

# PhotovaultOnline.com User Manual

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## Introduction

The PhotovaultOnline.com website facilitates the entry of photos in competitions. It is used by several clubs for competitions, such as monthly club entries, annual club competitions, interclub competitions and photographic salons. It will also facilitate the PSSA honours application entries for honours in digital photography.

## PhotovaultOnline.com Overview

Using PhotovaultOnline.com is a very simple process consisting of only a few steps, and the more you use it, the fewer steps it will require to enter a competition.

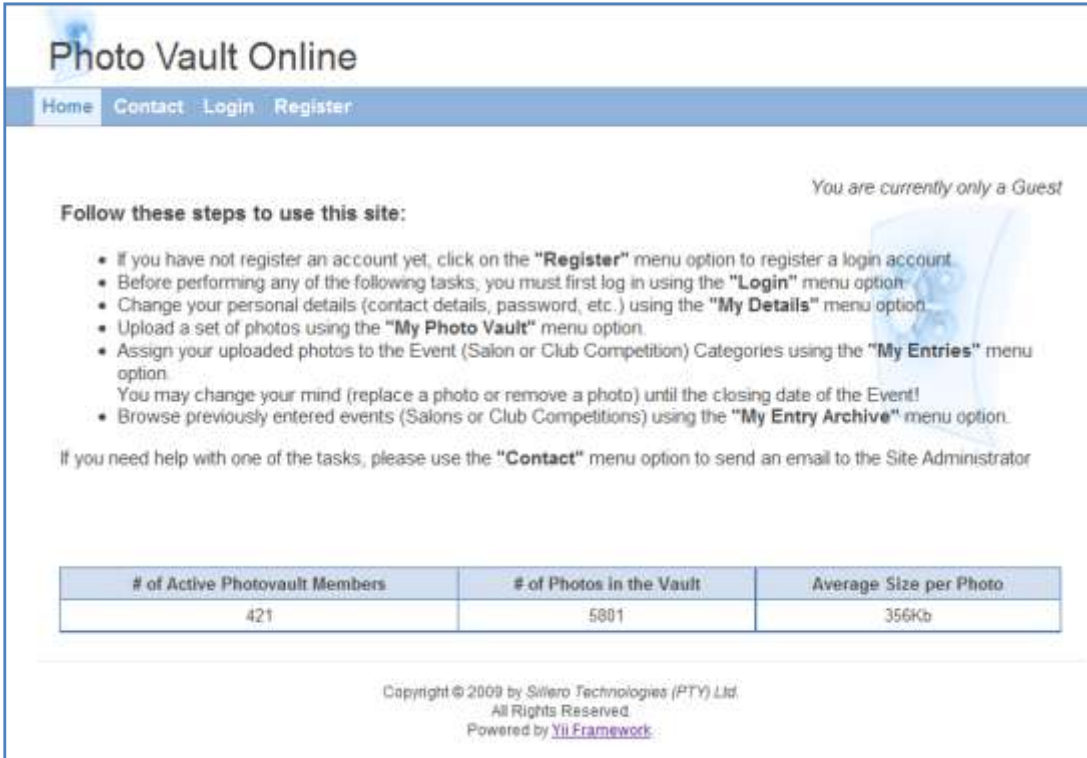
To use the site requires the following steps:

1. Create an account with PhotovaultOnline.com
2. Log in to PhotovaultOnline.com with your account
3. Upload and manage your photos in your personal vault
4. Enter into competitions
5. Track your entries in the Entry Archive

## Landing page

You will find PhotovaultOnline.com by typing the following address in your internet browser:  
<http://www.PhotovaultOnline.com>

You will be presented with the following screen:



**Photo Vault Online**

Home Contact Login Register

*You are currently only a Guest*

**Follow these steps to use this site:**

- If you have not register an account yet, click on the **"Register"** menu option to register a login account.
- Before performing any of the following tasks, you must first log in using the **"Login"** menu option.
- Change your personal details (contact details, password, etc.) using the **"My Details"** menu option.
- Upload a set of photos using the **"My Photo Vault"** menu option.
- Assign your uploaded photos to the Event (Salon or Club Competition) Categories using the **"My Entries"** menu option.  
You may change your mind (replace a photo or remove a photo) until the closing date of the Event!
- Browse previously entered events (Salons or Club Competitions) using the **"My Entry Archive"** menu option.

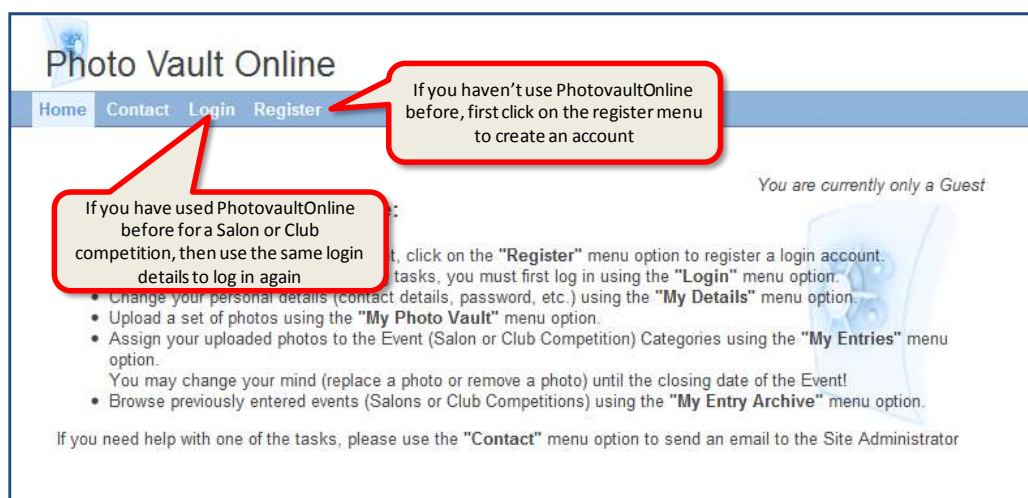
If you need help with one of the tasks, please use the **"Contact"** menu option to send an email to the Site Administrator

# of Active Photovault Members	# of Photos in the Vault	Average Size per Photo
421	5801	356Kb

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## Register versus Login

**Register** is a once-off action while **Login** is used every time you want to use the system.



Before you can use the system, you must first create an account with PhotovaultOnline. You will use this same account for all subsequent events and competitions.

