs use their own set of star levels for club members.
- Almost all clubs use their own set of rules for club advancement.

Over and above these design constraints, the most important basic design principal (the system must be data-driven) used is that the system must be designed to run as a self-service system (i.e. the club administrator must be able to setup the club's own configuration, including the star ratings used, the advancement rules, etc.).

## Club Member Menu Options

### The "My Clubs" Menu

The "My Clubs" menu is broken down in 2 groups, namely



- The functions used by club members, and
- The functions used by club administrators

A club member will only see 3 menu options while the club administrator will see all options

### Club Member Options

| My Clubs        | My Details | My Photo |
|-----------------|------------|----------|
| Join a Club     |            |          |
| My Club Entries |            |          |
| My Advancement  |            |          |

### Club Administrator Options

| My Clubs        | My Details | My Photo |
|-----------------|------------|----------|
| Join a Club     |            |          |
| My Club Entries |            |          |
| My Advancement  |            |          |
| Club Members    |            |          |
| Setup           |            |          |
| Club Admin      |            |          |
| Reports         |            |          |

### The “Join a club” menu option

In the future – when a club makes use of the club administration functionality – a member will only be able to enter photos into the monthly club events after joining the club. The member must *request* to join a club and the club administrator must *accept* the request before the member will be able to participate in club competitions.

| My Clubs                         |                           |                          |
|----------------------------------|---------------------------|--------------------------|
| Club                             | Contact Person            |                          |
| Vereeniging Photographic Society | Riaan Greeff - 0835818569 | <a href="#">[Remove]</a> |

| Other Clubs                            |                             |                                |
|--|-----------------------------|--------------------------------|
| Club                                   | Contact Person              | Action                         |
| Randburg Foto Klub/Randburg Photo Club | Piet Enslin - 0829225213    | <a href="#">[Request Join]</a> |
| Rustenburg Fotografie Klub             | Charles Eva - 0828543998    | <a href="#">[Request Join]</a> |
| Vanderbijlpark Fotografiese Vereniging | Johan Enslin - 083 456 6751 | <a href="#">[Request Join]</a> |



The following screen shows the admin screen where the club administrator responds to the request.

| Club Members - Pending Join Requests |          |         |       |           |                  |   |
|--------------------------------------|----------|---------|-------|-----------|------------------|---|
| Name                                 | Login Id | Honours | Email | Telephone | Club Star Rating |   |
|                                      |          |         |       |           | 1 ster           | <a href="#">[Accept]</a> <a href="#">[Reject]</a> |
|                                      |          |         |       |           | 1                | <a href="#">[Accept]</a> <a href="#">[Reject]</a> |
|                                      |          |         |       |           |                  | <a href="#">[Accept]</a> <a href="#">[Reject]</a> |

**Active Club Members**

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Note that if the administrator rejects the request, he must supply a reason for rejecting a request.

**Reject Join Request**

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

Name Johann van der Walt

Honours FPSSA

Email johann@vdwalt.net

Land line 016 971 1968

Mobile Number 083 6780877

Provide a reason

### The “My Club Entries” menu option

Once a club starts using the club administrator system, the normal option to enter photos through the “My Entries” menu will be removed and the members need to enter their photos through the “My Club Entries” under the “My Clubs” menu option.

To ensure minimal impact to the club members, the timing for converting from the normal club entry system to the new club administrator system needs to make provision for all the setup work that is required before going live. It is also advised that the members being informed via a personalised email message of this change.

If a member belongs to more than one club, you will first need to select the club before the available events will be shown.

| Select a club                          |                          |
|--|--------------------------|
| Club                                   | Action                   |
| Vanderbijlpark Fotografiese Vereniging | <a href="#">[Select]</a> |
| Vereeniging Photographic Society       | <a href="#">[Select]</a> |



If you belong only to one club, the list of available events will be shown when you select the “My Club Entries” menu option.

| Events for Vereeniging Photographic Society |              |                            |
|---|--------------|----------------------------|
| Event Name                                  | Closing Date | Action                     |
| VPS April 2013 ONLINE Competition           | 2013-03-24   | <a href="#">Enter here</a> |
| VPS April 2013 Competition                  | 2013-03-24   | <a href="#">Enter here</a> |

This event entry system did not change – it is only the placing under the My Clubs menu option that changed.

### The “My Advancement” menu option

This menu option shows the club member an overview of his current situation within the club. The screen consists of more than one list, namely,

- A list showing his current points against required points for his current level, and
- A list of the raw count per award, and optionally
- A list of other awards that is not used for advancements, but for special club competitions (such as the “Photographer of the Year” award).

| My Advancement in Vereeniging Photographic Society |          |         |                            |        |       |                          |
|--|----------|---------|----------------------------|--------|-------|--------------------------|
| <a href="#">[Download Results]</a>                 |          |         |                            |        |       |                          |
| Rule Group   | Required | Current | Rule Award                 | Points | Count |                          |
| Salon Points                                       | 65       | 56      | Salon Acceptance           | 56     | 56    | <a href="#">[Detail]</a> |
|  |          |         | Salon Certificate of Merit | 0      | 0     |                          |
|  |          |         | Salon Runner Up            | 0      | 0     |                          |
|  |          |         | Salon Category Winner      | 0      | 0     |                          |
| Overall Advancement Award Count in                 |          |         |                            |        |       |                          |
| Award  | Count    |         |                            |        |       |                          |
| 1st Open Junior                                    | 0        |         |                            |        |       |                          |
| 1st Open Senior                                    | 0        |         |                            |        |       |                          |
| 1st Set Subject Junior                             | 0        |         |                            |        |       |                          |
| 1st Set Subject Senior                             | 0        |         |                            |        |       |                          |
| 2nd Open Junior                                    | 0        |         |                            |        |       |                          |
| 2nd Open Senior                                    | 0        |         |                            |        |       |                          |
| 2nd Set Subject Junior                             | 0        |         |                            |        |       |                          |
| 2nd Set Subject Senior                             | 0        |         |                            |        |       |                          |

The “detail” link takes you to a screen with the detail break down of award points (similar to the second list in the main screen). This list will optionally display an adjustment link next to a specific award - if you are allowed to modify the score yourself. Allowing members to modify their points for certain awards is an option set by the club administrator

This advancement detail is also available as a PDF download by clicking on the “Download Results” link at the top of the screen.



