



# **SALON DIRECTOR'S MANUAL**

**PSSA NATIONAL SALONS**

**Projected Digital Images (PDI) and Prints**

*Version 2024.2 – updated 21<sup>st</sup> May 2024*

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# 1. INTRODUCTION

This document describes the requirements and process for hosting a national salon with PSSA patronage.

The Photographic Society of South Africa (PSSA) offers patronage of salons to maintain the desired standard of competency and to protect, as far as possible, the interests of all parties concerned. When patronage is approved, PSSA will also award the salon the required medals for the top awards.

Patronage testifies to the local photographic community that the required standard will be met.

PSSA is also empowered to withdraw salon patronage and medals if the standard is not maintained or achieved.

## Target Audience

PSSA approved salons may be hosted in projected digital images (PDI), prints and audio-visual (AV) presentations.

This manual will place emphasis on the process and timelines required for hosting a national salon in PDI and Prints. A separate manual for AV salons is available from the AV Division.

# 2. PSSA APPROVAL AND PATRONAGE

Hosting a salon with PSSA patronage not only lends a certain prestige to the salon, but it is also one of the sought-after mediums used to receive recognition for your photography in South Africa. Recognition through PSSA Diamond Ratings, DPSSA and EPSSA honours as well as the annual Impala Trophy awards and the Premier Club Awards, are some of the reasons photographers participate in national salons with PSSA patronage.

PSSA grants patronage in the following classes:

**Patronage A** – is granted to international salons open to any photographer anywhere in the world. PSSA gold medals will be awarded to the category winners of such a salon. (See PSSA International SDM).

**Patronage B** - is granted to national salons that are open to all photographers resident in South Africa and individual members of PSSA wherever they may reside. PSSA silver medals will be awarded to the category winners of such a salon.

**Patronage C** - is granted to salons and competitions with limiting entry conditions, e.g. limited by a specific region in South Africa, limited by age group or any other limiting factor. PSSA bronze medals will be awarded to the category winners.

The PSSA logo and the words **PSSA Patronage A, B or C and relevant approval number**, must appear on the entry form and catalogue. The PSSA logo is already included in the Salon Brochure Template. The PSSA Salon Administrator will add the patronage number to the final document when it is published.

### 3. APPLICATION TO HOST A SALON

The hosting of salons is to be supported by the Regional Director. It is the responsibility of the Regional Director to discuss with clubs in their regions the process by which clubs will make application for salons in any given Impala year. The Regional Directors will proceed with the application thereafter to the PSSA Salon Administrator.

The application form is available for download as part of the [Salon Director's Download Pack](#) from the PSSA website. Submit a completed application in digital format to the relevant Regional Director for approval. No scanned or hand written documents will be accepted. The Regional Director will submit all applications approved to the PSSA Salon Administrator via e-mail to: admin@pssa.co.za BEFORE 31 January for consideration in the next PSSA Impala Year starting 1 July annually.

### 4. ALLOCATION OF SALONS BY PSSA:

A salon calendar is maintained on the PSSA website and this is the prime reference point for SA salon entrants. This calendar is published early in the new calendar year before the start of the next Impala year on 1 July.

The following criteria are taken into account and scored when approving salon applications:

**CRITERIA 1: When was previous salon held?**

- 1 = Last salon season
- 2 = Previous salon season
- 3 = more than 2 years ago / more than 2 salon seasons ago

**CRITERIA 2: Results time line met?**

- 1 = No – later than deadlines stipulated without valid reason
- 2 = No – later than deadlines stipulated with valid reason
- 3 = Yes on time or earlier than deadlines stipulated

**CRITERIA 3: SD's report received?**

- 1 = No – still outstanding / received late without valid reason
- 2 = No - still outstanding / received late with valid reason
- 3 = Yes on time or earlier than deadlines stipulated

**CRITERIA 4: Catalogue received?**

- 1 = No – still outstanding / received late without valid reason
- 2 = No – still outstanding / received late with valid reason
- 3 = Yes on time or earlier than deadlines stipulated

**Total Possible score** – 4 dimensions with max 3 points = 12 points

Applications are ranked by overall score and allocated accordingly. Except for first time salons as supported by the relevant Regional Director, applications with less than 4 points are unlikely to get a slot.