## Register Screen

The registration process consists of three steps, of which the first step is to fill in the registration form.

The registration form contains all the information needed to enter most competitions and events. Fields indicated with an \* are required.

Here are a few notes about some of the fields:

Login ID:	You must create your own login ID. Use a login ID that is easy to remember, yet not easy to trace.
Password:	You must create your own password. Once registered, you will receive an email containing your password. Keep this email in a safe place. Use this email if (in the unlikely event) that you have forgotten your login ID / password.
Email:	The email address is the most important field. If you mistype your email address, you will not be able to finalise your registrations. The email address is also the preferred way of communication.
Security Question and Answer	In the unlikely event that you have forgot you login ID and / or password, and you have misplaced the email with the login credentials that was sent to you during registration, you will be able to reset your password using this security question and answer. You have to supply your own question, as well as the answer to the question. Make sure that it is a simple question / answer, yet not easy for somebody else to guess the correct answer.
Security Code:	The security code is implemented to ensure that hackers do not employ some automated techniques to create phantom accounts and therefore exploit the capabilities of the systems. The code is a distorted graphic to ensure that automated robots cannot decipher it. The distortion is done in a random fashion and it could happen that it is even impossible for a human to decipher it correctly. In such an event, click on the "get a new code" link to generate a new code. In most cases the second code will be easier to read than the first one.

**Photo Vault Online**

Home Contact Login **Register**

### Register an Account

You are currently not logged in.

Are you currently waiting for your Registration email? Click [Here](#) to resend registration confirmation email.

Also remember to check your Mail Client's Spam Folder.  
The original email could be marked as a possible spam message.

Fields with \* are required.

Login ID \*

Password \*

Repeat Password \*

Firstname \*

Lastname \*

Email Address \*

Honours

Club Star Rating

Landline Phone Number

Mobile Phone Number

Address

Address (cont.)


Address (cont.)

Address (cont.)

Security Question \*

Security Answer \*

(The Security Question and Answer will be used for password retrieval in the case where you forgot your password. Use a question that only you will know the answer to. Remember - it's purpose is to make sure it is really you who wants to reset the password. Example: What was your cat's name when you lived in Cullinan?)

Verification Code  [Get a new code](#)

Please enter the letters as they are in the image above.  
Letters are not case-sensitive.

Type the Security Code here before clicking the Register Button

If you cannot read the code, click here to generate a new code

The second step is confirming your email address. As soon as you click on the **Register** button and emails are generated and sent to the email address you provided on the registration form. This is to ensure that the email address is indeed a valid email address. The email will contain a link which is used to confirm your registration. You will need to look for this email in your normal email client programme. Click on the link to confirm your registration.

Hello johann (demo).

Thank you for registering on the My Photo Vault. As a new member to this site you will be able to easily submit your Salon Entries.

Please click on the following link (it will open in your internet browsers) to confirm your registration. You may also use the copy and paste method if click does not work:

<http://www.photovaultonline.com/photovault/index.php?r=confirmRegistration&id=3d0cf2990e02e63a809d14e9208cc79>

Note that the above URL is a "once-off" URL. To access the system after your registration was finalised, use <http://www.photovaultonline.com> instead.

Here are the details of your registration, please do not lose this information and keep it safe from others. In the event you forget your password we have a password recovery setup where your secret question will be displayed so your secret answer would then be required to confirm the operation of a password change. If you have any troubles with this an administrator will assist you. Just contact us using the contact form on the site.

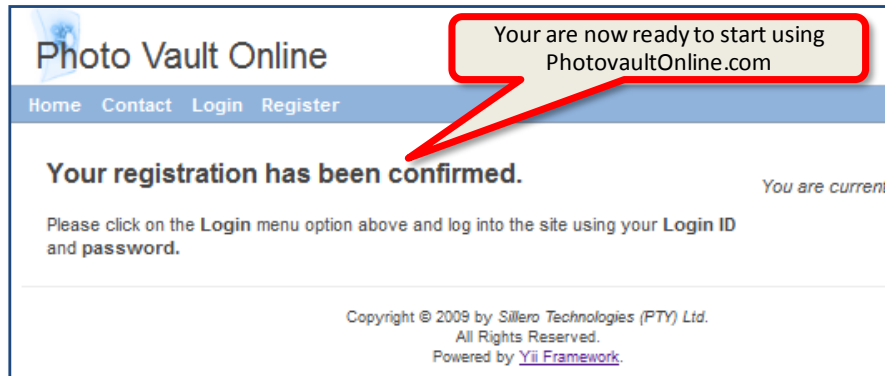
Account Details  
Login ID: johann-demo  
Password: XXXXX  
Email: johann@cdwall.net  
Secret Question: My normal security question  
Secret Answer: my normal answer

How to use the site:

Click on this link in your email client to confirm your registration



The last step of registration is another email that is generated after your confirmation. This email contains your login details. Keep this email in a safe place. (Note that if you've lost this email, you will still be able to change your password by using the "Forgot password" facility. More about this later.)