The downloaded PDF will contain the date of download at the top in order to easily recognise your latest downloaded PDF.

| <b>Vereeniging Photographic Society</b>  |          |         |                            |                     |       |
|--|----------|---------|----------------------------|---------------------|-------|
| Advancement Detail                       |          |         |                            |                     |       |
| <b>Member: Johann van der Walt FPSSA</b> |          |         |                            |                     |       |
| <b>Current Level: 5 Star</b>             |          |         |                            | 2013-03-02 14:37:08 |       |
| <b>Club Advancement:</b>                 |          |         |                            |                     |       |
| Rule Group                               | Required | Current | Rule Award                 | Points              | Count |
| Salon Points                             | 65       | 56      | Salon Acceptance           | 56                  | 56    |
|  |          |         | Salon Certificate of Merit | 0                   | 0     |
|  |          |         | Salon Runner Up            | 0                   | 0     |
|  |          |         | Salon Category Winner      | 0                   | 0     |
| <b>Overall Advancement Award Count:</b>  |          |         |                            |                     |       |
| Award                                    | Count    |         |                            |                     |       |
| 1st Open Junior                          | 0        |         |                            |                     |       |
| 1st Open Senior                          | 0        |         |                            |                     |       |
| 1st Set Subject Junior                   | 0        |         |                            |                     |       |
| 1st Set Subject Senior                   | 0        |         |                            |                     |       |
| 2nd Open Junior                          | 0        |         |                            |                     |       |
| 2nd Open Senior                          | 0        |         |                            |                     |       |
| 2nd Set Subject Junior                   | 0        |         |                            |                     |       |



## Club Administrator Menu Options

The second half of the “My Clubs” menu contains all the club admin functions.

Note: The following topics explain each function of the club administration system, but it is important to follow the workflow for setting up a new club (see “Workflow for setting up a club”) before executing any of these functions independently.

### The “Club Members” menu option

This is a club administrator function. This screen is used to

- Add members to the club (approve join requests),
- Update members’ star level,
- Remove a member that no longer belongs to the club, and
- Update a member’s birthday.

#### Add a member

#### Club Members - Pending Join Requests

| Name | Login Id | Honours | Email | Telephone | Club Star Rating |   |
|------|----------|---------|-------|-----------|------------------|---|
|      |          |         |       |           | 1 ster           | <a href="#">[Accept]</a> <a href="#">[Reject]</a> |
|      |          |         |       |           | 1                | <a href="#">[Accept]</a> <a href="#">[Reject]</a> |
|      |          |         |       |           |                  | <a href="#">[Accept]</a> <a href="#">[Reject]</a> |

#### Active Club Members

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Review the potential member’s credentials (and if necessary phone or email the person) and then click on the “Accept” button to add the member to the club.

(For existing PhotovaultOnline.com club users, it will be possible to “port” all existing club members to the club administration system without the confirmation step during initial setup. This will be done using a once-off script and is done to ensure limited interruption to the club entry system during the take-on of the new administration system.)

Important: Once a club member is accepted from the pending request, the administrator must update the new member’s star rating in the Club Members list (see below).

#### Active Club Members

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| Name | Login Id | Honours | Contact Details | Birthday                         | Club Star Rating |   |
|------|----------|---------|-----------------|----------------------------------|------------------|---|
|      |          |         |                 | 19 May<br><a href="#">Update</a> | 5 Star Master    | <a href="#">[Update]</a> <a href="#">[Remove]</a> |
|      |          |         |                 | 29 May<br><a href="#">Update</a> | 5 Star Master    | <a href="#">[Update]</a> <a href="#">[Remove]</a> |
|      |          |         |                 | 19 Apr                           | 5 Star           | <a href="#">[Update]</a> <a href="#">[Remove]</a> |





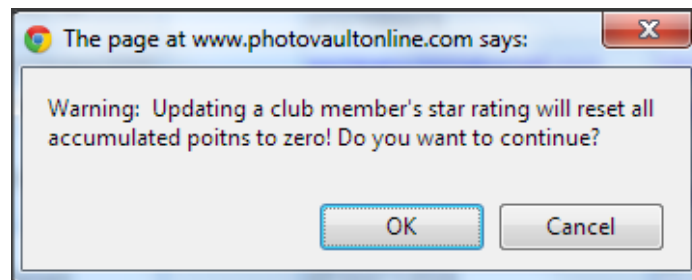
## Update a member

One of the big advantages of the new Club administrator system is the fact that the club will now be able to adjust the member's star level for club purposes. Note that the member still supply their own star level and this is still use in events outside the club, but for club purposes, this option will allow the administrator to update the member's club star level. Also note that the auto club advancement system will automatically update the member's star level.

The example on the previous page is a good example where the members each use their own interpretation of a star rating, while the club have their own wording for a one star photographer.

