

## CLUB WINNING IMAGE UPLOAD UPDATE

Thank you to those who have uploaded their Club Entries onto Photovault over these past years.

Here is a reminder on how the procedure works:

Firstly, the **cut-off date is the 25<sup>th</sup> of each Month**. If your club meeting is between the 26<sup>th</sup> of a month and the 25<sup>th</sup> of the next month, you will always fall into the next cycle. Also remember that the following month's competition will only open on Photovault on the 1st of the month.

Please also remember that if your club meets in December you can enter two images in the January competition.

1. A club representative uploads the winning photo on behalf of the author.

Each club can enter two Club Winning Images, the Junior and Senior winner every month. Clubs are allowed to enter 4 images during the month of January only as there are no PSSA competitions during the month of December.

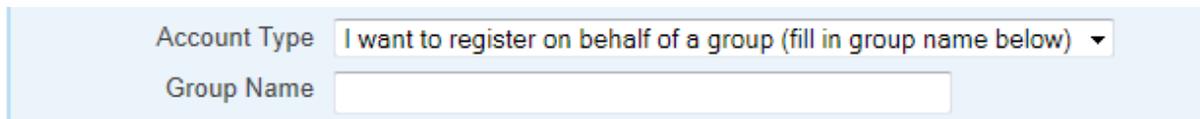
Start by going to the Photovault website at [www.photovaultonline.com](http://www.photovaultonline.com) and log in.

It is the responsibility of the club chairman or club representative to facilitate the upload of the winning photo each month and on time.

The current access code for uploading the club winning image is the word: **clubwinner**

From February 2017, the Club Representative only uploads the winning photo on behalf of the Author. To do this, the club must create a special group account on Photovault.

To create a group account, if the club does not already have one, create an account on Photovault and ensure that you select "Group Account" in the dropdown control for the type of account. Fill in the name of the club in the "Group Name" field. See below:



The image shows a light blue rectangular box containing a registration form. On the left, the text "Account Type" is followed by a dropdown menu. The dropdown menu is currently open, showing the selected option "I want to register on behalf of a group (fill in group name below)" with a downward-pointing arrow. Below this, the text "Group Name" is followed by an empty white rectangular input field.

After logging in, upload the images into the group account's Photo Vault.

For each photo, enter the title in the field provided. Also enter the Author's details (name, surname and star rating) in the fields provided. See below:

Select Photo

Title \*  *Only the title of the image. No dashes or other special characters. Example: 'Lion Kill'*

Author Firstname \*

Author Lastname \*

Star Rating

Once the photo is uploaded, select the “PSSA Monthly Club Winner” event from the “PSSA Specific” sub menu in the “My Events” menu to enter the photo.

**Important note:** If you were one of the first clubs to enter on behalf of a club member and you used the workaround method of creating an account with the club name in the surname field, please contact Johann van der Walt from PhotovaultOnline.com. He will convert your account to a full group account.

Frequently we do require high resolutions of these images as PSSA use them for Print Exhibitions to promote PSSA as well as showcasing the work being done around the country

Hope this is clear and acceptable and good luck, we are looking forward once again to all those stunning images.

If any further queries, please do not hesitate to contact me.

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