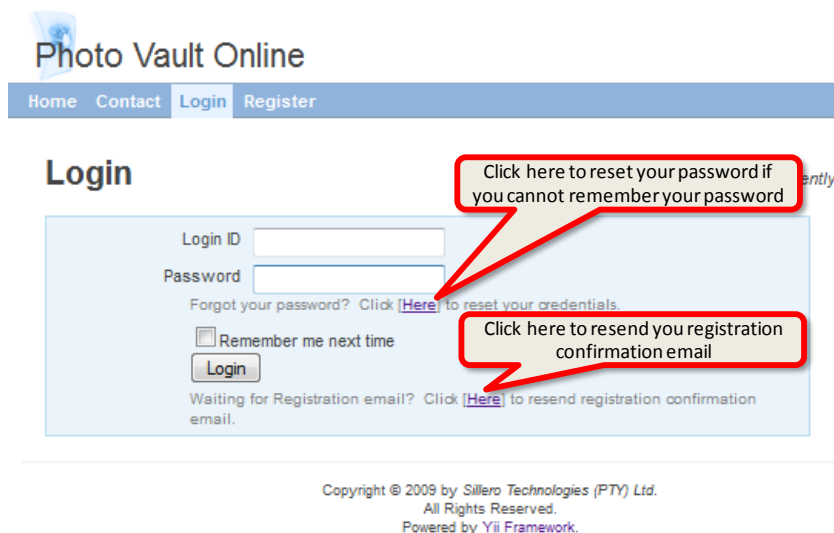


## Login Screen

Use the login screen to login every time you visit the site.

There are two special links on the login screen. The first is used to reset your password in the unlikely event that you have forgotten your password. Resetting your password requires multiple steps, which are necessary to ensure this is a valid password reset request.

The second special link is to resend your registration confirmation email. Note that it could happen that certain email servers may mark an automated email as a possible spam message, thus it will make sense to check your spam email folder before requesting a registration resend email.



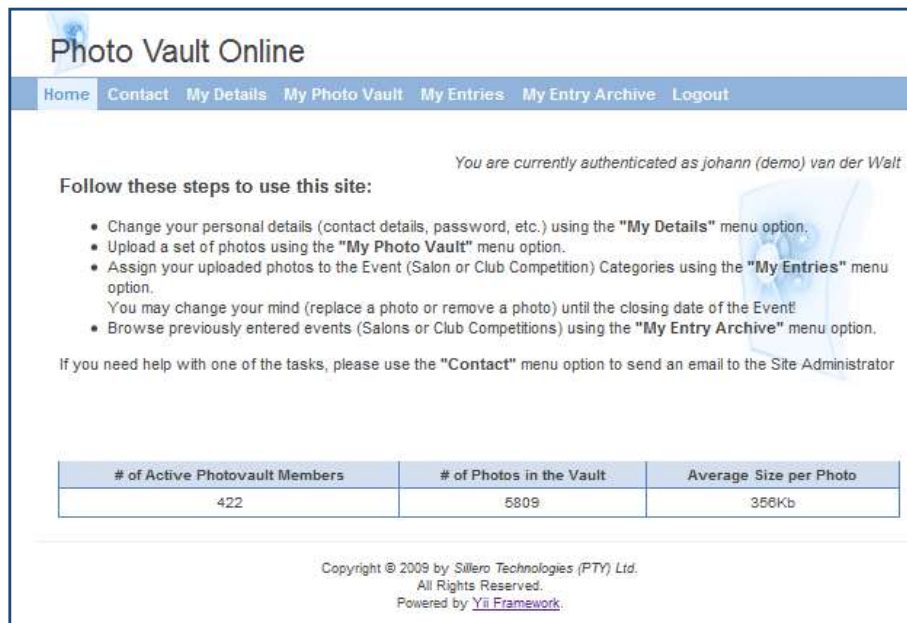
## The Main Menu

Once logged in, you will notice that the menu has changed: it now contains more options.

From left to right you will see the following menu options:

- Home (this screen);
- Contact (to send an email to the site administrator);

- My Details (to update or change you details) – this screen is similar to the original registration screen;
- My Photo Vault – this is where you will manage your photos, uploading, changing titles, deleting or archiving photos;
- My Entries – this option is used to assign uploaded photos to a specific event or competition.
- My Entry Archive – this option is used to look at the results of competitions after the closing date;
- Logout – Used to log out of the system.



The following section will describe the process for uploading and entering photos using PhotovaultOnline.com.

## The Photo Upload and Entering Process

### Introduction

Entering an event or competition is a twofold process; you first need to upload your photos, and then enter them in the intended event.

The reason for splitting it into two steps is to allow for the reuse of an uploaded photo in multiple events. Once a photo is uploaded in your personal vault, it will stay there (until you remove it) and it may be entered into multiple events (based on the rules of the competitions) without re-uploading the photo. Over a period of time, this could save you a substantial amount on bandwidth usage.

### My Photo Vault

When you open the "My Photo Vault" page the first time, it will start as a blank page with only a link to upload a new photo "[Upload New Photo]".

## My Photo Vault – Upload New Photo

Uploading a photo is a very straight forward process. You only need to select the photo from your computer by clicking on the **Browse** button, type the title of the photo and click the **Submit** button. During the upload process, the system will generate a thumbnail (small rendition) of your photo. This is the only version that you will see on the system (to limit the bandwidth used while managing your photos on the site).

Currently there is the following limitation on the size of the photos:

- Maximum width: 1024 pixels
- Maximum height: 768 pixels
- Maximum size: 500 Kb

The screenshot shows the 'Photo Vault Online' interface. At the top is a navigation bar with links: Home, Contact, My Details, My Photo Vault, My Entries, My Entry Archive, and Logout. Below this is the 'Upload new Photo' section. A message states 'You are currently authenticated as johann (demo) van der Walt'. There is a link '[List all Photos]'. A note says 'Fields with \* are required.' The form includes a 'Select Photo' field with a text input showing 'C:\Users\johann\Picture' and a 'Browse...' button. Below this is a 'Title \*' field with the text 'Ancient Rocks'. A note below the title field says 'Only the title of the image. No special characters. Example: "Lion Kill"'. At the bottom of the form is a 'Submit' button. Three red callout boxes with arrows point to specific elements: one points to the 'Browse...' button with the text 'Click here to select the photo on your computer.'; another points to the 'Title' field with the text 'Type the title of the photo here (no special format required – just the actual title)'; and a third points to the 'Submit' button with the text 'When you click the "Submit" button the photo will be uploaded and stored in your vault'.