NB. For TOP users, it is important that your star ratings as defined here correspond to the codes setup in the TOP system.

Note that updating a club member's star rating through this screen bypasses the normal advancement system and therefore will reset any accumulated points for this member in the advancement system. Use this option only in extreme cases. When you click on the "Update" link, a warning will be displayed:



If you are sure you want to reset the member's accumulated points, proceed to the update screen:

**Update** *Ernest Arnold*

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Club Star Rating

(Warning: This will reset this member's accumulated points to zero!)



## Remove a member

The “remove” option is used to remove a member from the club. Once removed, the person will not be able to enter in the club monthly events. A removal reason is required.

### Remove Active Member

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Please fix the following input errors:

- You must supply a reason for removing this member.

Name

Honours

Email

Land line

Mobile Number

Provide a reason

## The “Setup” menu

The Setup menu plays a very important role in the club administration system, as this will determine how the automated advancement system will work.

It consists of the following setup options:

- Setup Club Details
- Setup Levels
- Setup Awards
- Setup Advancements
- Setup Other Competitions

|            |                          |
|------------|--------------------------|
| Setup      | Setup Club Details       |
| Club Admin | Setup Levels             |
| Reports    | Setup Awards             |
|            | Setup Advancements       |
|            | Setup Other Competitions |

## Setup Club Details

### Update photoclub Vereeniging Photographic Society

Fields with \* are required.

Club Name \*

Club Year Start

Chairman Designation

Chairman

Administrator



This option is used to setup the club chairman and administrator details as well as the club year starting month. This starting month will be used in rules and reporting on special awards. The contact details of the Chairman and Administrator will be used in reports and in the “Join a Club” screen.

Note that the drop down list for chairman and administrator will display a list of current club members.

## Setup Levels

| Club Advancement Levels         |                |                |                          |
|---------------------------------|----------------|----------------|--------------------------|
| <a href="#">[Add New Level]</a> |                |                |                          |
| Code                            | Description    | Next Level     | Actions                  |
| <a href="#">[1STAR]</a>         | 1 Star         | 2 Star         | <a href="#">[Delete]</a> |
| <a href="#">[2STAR]</a>         | 2 Star         | 3 Star         | <a href="#">[Delete]</a> |
| <a href="#">[3STAR]</a>         | 3 Star         | 4 Star         | <a href="#">[Delete]</a> |
| <a href="#">[4STAR]</a>         | 4 Star         | 5 Star         | <a href="#">[Delete]</a> |
| <a href="#">[5STAR]</a>         | 5 Star         | 5 Star Honours | <a href="#">[Delete]</a> |
| <a href="#">[5STARH]</a>        | 5 Star Honours | 5 Star Master  | <a href="#">[Delete]</a> |
| <a href="#">[5STARM]</a>        | 5 Star Master  | Not Selected   | <a href="#">[Delete]</a> |

Use this option to define the club advancement levels. The advancement system will use this information to determine the criteria for each member to advance to the next level.

**Note** that the star level code will replace the photographer’s default star level specified in PhotovaultOnline.com when a club specific score sheet is downloaded for the monthly club events.

**Also Note** that – if the club is making use of the TOP club scoring system – the codes specified here must correspond to the codes setup in TOP.

**Tip:** When setting up the star levels, it is required to specify the next level in the advancement hierarchy, therefore it will save some time to start at the highest star level and then work down to the lowest star level. This way, the next star level will already be defined when setting up a new star level.

Note that it is valid to have a star level without a next star level (the highest star level) – simply make sure the “Not Selected” option is defined for the next star level.



## Setup Awards

| Club Awards                          |                            |            |                          |
|--------------------------------------|----------------------------|------------|--------------------------|
| <a href="#">[Add New Club Award]</a> |                            |            |                          |
| Award Code                           | Description                | Admin Only | Actions                  |
| <a href="#">[JA]</a>                 | Annual Junior Photographer | Yes        | <a href="#">[Delete]</a> |
| <a href="#">[SY]</a>                 | Annual Senior Photographer | Yes        | <a href="#">[Delete]</a> |
| <a href="#">[B]</a>                  | Bronze                     | Yes        | <a href="#">[Delete]</a> |
| <a href="#">[COM]</a>                | Certificate of Merit       | Yes        | <a href="#">[Delete]</a> |
| <a href="#">[G]</a>                  | Gold                       | Yes        | <a href="#">[Delete]</a> |
| <a href="#">[N]</a>                  | No Award                   | Yes        | <a href="#">[Delete]</a> |
| <a href="#">[SALON]</a>              | Salon Acceptance           | No         | <a href="#">[Delete]</a> |
| <a href="#">[SALONS]</a>             | Salon Category Runner Up   | No         | <a href="#">[Delete]</a> |
| <a href="#">[SALONW]</a>             | Salon Category Winner      | No         | <a href="#">[Delete]</a> |
| <a href="#">[SALONC]</a>             | Salon COM                  | No         | <a href="#">[Delete]</a> |
| <a href="#">[S]</a>                  | Silver                     | Yes        | <a href="#">[Delete]</a> |

The awards created here are used to define the advancement rules for advancing from one star level to the next. Note the “Admin Only” flag: If a club required that the photographer maintain certain awards himself, this flag must be set to “No”. In the above example, the photographer is responsible for maintaining his salon acceptances himself.

Also note that it is important that the typical monthly club event award codes (Gold, Silver, Bronze, etc.) defined here is exactly the same as those defined in the PhotovaultOnline.com event template. If the club is also making use of the optional TOP judging score system, the award definitions in TOP must also have the same award codes.