## 5. SALON BROCHURE

The salon brochure, a document describing the conditions of entry, fees and category definitions etc., **must** be available on the PSSA website, [www.pssa.co.za](http://www.pssa.co.za) **at least three months** before the closing date. A salon calendar is maintained on the PSSA website and this is the prime reference point for SA salon entrants. This calendar is published early in the new calendar year before the start of the next Impala year on 1 July. The Salon Brochure Template is part of the [Salon Director's Download Pack](#) and a new version of the Download Pack **must** be downloaded every year. PSSA will allocate the patronage number when the brochure is approved and issue an invoice for the approval and required set of medals. Only when the invoice is paid and proof of payment has been received by the PSSA Salon Administrator, will the salon brochure be published on the PSSA website and PhotoVaultOnline will be requested to create the event for entry, followed by the relevant invoice for the applicable patronage fee.

## 6. SALON RECOGNITION CERTIFICATES

Annually, the PSSA Salon Administration will evaluate the performance of the salons in the past year on adherence to the patronage conditions including timeous and accurate release of results, catalogue and Salon Directors' report. Dependant on these results, Salon Recognition Certificates may be issued to those Clubs deserving of recognition for hosting a successful and expedient salon at the PSSA Salon Administrator's discretion.

These certificates will be distributed digitally via the respective Regional Director to coincide with the annual Impala Club Top Achiever Awards.

## 7. THE SALON COMMITTEE

A salon is a group effort, and it is very important that the correct team is selected to ensure a successful salon. At least one member of the committee should have prior experience in the administration of a salon. Members of the committee **must** be competent in Excel to fulfil the tasks and must be able to create formulas and summarise data in pivots.

The following are the typical portfolios required on a salon committee:

### 7.1 SALON DIRECTOR

PSSA will only consider patronage when the Salon Director is a **full member** of PSSA and thus able to receive any updates on definitions and salons. The Salon Director must also be a person with good management and administrative skills.

It is important that the Salon Director plans his/her personal life around the salon, as it will be required of the Salon Director to be fully available via telephone and e-mail from at least one month before the closing date of the salon, until after the posting of the salon catalogue.

The Salon Director often needs to make difficult and maybe unpopular decisions. To be free to make those decisions, the Salon Director may choose not to enter the salon of which he/she is a director.

When the Salon Director takes part in the salon, he/she may NOT win any of the top-awards (medals) in the salon but may receive acceptances and win COMs or Club Awards.

The Salon Director and any person who prior to or during the judging is involved with processing the images or has access to the images entered may **NOT** serve as a judge for the salon.

## 7.2 COMMUNICATIONS

In most cases this portfolio will be handled by the Salon Director. All queries with regards to the salon need to be answered promptly.

## 7.3 TREASURER

A dedicated person is needed to coordinate the finances of the salon. It is this person's duty to reconcile the bank statements of the club with the entries received and ensure all entrants have paid correctly.

Entrants who have paid the PSSA member rate must be paid-up members of PSSA and indicate their current membership number (e.g. M123456) on their entry. PSSA member details must be verified as being current paid-up members and a complete member list must be obtained from the Regional Director.

Follow-up on short and non-payments prior to judging!

## 7.4 COMPUTER OPERATION

It is important to have at least one extra person on the committee who is familiar with the operation of a personal computer. Copying photos from one folder to another, creating formulas and sorting in Microsoft Excel, are some of the tasks which may be required during the salon judging period.

PSSA therefore recommends the use of an on-line salon administration system. Popular is [photovaultonline.com](http://photovaultonline.com) (PVO) and the related viewing and judging system, TOP (The Other Project), which reduces the burden considerably. Alternative systems might be available.

Administration can also be done manually, but reports and output of results must conform to PSSA requirements. Please see **Appendix F** for the manual salon results template that is to be used should your salon not be using the PVO system.

## 7.5 TECHNICAL

Essential to have the following:

- Access to broadband internet and e-mail;
- A calibrated projector and capable Personal Computer (PC);
- Venue for projection and judging which can be blacked out for daytime use;
- Appropriate viewing facilities for prints with suitable lighting e.g. Print Judging Box;
- Clubs should have access to projector and computer equipment to view HD images with the native resolution of the equipment being at least 1920px wide by 1080px high which is the current PSSA standard.

## 7.6 CATALOGUE CREATOR

A catalogue **MUST** be issued in PDF form including all accepted images for archive purposes to the PSSA Salon Administrator. A salon catalogue of accepted photos and medal winners is distributed in the form of an image show (AV) or PowerPoint presentation. It is, therefore, important to have a committee member who is very familiar with one of the audio-visual presentation programs or PowerPoint used to create such a presentation.

Catalogues must be made available online via DropBox, Google Drive, We Transfer, on club's website etc.