## My Photo Vault – Photo Detail Screen

Once a photo is uploaded, you will be forwarded to a detail photo screen showing the generated thumbnail of your photo.

The detail photo screen contains links to perform the following tasks:

- List all Photos: returns you to the browser list screen.
- Upload New Photo: takes you to the screen to upload another photo.
- Update Photo Detail: changes the title of the photo.
- Remove Photo: allows you to delete a photo. This will permanently remove the photo from the vault. Once a photo was used in an event or competition, you cannot remove the photo anymore. In such a case, use the "Archive Photo" option.
- Archive Photo: This option allows you to remove the photo from the vault once it was used in an event or competition. The difference between this option and removing a photo (previous option) is that this option keeps the information about the usage of the photo on the system. It also retains the thumbnail. This allows for keeping the usage history of the photo on the system.



**Note** that if a photo is entered in an event that hasn't yet reached its finalising date, you will not be able to archive it. All events have three dates, the starting date, the closing date (you can only enter in an event during the window between the starting and closing dates) and the finalising date (this date indicates the end of all administrative activity for the event; for example, judging is done and the results are posted). You will only be able to archive a photo once all events where it was entered, have reached their finalising dates.



## My Photo Vault – Photo List Screen

As soon as you have one or more photos in your vault you will be presented with a browser list screen when you click on the “My Photo Vault” menu option. From the thumbnail browse list screen you can upload a new photo, go to your archived browser list screen or drill down for detail actions on a specific photo.



**Note** that the browse list screen will indicate in red that an uploaded photo has not been entered in an event or competition yet. Once entered in a competition, this message will be replaced with an indication of the number of times it was entered.

## My Entries

### Introduction

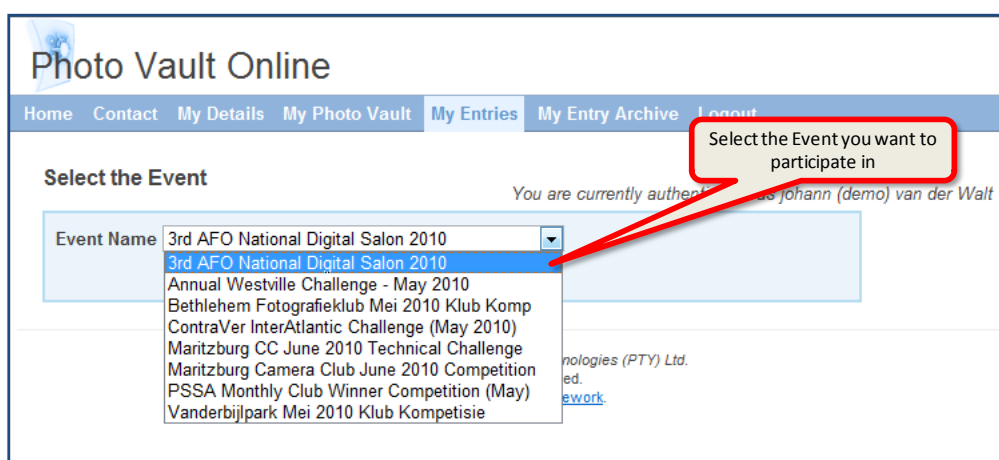
As mentioned in the introduction, the two major steps for entering in an event or competition are accessed via the “My Photo Vault” and “My Entries” menu options. The previous section dealt with the “My Photo Vault” section, which is used to upload and manage your photos, while this part will deal with entering your photos in an event or competition.

### Select Event

When you click on the **Select Event** menu option you will be presented with a screen where you have to select the event or competition you want to participate in. Note that all events have a starting date and closing date. The time between the starting and closing date is known as the “active state”. You will only see an event in the dropdown list if it is still active.

Once you have highlighted the event or competition you want to enter, click on the “Go to My Event Entries”

**Note:** Only the site administrator can change the active state of an event, which is set up based on the requirements specified by the event coordinator. Once you have missed the deadline the event coordinator will not be able to tweak the system to allow you the opportunity for a late entry, (which takes some getting used to, as the phenomenon of late entries tend to take place quite often in the more relaxed monthly club competitions!).



### My Entry

The My Entry screen is opened in two phases; the first part is visible when you enter the screen for the first time while the portion to assign your photos will only be visible once you’ve clicked the **Save Details** button.

The My Entry screen differs based on the type of event or competition as well as based on the layout of the competition.

The following screen is a typical screen for a PSSA affiliated event such as a national salon. Note for instance, that the PSSA Membership ID as well as the Nominated Club fields have comments next to them indicating their specific purpose for this type of event.

**Photo Vault Online**

Home Contact My Details My Photo Vault My Entries My Entry Archive Logout

**My Entry for 3rd AFO National Digital Salon 2010** *You are currently authenticated as johann (demo)*

Event Administrator: Riaan van den Berg (Tel: 0845854855)  
Closing date: 22 May 2010

All Members of PSSA and all Photographers resident in South Africa are cordially invited to participate in the National Digital Salon of Photography.  
The Salon will be conducted in accordance with the requirements and practices of PSSA.

PSSA Membership Id  (Required for Impala log)

# of Categories Entered

# of Catalogues Ordered

Price per Category: PSSA Members: R20  
Non PSSA Members: R25

Price per Catalogue: R30

Upload Proof Of Payment  Browse...

Proof Of Payment Ref:

Proof of Payment:

Nominated Photo Club  (For Premier Club Award)

Club Star Rating: 5

Honours: APSSA

Save Details / Upload Proof of Payment and Continue to Photos

Once off save before you start uploading your photos

The second example of this screen shows an event which is only open to a specific group of PhotovaultOnline users. This screen contains an extra field requiring you to enter an access code. Requiring an access code limits access to the upload portion of the screen to only those people who know the access code. This example also does not require the PSSA Membership ID, as this is not a PSSA affiliated event. This event is also a “free” event and therefore does not require the upload of a proof of payment file.