Note that the delete function will do nothing if the award has been assigned to photographers.

## Setup Advancements

The club advancement setup screens are used to define the rules to promote a club member from one star level to the next. If this is done correctly, advancements will be done with a click of a button!

| Club Advancement  |                |                |   |
|---|----------------|----------------|---|
| <a href="#">[Add New Club Advancement]</a>              |                |                |   |
| Description   | From Level     | To Level       | Actions   |
| <a href="#">[From 1 Star to 2 Star]</a>                 | 1 Star         | 2 Star         | <a href="#">[Delete]</a><br><a href="#">[Rules]</a> |
| <a href="#">[From 2 Star to 3 Star]</a>                 | 2 Star         | 3 Star         | <a href="#">[Delete]</a><br><a href="#">[Rules]</a> |
| <a href="#">[From 3 Star to 4 Star]</a>                 | 3 Star         | 4 Star         | <a href="#">[Delete]</a><br><a href="#">[Rules]</a> |
| <a href="#">[From 4 Star to 5 Star]</a>                 | 4 Star         | 5 Star         | <a href="#">[Delete]</a><br><a href="#">[Rules]</a> |
| <a href="#">[From 5 Star Honours to 5 Star Masters]</a> | 5 Star Honours | 5 Star Master  | <a href="#">[Delete]</a><br><a href="#">[Rules]</a> |
| <a href="#">[From 5 Star Master]</a>                    | 5 Star Master  | Not Selected   | <a href="#">[Delete]</a><br><a href="#">[Rules]</a> |
| <a href="#">[From 5 Star to 5 Star Honours]</a>         | 5 Star         | 5 Star Honours | <a href="#">[Delete]</a><br><a href="#">[Rules]</a> |



Each club advancement setup consists of a set of rules to determine what is needed to advance from one star level to the next star level. It is important to create for each star level a set of rules for advancement.

Note. Currently it is important to setup some rules for the top award as well – even if the top award cannot be promoted to a next level. Without setting up advancement rules, the member will never be able to see his current standings (number of Gold awards, Silver awards, etc.).

Note that the delete action will do nothing if any rules are defined for the specific advancement. First drill down and remove all the rules before removing the top level advancement definition.

To define the rule for a specific advancement, click on the “Rules” link.

### Club Advancement Rule Editor

The following screen shows a typical rule setup (in this case, to advance from 3 to 4 star level).

| Club Advancement Rules: From 3 Star to 4 Star   |                                |                |                           |  |             |               |                          |
|---|--------------------------------|----------------|---------------------------|--|-------------|---------------|--------------------------|
| <a href="#">[Back to Advancement Overview]</a> <a href="#">[Add New Advancement Rule Group]</a> |                                |                |                           |  |             |               |                          |
|   | Group Name                     | Total Required |                           | Award  | Award Value | Reset to Zero |                          |
|   | <a href="#">[Club Points]</a>  | 25             | <a href="#">Add Award</a> |  |             |               |                          |
|   |                                |                |                           | <a href="#">[Gold]</a>                       | 1           | Yes           | <a href="#">[Delete]</a> |
|   |                                |                |                           | <a href="#">[Certificate of Merit]</a>       | 1           | Yes           | <a href="#">[Delete]</a> |
| and   | <a href="#">[Salon Points]</a> | 10             | <a href="#">Add Award</a> |  |             |               |                          |
|   |                                |                |                           | <a href="#">[Salon Acceptance]</a>           | 1           | No            | <a href="#">[Delete]</a> |
|   |                                |                |                           | <a href="#">[Salon Certificate of Merit]</a> | 2           | No            | <a href="#">[Delete]</a> |
|   |                                |                |                           | <a href="#">[Salon Runner Up]</a>            | 2           | No            | <a href="#">[Delete]</a> |
|   |                                |                |                           | <a href="#">[Salon Category Winner]</a>      | 2           | No            | <a href="#">[Delete]</a> |

The system will interpret this example rule set as follows:

For a person to advance from 3 to 4 star level, the person must pass two rule groups, namely the “Club Points” rule group and the “Salon Points” rule group. The member must obtain at least 25 “Club Points” by entering in the monthly club competitions. Only “Gold” and “Certificate of Merit” awards will contribute towards his accumulated “Club Points” rule group. A “Gold” and a “Certificate of Merit” count one point each. We also see that when the person is promoted to 4 star, all accumulated “Gold” and “Certificate of Merit” awards will be reset to zero.

The member must also receive at least 10 “Salon Points” to qualify for the advancement. Salon points are made up of Salon Acceptances (count as 1 point), Salon Certificate of Merit awards (count as 2 points), Salon Runner up medals (count as 2 points) and Salon Category Winner medals (count as 2 points).

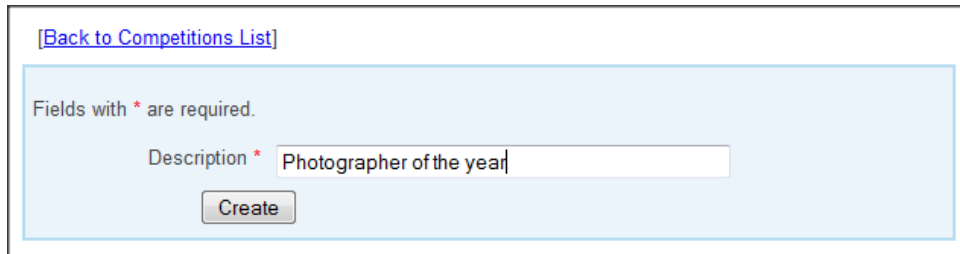
Note that both rules must evaluate to “TRUE” before the person will be promoted to the 4 star level. This is seen by the “AND” in front of the “Salon Points” rule group.