**Photo Vault Online**

Home Contact My Details My Photo Vault My Entries My Entry Archive Logout

**My Entry for ContraVer InterAtlantic Challenge (May 2010)** *You are currently authenticated as johann (demo)*

Event Administrator: Johann van der Walt  
Closing date: 24 May 2010

This competition is open to members of the ContraVer Camera Club and the Vereeniging Photographic Soc

Access Code  (Contact the coordinator to receive the access code)

# of Categories Entered

Nominated Photo Club

Club Star Rating: 5

Honours: APSSA

Save Details and Continue to Photos

Sometimes an event is only open to a certain group, in which case an access code is required to upload photos

Once you click on the “Save ... and Continue to Photos” button the rest of the screen will open. Note that this “Save” button is only displayed once per event. In future, when accessing this event entry screen, the button will be replaced with a button called “Update Details” (or “Update details and Upload Proof of Payment” if this is not a free event). This means that you can still change your details in the top half of the screen – even after assigning your photos.

The screenshot shows a web form for PSSA membership and event entry. At the top, there are fields for 'PSSA Membership Id' (NNNN), '# of Categories Entered' (5), and '# of Catalogues Ordered'. Below these are pricing details for PSSA and Non PSSA members. A 'Browse...' button is next to the 'Upload Proof Of Payment' field. A dropdown menu for 'Nominated Photo Club' is set to 'Vereeniging Photographic Society'. A 'Club Star Rating' of 5 and 'Honours: APSSA' are also shown. A button 'Update Details or Upload Proof of Payment' is present. Below this, a message states 'The maximum number of entries allowed is 24' and a 'Finalise My Entry' button. The bottom section is a table of categories with links to assign photos. Two red callout boxes highlight the 'Category 1 - Nature' link and the 'Category 4 - Scapes' link, with text indicating that two photos have already been assigned to Category 4.

Category	Definition
<a href="#">Category 1 - Nature</a> (excl Birds, incl Macro) No Photos Entered	(Digital Manipulation not allowed) Surrounding landscape or environment. No seascapes and botanical images will be allowed in this category. This section includes animal portraits and macro photography as stated for this category.
<a href="#">Category 2 - Birds</a> No Photos Entered	(Digital Manipulation not allowed) Birds only (excluding domesticated birds and birds in captivity)
<a href="#">Category 3 - Human Portraits</a> No Photos Entered	(Digital Manipulation allowed) Head and shoulders or full figure of person(s) depicting the subject's character or emotion at that moment. Human portraits only.
<a href="#">Category 4 - Scapes</a> 1. Ancient Rocks 2. Farm on Fire	(Digital Manipulation allowed) Any city- land- or seascapes are allowed with or without man made elements.
<a href="#">Category 5 - Pictorial Sport</a> No Photos Entered	(Digital Manipulation not allowed) Any image representing sport activities as the main subject may be entered into this section.
<a href="#">Category 6 - Pictorial Open</a> No Photos Entered	(Digital Manipulation allowed) Any general type of image, which would not fit into any of the other sections, may be entered into this category. No Pictorial image containing nature, birds, portraits, scapes or sport (as defined in the above categories) is allowed to be entered into this category, manipulated or not.

The bottom half of the screen contains the links to the categories where you have to assign your photos. The name of the category is a link which redirects you to a new screen where you can assign your photos.

### Assigning Entries to a Specific Category

Click on the Category Name link to go to the screen where you can assign your photos to the specific category.

## 3rd AFO National Digital Salon 2010 Category: Category 4 - Scapes

You are currently authenticated as johann (demo) van der Walt

[\[Back to My Entry Overview\]](#)

(Digital Manipulation not allowed)  
Any city- land- or seascapes are allowed

Maximum Height: 768 pixels  
Maximum Width: 1024 pixels

Title: Ancient Rocks

Height: 656 pixels  
Width: 1024 pixels  
Size: 440 kb

[\[Replace Photo\]](#) [\[Remove Entry\]](#)



Changed your mind? Click on **Replace photo** to replace it with another or **Remove Entry** to remove it from you entry

Title: Farm on Fire

Height: 403 pixels  
Width: 1024 pixels  
Size: 212 kb

[\[Replace Photo\]](#) [\[Remove Entry\]](#)



Click here to assign a photo

[\[Select Photo\]](#)

Empty slots where you can still assign photos

[\[Select Photo\]](#)

The screen will contain an empty slot for each possible photo you may enter in this category. For example, if you are only allowed to enter four photos in a specific category, it will contain four empty slots. Click on the "Select Photo" link to assign a photo (remember you have already uploaded your photos in the "My Photo Vault" step).

### Select Photo for Category

The "Select Photo" screen contains one field only: a dropdown list of all your available photos. Select the photo from the list and click on the Save button to assign it to one of the empty slots.

Photo Vault Online

Home Contact My Details My Photo Vault My Entries My Entry Archive Logout

3rd AFO National Digital Salon 2010  
Category: Category 4 - Scapes

You are currently authenticated as johann (demo)

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

Fields with \* are required.

Selected Photo \* Ancient Rocks

[Save](#)

Ancient Rocks  
Farm on Fire  
Freshly Cut

Select the photo from the list of uploaded photos and press "Save" to assign it to the category

## Finalise my Entry

Once you have assigned all your photos to all the categories you intend entering, you have to click on the “Finalise my Entry” button to indicate that your entry is final. This action will also trigger an email with a summary of your entry. If, on inspection of the email summary, you notice that you made a mistake; you may go back to PhotovaultOnline.com and alter your entry. Remember to click on the “Finalise my Entry” button again, once you’ve made the necessary changes.

## My Entry Archive

The “My Entry Archive” screen is very similar to the “My Entries” screen, with the exception that it will only show those events that you have entered and that are already past the closing date.

## Update Information on Request

It might happen that an event coordinator may contact you and request you to make certain changes to your entry. These changes will still be allowed through the “My Entry Archive” screen. You will not be able to alter your assigned photos through the “My Entry Archive” screen.