## Setup Other Competitions

This setup procedure is very similar to setting up the club advancement rules. This is used to keep track of member's standing with regards ad-hoc or annual competitions such as "Photographer of the Year" standing or similar competitions.

To setup such a competition, click on the "Add new Club Competition" link and type a name for the competition.



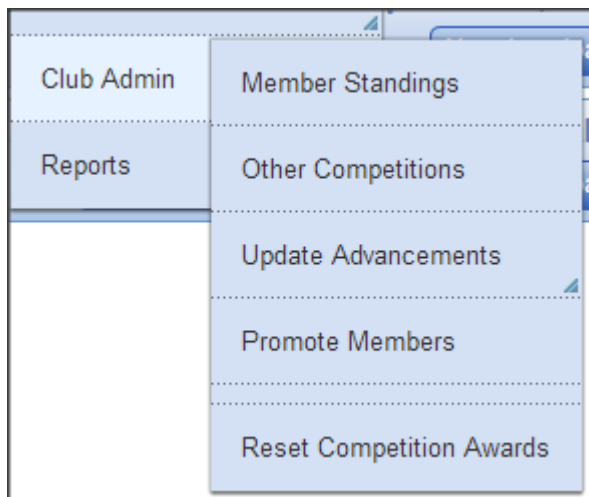
Once created, click on the "Rules" link to add rules for the competition.

Setting up a rule or a set of rules, is similar to setting up the advancement rule editor.

**Note:** If your competition does not require a specific minimum required point to qualify, use "999" as the required points.

To set up the rules, follow the instructions as discussed under the heading "Club Advancement Rule Editor".

## The "Club Admin" menu



The club admin menu is used to maintain the club members' data, including the automated advancement based on the rules defined in the rules engine.

### Member Standings

This screen provides an overview of the current advancement status of all members. It shows how many points the member still need to advance to the next level.



| Club Member Standings |         |                       |                  |                  |                          |          |         |                          |
|-----------------------|---------|-----------------------|------------------|------------------|--------------------------|----------|---------|--------------------------|
| Name                  | Honours | Email                 | Club Star Rating | Next Star Rating | Rule                     | Required | Current |                          |
| Edward Arnold         |         | Edward.Arnold@PVC.com | 3 Star           | 4 Star           | Star Points required     | 50       | 63      | <a href="#">[Detail]</a> |
|                       |         |                       |                  |                  | Salon Acceptances        | 25       | 23      |                          |
|                       |         |                       |                  |                  | Gold or Higher: At least | 10       | 15      |                          |

There is a drill down option to see the detail per award for the specific member.

| Club Member Awards Detail                         |               |                          |
|---|---------------|--------------------------|
| Edward Arnold #PVC04<br>Edward.Arnold@PVC.com     |               |                          |
| Level: 5 Star Master                              |               |                          |
| <a href="#">[Back to Advancement Member List]</a> |               |                          |
| Award   | Current Count |                          |
| No Award  | 1             | <a href="#">[Adjust]</a> |
| Bronze  | 15            | <a href="#">[Adjust]</a> |
| Silver  | 46            | <a href="#">[Adjust]</a> |
| Gold  | 68            | <a href="#">[Adjust]</a> |
| Certificate of Merit                              | 15            | <a href="#">[Adjust]</a> |

This screen gives a detailed list of all points accumulated in the current star level for each award. It also provides an option to manually adjust a point if found to be incorrect.

### Other Competitions

If your club makes use of the “Other Competitions” setup, you will use this option to display and amend the points for these competitions.

**Note:** When you execute the “Update Advancements” options, the auto advancement allocation will be done for both the normal club advancements as well as the other competitions.

### Update Advancements

|            |                          |                     |
|------------|--------------------------|---------------------|
| Club Admin | Member Standings         |                     |
| Reports    | Other Competitions       |                     |
|            | Update Advancements      | Update Club Points  |
|            | Promote Members          | Update Salon Points |
|            | Reset Competition Awards |                     |

The “Update Advancements” menu option consists of an update function for club points, and an update function for PhotovaultOnline.com hosted salons.



## Update Club Points

**Select Event for Auto Update**

[\[Display Previously Imported Events\]](#)

| Event                             | Start Date | Closing Date | Finalise Date | Select                 |
|-----------------------------------|------------|--------------|---------------|------------------------|
| VPS March 2013 Competition        | 2013-02-06 | 2013-02-24   | 2013-03-31    | <a href="#">Import</a> |
| VPS March 2013 ONLINE Competition | 2013-02-06 | 2013-02-24   | 2013-03-31    | <a href="#">Import</a> |

This screen is used to import points from a club event by selecting the event results as uploaded in PhotovaultOnline.com. The system will keep a log of all imported event results. Click on the “Import” link to import the scores.

If it is found that the imported scores are incorrect, it will be possible to reverse the import. First click on the “Display Previously Imported Events”, and then click on the “remove” link of the event’s scores you want to reverse.