## Browse my Results

Once the results of an event are published, the “My Entry Archive” will contain a link to display your results.

The screenshot shows the 'My Entry Archive' page with various input fields and a table of categories. Annotations highlight specific features:

- A red box around the 'Update Details or Upload Proof of Payment' button.
- A red box around the 'Click here to see results' link.
- A red box around the 'Nature: Zoology' category header with the text 'The Category header is not a link anymore'.
- A red box around the 'Once the results are published, you can access it through this link' text.

**Form Fields:**

- PSSA Membership Id: NNNN (Required for Impala log)
- # of Categories Entered: 5
- # of Catalogues Ordered: 1
- Price per Category: PSSA Members: R30, Non PSSA Members: R45
- Price per Catalogue: R30
- Upload Proof Of Payment: [Browse...]
- Proof Of Payment Ref: M4\_S2 (uploaded on: 2010-02-28 17:39:15)
- Proof of Payment: Johannvanderwalt.htm
- Nominated Photo Club: Vereeniging Photographic Society (For Premier Club Award)
- Club Star Rating: 5
- Honours: APSSA

**Table:**

Category	Definition
<b>Nature: Zoology</b> 1. Gemsbokke in die Woestyn 2. Zebra patterns 3. Zebras in the field 4. Painted Lady	Images must be of animals (excluding birds, domesticated animals, animals in captivity, reptiles or marine life in natural habitats). Images could testify as to its true nature. Only natural images will be allowed in this category.
<b>Nature: Ornithology</b> 1. Tobies 2. Drip n dry 3. Geelvink 4. Cleaning Up	Birds only (excluding domesticated birds and birds in captivity)
<b>Pictorial Sport</b> 1. Like an alien 2. Mario's Marine	Any image representing sport activities as the main subject may be entered into this section.



## Appendix A – PSSA Honours Applications

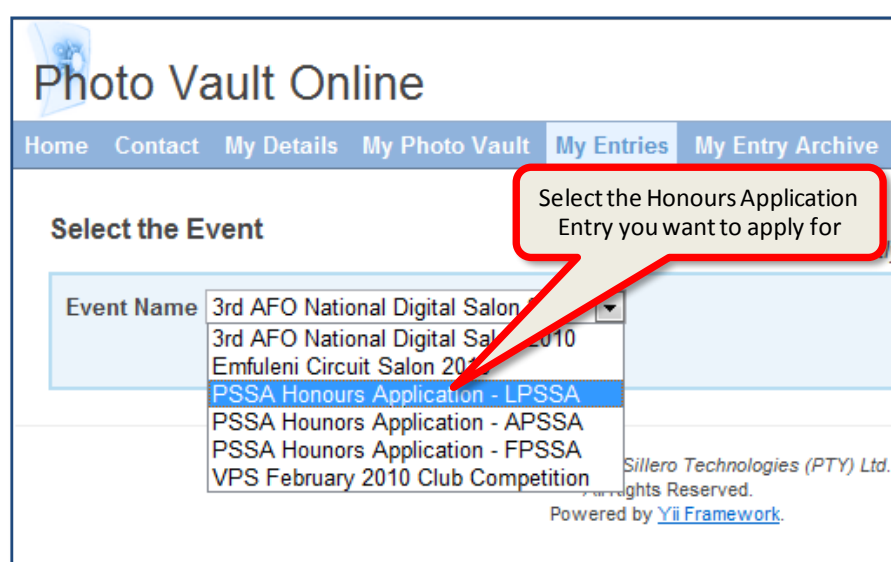
### Introduction

PhotovaultOnline.com has been modified to allow for entering of PSSA Honours applications in digital photography online.

Only the entering of the photos is handled by PhotovaultOnline. You still need to follow the normal prescribed way to obtain your application number, and you still have to ensure that you have read all the documentation about an honours application as published on the PSSA website before uploading your photos.

Once you are ready to upload your photos, follow the normal procedure to upload your panel of photos using the “My Photo Vault” option as described previously. (In fact, if one or more of the photos you want to use in your panel, were previously uploaded and used in one of the other events or competitions hosted by PhotovaultOnline.com, you do not need to upload them again).

To assign your photos to your honours application, click on the “My Entries” menu option and select the correct Honours Application.



### The Honours Application Entry Screen

There are a few extra fields on the Entry Screen for honours applications:

1. Honours Application Number: The Honours and Awards committee will provide you with a unique number on request. Enter your application number here.
2. Manipulated Panel: If one or more of the photos in your panel are manipulated, mark this field accordingly. **Remember that no nature or PJ panel may include both manipulated and non-manipulated images.**
3. Application Attempt: Use the dropdown list to indicate whether this is your first attempt or not.
4. Specialised Panel: Use this field to indicate whether this is a specialised panel, and if so, also describe the specialisation in the block provided.



The Fellowship recognizes a high standard of achievement in the art and science of photography and is awarded for excellent photographic ability. The applicant must already hold an APSSA in the same medium.

If you are not currently a PSSA member, first download and follow the instructions for joining the PSSA.

PSSA Membership Id: NNNN

Honours Application #: F-XX-XX

Manipulated Panel? ☒ (Panel contains manipulated photos including both manipulated and non-manipulated images.)