**Select Event for Auto Update**

[\[Display New Events\]](#)

| Event                                | Start Date | Closing Date | Finalise Date | Select                 |
|--------------------------------------|------------|--------------|---------------|------------------------|
| VPS February 2013 ONLINE Competition | 2013-01-09 | 2013-01-27   | 2013-02-17    | <a href="#">Remove</a> |
| VPS February 2013 Competition        | 2013-01-09 | 2013-01-27   | 2013-02-17    | <a href="#">Remove</a> |
| VPS January 2013 Competition         | 2012-11-07 | 2012-12-30   | 2013-01-20    | <a href="#">Remove</a> |
| VPS January 2013 Online Competition  | 2012-11-07 | 2012-12-30   | 2013-01-20    | <a href="#">Remove</a> |
| VPS November 2012 Competition        | 2012-10-03 | 2012-10-28   | 2012-11-18    | <a href="#">Remove</a> |
| VPS (Nov 2012) Online Competition    | 2012-10-10 | 2012-10-28   | 2012-11-18    | <a href="#">Remove</a> |
| VPS (July 2012) Competition          | 2012-06-07 | 2012-06-24   | 2012-07-10    | <a href="#">Remove</a> |

Once the issue has been fixed and the correct results upload in the “Upload Results” menu under the normal event maintenance, go back to the “Update Advancements” menu and import the corrected results.

## Update Salon Points

Use this option to import members’ points who participated in Salons hosted on PhotovaultOnline.com. Select the Salon from the list of available salons.

**Select Salon for Auto Update**

[\[Display Previously Imported Salons\]](#)

| Event                                   | Start Date | Closing Date | Select                 |
|---|------------|--------------|------------------------|
| 2nd Randburg Salon 2013                 | 2012-12-25 | 2013-03-02   | <a href="#">Import</a> |
| 1st Midrand CC Monochrome Salon 2013    | 2012-12-25 | 2013-02-23   | <a href="#">Import</a> |
| 4th Bethlehem Fotografieklub Salon 2013 | 2012-12-25 | 2013-02-09   | <a href="#">Import</a> |





Note that there is also a “Role Back” function at the top if- for some reason – you need to remove the salon’s points of a previously imported salon.

As each salon has its own set of awards for the salon, you will need to go through a mapping function before importing the salon points (This is even truer for a salon circuit where the award is hosting club specific). Only Salon awards that contain information for you club’s members, will be displayed. The following two example screens show how to map a Salon’s awards to your own club awards.

### A Typical Salon Import Mapping

**Mapping of Salon Awards to Club Awards for [2nd Randburg Salon 2013]**

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

| Salon Award          | Associated Club Award        |
|----------------------|------------------------------|
| Certificate of Merit | Salon Certificate of Merit ▼ |
| Acceptance           | Salon Acceptance ▼           |
| SCORE                | Salon Score ▼                |

The left column contains the Salon Awards and the column to the right shows the associated club awards selected from the drop down control.

Once a club award is selected for each of the salon awards, click on the “Continue to Import” button to import the scores.

The following example of the 2012 Pretoria Super Circuit is an extreme example where the same club award is associated with multiple salon awards:

**Mapping of Salon Awards to Club Awards for [1st Pretoria Super Circuit Salon 2012 - Digital]**

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

| Salon Award                 | Associated Club Award        |
|-----------------------------|------------------------------|
| Certificate of Merit - VSS  | Salon Certificate of Merit ▼ |
| Certificate of Merit - NPC  | Salon Certificate of Merit ▼ |
| Certificate of Merit - PCCC | Salon Certificate of Merit ▼ |
| Judges Choice - PCCC        | Salon Certificate of Merit ▼ |
| Acceptance - NPC            | Salon Acceptance ▼           |
| Acceptance - VSS            | Salon Acceptance ▼           |
| Acceptance - PCCC           | Salon Acceptance ▼           |
| Score- NPC                  | Salon Score ▼                |
| Score- PCCC                 | Salon Score ▼                |
| Score- VSS                  | Salon Score ▼                |



**Tip:** Most salons have the following set of awards.

- |                            |
|----------------------------|
| Salon Acceptance           |
| Salon Category Winner      |
| Salon Certificate of Merit |
| Salon Disqualification     |
| Salon No Award             |
| Salon Runner Up            |
| Salon Score                |

I suggest you create these awards under the club awards.

### Promote Members

| Club Member Promotions |         |                  |                  |     |              |          |         |                         |
|------------------------|---------|------------------|------------------|-----|--------------|----------|---------|-------------------------|
| Name                   | Honours | Club Star Rating | Next Star Rating |     | Rule         | Required | Current |                         |
| James Bell             |         | 2 Star           | 3 Star           |     | Club Points  | 20       | 20      | <a href="#">Promote</a> |
| John & Phillip         |         | 3 Star           | 4 Star           | and | Club Points  | 25       | 25      | <a href="#">Promote</a> |
|                        |         |                  |                  | and | Salon Points | 10       | 11      |                         |

This screen provides a list of all members ready to be advance to the next level (they have accumulated the required number of points for all the rules defined for their current star level. Once the administrator has acquainted himself with the proposed advancements, he must execute the “Promote” action next to each member’s details.

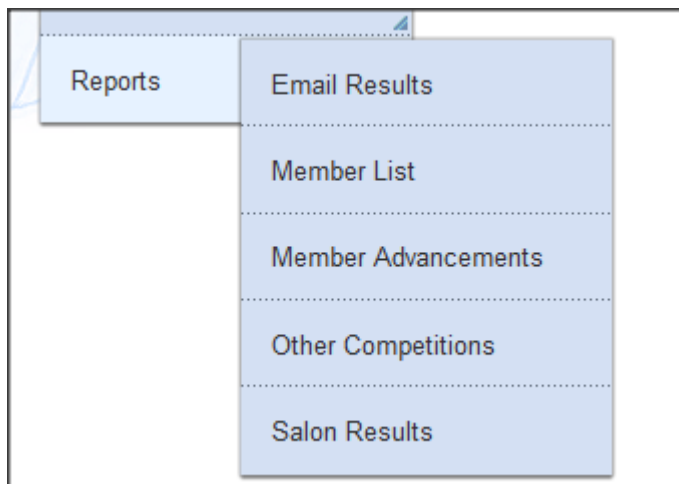
### Reset Competition Awards

If your club is using the “Other Competitions”, you may use this menu option to clear all points accumulated towards the “Other competitions”

**Very Important to Note:** This will clean the Other Competitions table and must be used with caution. This will most likely be done once a year to start a new club year.