Application Attempt: New Application

Specialised Panel? ☐ (If specialised panel, please describe specialisation in the block provided)

Describe Specialisation:

Indicate whether this is a new application

Indicate whether this is a specialised panel, and if so, describe the specialisation in the block provided

Proof of Payment Ref: [blank]

Proof of Payment: [blank]

Nominated Photo Club: Independent

Club Star Rating: 5

Honours: APSSA

Update Details or Upload Proof of Payment

Click on the links below

Click here to assign your photos for your honours panel. If you apply for multiple honours concurrently (for VERS), upload multiple panels

The maximum number of entries allowed is 3

Finalise My Entry

Category	Definition
<a href="#">FPSSA - 1st Panel</a> No Photos Entered	The Fellowship (FPSSA) is awarded for excellence and distinguished ability. The Fellowship recognizes a high standard of achievement in the art and science of photography and is awarded for excellent photographic ability. The applicant must already hold an APSSA in the same medium.
<a href="#">FPSSA - 2nd Panel</a> No Photos Entered	The Fellowship (FPSSA) is awarded for excellence and distinguished ability. The Fellowship recognizes a high standard of achievement in the art and science of photography and is awarded for excellent photographic ability. The applicant must already hold an APSSA in the same medium.
<a href="#">FPSSA - 3rd Panel</a> No Photos Entered	The Fellowship (FPSSA) is awarded for excellence and distinguished ability. The Fellowship recognizes a high standard of achievement in the art and science of photography and is awarded for excellent photographic ability. The applicant must already hold an APSSA in the same medium.

## The Honours Application Category

You will notice that the honours application list consists of 3 categories. Normally you will only enter one category (the first panel) as the extra two categories are there for members who apply for multiple specialised honours at the same time (in order to achieve their VERS). To assign your panel of photos, click on the supplied link.

The next screen is the familiar Entry Category Browser you use for uploading your photos in any other competition. The list will contain the following number of empty slots where you should upload your panel of photos.





**PSSA Honours Application - LPSSA**  
**Category: LPSSA**  
 You are currently authenticated as Johann(new) vdwaal

[\[Back to My Entry Overview\]](#)

The Licentiate (LPSSA) is generally the entry level Honours and is awarded for a high level of basic photographic skill and competence. Based on the PSSA club judging summary the LPSSA standard is that of a Gold Award in the 3 Star club grading in a relatively strong club.

Maximum Height: 768 pixels  
 Maximum Width: 1024 pixels

<p><b>Title:</b> Painted Lady</p> <p>Height: 725 pixels            Width: 1024 pixels            Size: 342 kb</p> <p>Entry Reference Number: XXX-XXX-01            Credit: <b>Yes</b></p> <p><a href="#">[Update Photo]</a> <a href="#">[Remove Entry]</a></p>	
<p><b>Title:</b> Zebra Patterns</p> <p>Height: 681 pixels            Width: 1024 pixels            Size: 401 kb</p> <p>Entry Reference Number: XXX-XXX-00            Credit: <b>Yes</b></p> <p><a href="#">[Update Photo]</a> <a href="#">[Remove Entry]</a></p>	
<p><a href="#">[Select Photo]</a></p>	
<p><a href="#">[Select Photo]</a></p>	

For a Licentiate application, the list will have 10 empty slots. For the Associate application, there will be 15 empty slots, while the Fellowship application will have 25 empty slots. You should assign a photo to each of the empty slots according to the specific application.

## Assigning a photo

Click on the “Select Photo” link in one of the empty slots to assign a photo to your panel.

The normal screen used to link one of your photos with your entry was amended with two extra fields:

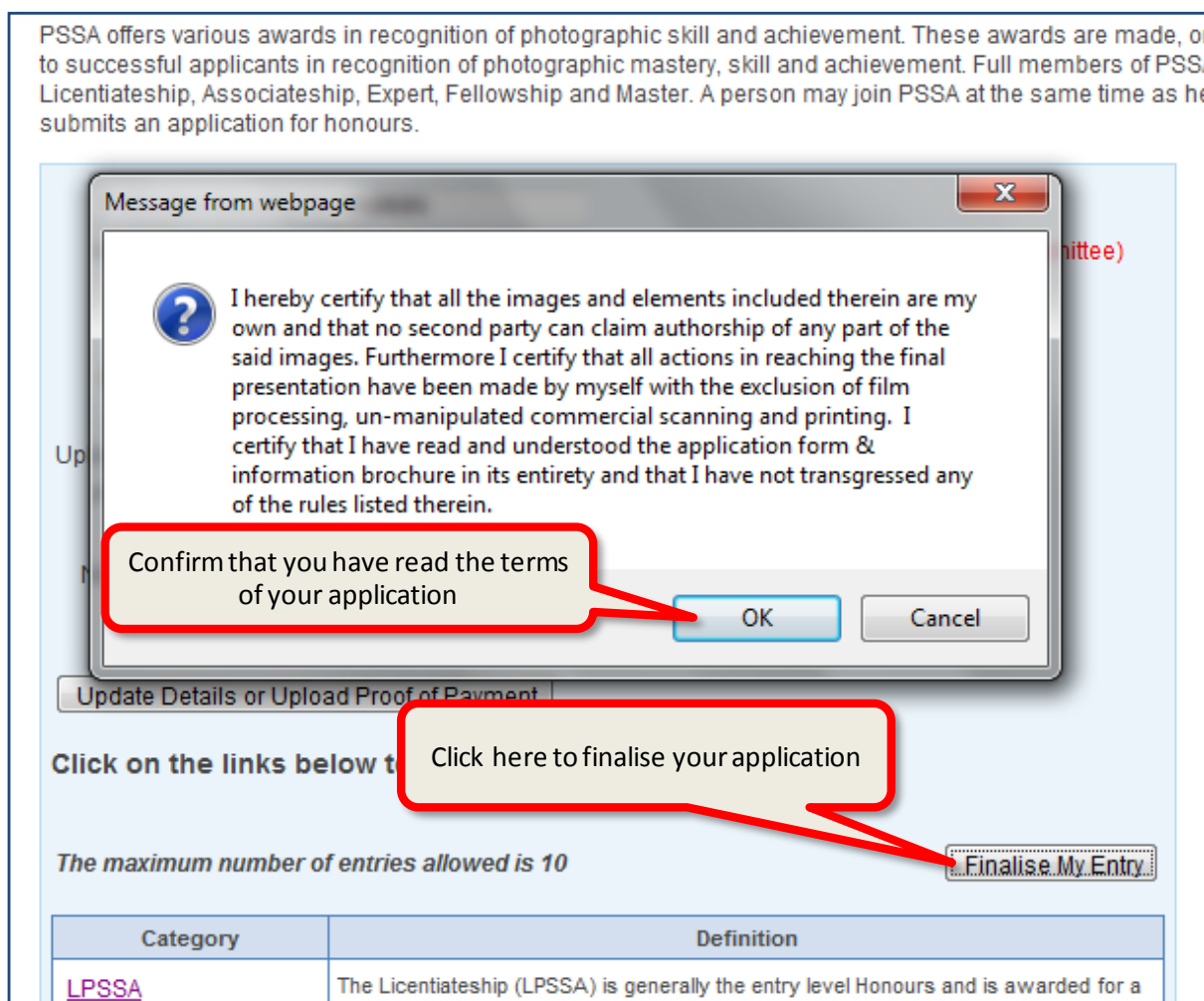
1. Photo Reference Number: You must supply the photo reference number for each photo in your panel. Ensure that you follow the guidelines as specified in the Honours & Awards documentations when naming your photo.
2. Existing credit. Tick this box if this photo was awarded a credit in a previous Honours application cycle (this applies when your application is not a new application).

Click the “Save” button to save the information and return to the previous screen.



## Finalising your application

Once you have assigned all the photos for your panel you must click on the “Finalise my Entry” button. A popup screen will ask you to confirm the terms of this application. Once you click on the “OK” button an email will be sent to your email address that will serve as proof of your submitting your application.



## Appendix B – Troubleshooting

### I did not receive the registration confirmation email

Certain email service providers mark auto generated emails as spam to protect their users. This is mostly a good practice, but it does mean that you must – from time to time – check your spam folder for legal emails which was incorrectly flagged as a spam message.

To flag a message as spam it gets rated for its possible spam content. Luckily the rules for these rating engines do not get published, and they are actually changing on a regular basis – otherwise the real spammers will just make sure their spam mail slip through.

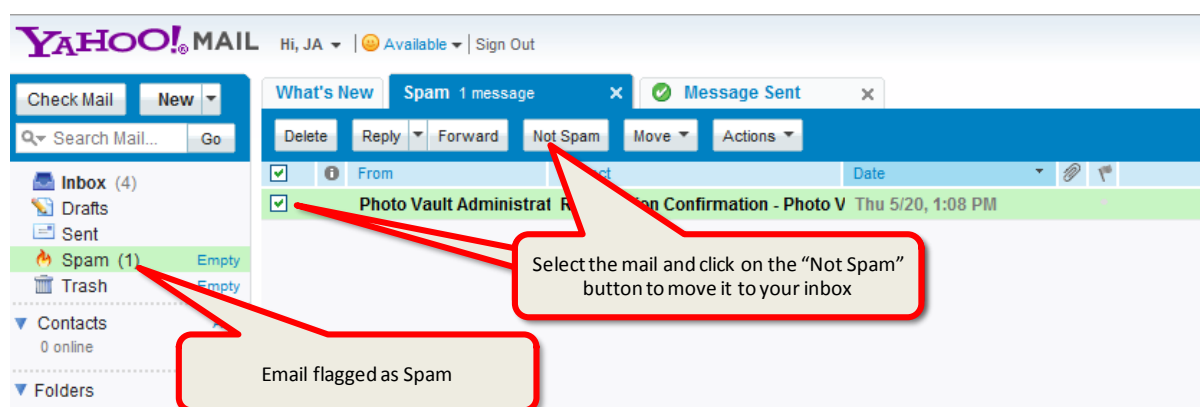
A good example of this is Yahoo mail. They flag almost any mail containing a hyperlink as a spam message. So if you are a yahoo subscriber, you must make sure that you check your mail on a

regular basis. All registration confirmation emails of photovaultonline.com will land in the Yahoo spam folder. To rectify the problem, simply open your spam folder, select the photovaultonline.com email and mark it as “Not Spam”.

Microsoft Outlook has its own building spam rules, so it could easily happen that the same problem could occur if you are using Microsoft Outlook as your mail client.

In most cases, once you’ve marked one email as “Not Spam”, all subsequent emails from the same address will be treated as not spam and will go directly to your inbox – bit there is no guarantee that it could not end up in spam in the future as the service updates its spam rules engine.

The following example shows how to rectify the problem in yahoo.



## I cannot remember my login id or password

On the login screen is a link to reset your password. You need to supply either your login id or your email address (so, if you cannot remember your login id and / or your password, you will still be ok if you have a using email address, but if you use a shared email address (like family members using the same email address) you will need to supply your login id. In the latter case, if you cannot remember your login id, send us an email using the “contact” page and we will send you your login id (note that we cannot send you your password as the password is encrypted and we cannot decrypt it).

Tip: When resetting your password, you will be asked your security question. Make sure you type the answer correctly. If you, for instance, used spaces in your answer, you will need to provide the answer with all the spaces included.

Remember that the password reset function is also going to send you emails as part of the process. Make sure you check your spam folder if it looks like you did not receive the emails.

## I did not receive a confirmation for my entry

There are several tests you can do to make sure that your entry is correct;

1. On the “My Entry for...” screen, at the bottom, underneath each category link, it will show the list of the titles of entries for that category.
2. If you click on the category link, it will take you to a page where all the photos entered for that category, is list. Each entry will show a small thumbnail as a visual confirmation that the entries for that category are correct.

3. On the “My Entry for ...” screen, just above and to the right of the list of categories, is a button called “Finalise My Entry”. When you click on this link an automated email will be send to you with the full details of your entry. (Remember to check the spam folder if you do not receive this email.)

**I paid for my entry at the bank and do not have an electronic proof of payment to upload.**

1. If you have the paper version, take a photo of it with your digital camera and upload that as the proof of payment.
2. If you don't have any proof, create a word document (or use any other editor such as notepad on windows) and explain in the document your payment dilemma. If you can remember what key words you used in your payment, mention it in the document. Remember, the proof of payment is just to help the administrators to reconcile their books at the end of the competition, so any information to help them in their reconciliation will be appreciated. Once done, upload this document as your proof of payment.