### Reports

The report menu currently consists of the most important reports.



## Email Results Report

This report is used to email the results of a club evening or other club event to the members.

Select the event that will form the base for the results email (The latest event will always be at the top):

| Email Results: Select Event          |              |             |                 |                       |
|--------------------------------------|--------------|-------------|-----------------|-----------------------|
| Event                                | Closing Date | Import Date | #Photos Entered | Select                |
| VPS March 2013 Competition           | 2013-02-24   | 2013-03-16  | 74              | <a href="#">Email</a> |
| VPS March 2013 ONLINE Competition    | 2013-02-24   | 2013-03-16  | 62              | <a href="#">Email</a> |
| VPS February 2013 ONLINE Competition | 2013-01-27   | 2013-03-04  | 69              | <a href="#">Email</a> |
| VPS February 2013 Competition        | 2013-01-27   | 2013-03-04  | 92              | <a href="#">Email</a> |
| VPS (July 2012) Competition          | 2012-06-24   | 2013-01-31  | 52              | <a href="#">Email</a> |
| VPS January 2013 Online Competition  | 2012-12-30   | 2013-01-16  | 45              | <a href="#">Email</a> |
| VPS January 2013 Competition         | 2012-12-30   | 2013-01-16  | 76              | <a href="#">Email</a> |
| VPS (Nov 2012) Online Competition    | 2012-10-28   | 2013-01-13  | 46              | <a href="#">Email</a> |
| VPS November 2012 Competition        | 2012-10-28   | 2013-01-13  | 46              | <a href="#">Email</a> |

A list of all members who participated in the event will be shown.

| Email Results for [VPS March 2013 Competition] |               |  |              |              |             |              |                       |
|--|---------------|--|--------------|--------------|-------------|--------------|-----------------------|
| Name   | Star Rating   | Email  | Land line    | Cell number  | Entry Count | Results Sent |                       |
| Edward Lewis (VPS)                             | 5 Star Master | <a href="mailto:Edward@redbank.co.uk">Edward@redbank.co.uk</a>                 |              |              | 1           | Yes          | <a href="#">Email</a> |
| Edward Lewis (VPS)                             | 5 Star Master | <a href="mailto:edward@gmail.com">edward@gmail.com</a>                         | 016 423 2265 | 083 851 4645 | 1           | Yes          | <a href="#">Email</a> |
| Kevin Bell                                     | 2 Star        | <a href="mailto:Kevin@redbank.co.uk">Kevin@redbank.co.uk</a>                   |              | 0178866715   | 3           | Yes          | <a href="#">Email</a> |
| John Bourne                                    | 4 Star        | <a href="mailto:John@redbank.co.uk">John@redbank.co.uk</a>                     | 0178871288   | 0178866715   | 3           | Yes          | <a href="#">Email</a> |
| Peter Bourne                                   | 5 Star        | <a href="mailto:peter_bourne@gmail.com">peter_bourne@gmail.com</a>             | 016 471 2266 | 016 471 2264 | 3           | Yes          | <a href="#">Email</a> |
| Ben Bell                                       | 4 Star        | <a href="mailto:Ben@redbank.co.uk">Ben@redbank.co.uk</a>                       | 016 423 2158 | 083 567 7545 | 3           | Yes          | <a href="#">Email</a> |
| Michael Bell                                   | 1 Star        | <a href="mailto:michaelbell@gmail.com">michaelbell@gmail.com</a>               |              | 0832863653   | 0           | Yes          | <a href="#">Email</a> |
| Tom Coop                                       | 3 Star        | <a href="mailto:tomcoop@gmail.com">tomcoop@gmail.com</a>                       | 016 423 1288 | 083 428 7216 | 1           | Yes          | <a href="#">Email</a> |
| John De Plessis                                | 3 Star        | <a href="mailto:John.DePlessis@redbank.co.uk">John.DePlessis@redbank.co.uk</a> | 0178867115   | 0833787145   | 2           | Yes          | <a href="#">Email</a> |
| John De Plessis (VPS)                          | 5 Star        | <a href="mailto:John@redbank.co.uk">John@redbank.co.uk</a>                     | 016 423 2265 | 0833787145   | 2           | Yes          | <a href="#">Email</a> |

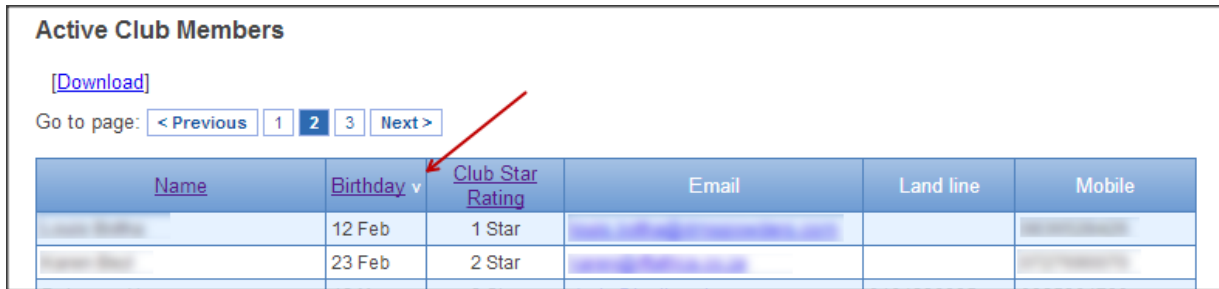
Click on the "Email" link next to a member's name to send the results as an attachment to an email for the member.

Once you've inspected the member's current score and results, click on the "Email Results" link. The results will be emailed as an attachment to an automated email. You may also download the pdf version to your local pc.



## Member List Report

The member list gives you a quick overview of the active members in the club.



**Active Club Members**

[\[Download\]](#)

Go to page: < Previous 1 2 3 Next >

| Name       | Birthday v | Club Star Rating | Email      | Land line | Mobile     |
|------------|------------|------------------|------------|-----------|------------|
| [Redacted] | 12 Feb     | 1 Star           | [Redacted] |           | [Redacted] |
| [Redacted] | 23 Feb     | 2 Star           | [Redacted] |           | [Redacted] |

The list is also available as a CSV download to be imported in excel or other systems.

The list may optionally be sorted in Name, Birthday or Club Star Rating order. The current sort order is displayed with a small white down arrow next to the column heading.

Note that the downloaded list will take on the previously selected sort order.

## Member Advancement Report



**Club Member Standings: Advancement**

[\[Download\]](#)

| Name       | Email      | Club Star Rating | Next Star Rating | Rule Group   | Required | Current |
|------------|------------|------------------|------------------|--------------|----------|---------|
| [Redacted] | [Redacted] | 5 Star Master    | Not Selected     | Salon Points | 999      | 233     |
| [Redacted] | [Redacted] | 5 Star Master    | Not Selected     | Salon Points | 999      | 348     |
| [Redacted] | [Redacted] | 5 Star Honours   | 5 Star Master    | Salon Points | 125      | 65      |
| [Redacted] | [Redacted] | 2 Star           | 3 Star           | Club Points  | 20       | 23      |

This report gives a quick overview of how far members are from meeting the criteria for advancement. The report is also available as a downloadable CSV file.

## Other Competitions Report

This report is exactly the same as the Member Advancement report except that it reports on the members standings with regards other competitions such as the “Worker of the Year” competition.

## Salon Results

This report gives you a quick overview of you club members’ participation in salons that was hosted on PhotovaultOnline.com.

Select the salon from the list of salons. Note that you can sort the report on the following:

- Salon Categories
- Salon Awards
- Member names

There is also an option to download this report as a PDF.



## Workflow for setting up a new Club

It is important to following the following workflow (in the same order) when setting a new club.

### Step 1:

Setup levels

### Step 2:

Setup Awards

### Step 3:

For all members that were automatically assigned to the club via the “First Time Take-on Script”, manually update the member’s current star level.

### Step 4:

Define the advancement rules for each star level.

### Step 5:

Manually adjust current scores for each member for all awards as a starting point.

**Tip:** When adjusting the initial scores, leave out the scores from the very last event, so that the last event’s scores may be used as a test for the correctness of the advancement rules.

### Step 6:

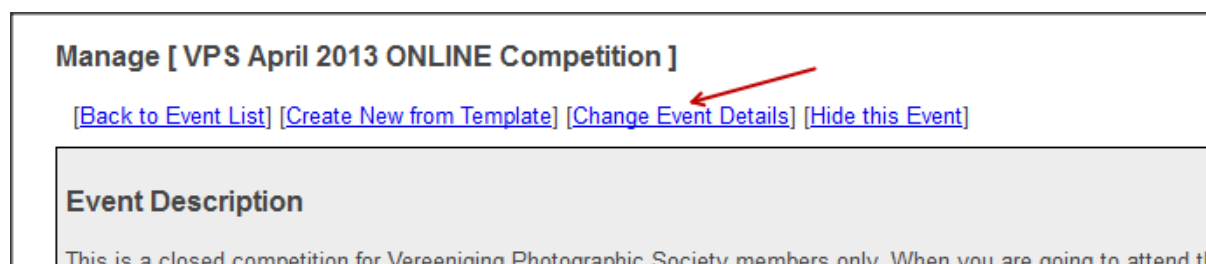
Import the last event’s scores to test the system.

Before importing the scores, confirm the following:

Verbally confirm that the club’s monthly templates have been adjusted to be used for advancement.

For all future events that was already created before the template was adjusted, manual change the event setup to make it available for advancement:

From the Event Admin events list, go to the event detail screen and click on the “Change Event Details” link at the top.



**Manage [ VPS April 2013 ONLINE 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. When you are going to attend th



**Update [ VPS April 2013 ONLINE Competition ]**

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

Fields with \* are required.

Event Name \* VPS April 2013 ONLINE Competition

Click on the “Event Categories” link at the top.

Filename Template [categoryalias]-[memberer]

Photo Medium Digital General

Use For Advancement Yes

Save

For each category in the list, click on the “Edit” link and select “Yes” from the drop down control next to the prompt “Use for Advancement”

Once done with all categories, return to the Event detail screen and change the “Use for Advancement” choice for the event as well.

Use for Advancement Yes

Allow Duplicates No (Allow users to enter the same photo in multiple categories)

Save

Once saved, the event will be visible in the “Update Advancement” list.

**Step 7:**

Send out the initial results by selecting the “Email Results” report menu.