Do study the requirements contained in the guide for the correct sequencing of acceptances since the catalogue should also function as a searchable database.

Refer to Point 17 for more detail on salon catalogues. A detailed guide is included in this download pack.

## 8. SALON TRAINING SESSION

All Salon Directors and Administrator **must** attend a compulsory training session. Two morning sessions will be communicated by the PSSA Salon Administrator of which one must be attended. Training will be completed before the 1<sup>st</sup> of July. Changes to processes, rules and definitions will be discussed during the training session. Refusal to attend a training session may result in patronage being revoked.

## 9. CHOOSING CATEGORIES

Please read the current PSSA definitions document that is part of the [Salon Director's Download Pack](#) and familiarise yourself with the definitions of your selected categories. The same definitions are automatically listed in the Salon Brochure Template. The salon committee may decide to introduce one additional category, but their definition must be very clear and unambiguous to eliminate any misunderstandings and unnecessary disqualifications of entries and it must be approved by the PSSA Salon Administrator.

No disqualifications should take place in the Open category except for:

- Same or similar;
- Mono in colour category or vice versa;
- Accepted in a previous salon;
- A special exclusion must be very specific, e.g. no nudes. No exclusions pertaining to other categories in the salon will be allowed. Any special exclusion must be clarified with PSSA Salon Administrator before such special exclusion is added.—Once the special exclusion has been approved by PSSA Salon Administrator, this exclusion must be documented in the salon brochure.

Salons will be allowed to have both monochrome and colour digital categories in the same salon but no mixed categories of both mono and colour images.

An image may only be used once in a particular salon irrespective of the category or of the image being in colour or monochrome or be the image in digital or print. No similar images may be used. The same image may be entered in other salons or competitions where it was not previously accepted.

PSSA will recognise only a total of 3 acceptances for an image in the Impala log or Diamond Ratings. An image which has been accepted in colour and monochrome forms part of the count of 3, e.g. an image gains 2 colour and 1 mono acceptances = 3 acceptances; the image should now be retired. Should the image not be retired and it used again, it will not receive any further credits for the Impala Trophy, Premier Club Award or Diamond Rating.

- Nature will include all Nature categories in both colour and monochrome.
- Open will include all colour categories (Nature excluded).



- Monochrome will only include those categories which allow only monochrome images (Nature excluded).

The overall winner receives the Impala Trophy. The Impala log is limited to PSSA members only. More details are available on PSSA website.

## 10. JUDGES AND JUDGING

### 10.1 PSSA JUDGES REQUIREMENTS

Judges must have proven competency and be fairly current in the category in which they are to judge.

The following criteria for the selection of judges should be used:

- A judge should be active and reasonably successful on the national or international salon scene.
- Judges should have national or international honours / recognition in the category in which they are to judge.
- Judges must have some experience in the relevant field – so for Nature exhibitions, the judge should have good Nature photography credentials, and similarly with Photo Travel and Photojournalism, or any other specialised category.
- A judge could be a professional photographer who specialises in the category where he/she is required to judge.
- Each category needs to be judged by a panel of 3 judges.
- A judge may not judge more than two categories in a single salon and a judge can judge a maximum of six categories in one Impala Year.
- At least one judge in a category must be a PSSA Honours holder in the medium they are judging.
- A judging panel may consist of members of the host club and/or judges from outside the club or the region.
- Salons hosted in South Africa must be judged in South Africa.
- The Salon Director and any person who prior to or during the judging is involved with processing the images or has access to the images entered may NOT serve as a judge for the salon.
- A judge may not:
  - Judge any section in which they have an entry.
  - If a judge entered any section in which he/she acts as a judge, the images must be removed or disqualified.
  - View any image entered in the section they are to judge prior to the judging process.
- Close relatives of any judge may not receive any medal awards in the section(s) judged by that judge. They shall be fully eligible to receive acceptances, certificates of merit or club awards. Close relative includes spouse, partner, children, parents and siblings.
- If the Host Club's members judge in their own salon, no member of the **host club** may be considered for any of the top awards (winner and runner-up medals), except for certificates of merit and/or special club awards for the categories judged by the **host club**.

- No member of the **judging club** may be considered for any of the top awards (winner and runner-up medals), except for certificates of merit and/or special club awards for the categories judged by the **judging club**.
- A club is considered to be a **judging club** if it dominates the composition of the judging panel of the category involved.

## 10.2 CHOOSING JUDGES

Most active photographers will regard it as an honour to be invited to act as judge for a salon. Make a careful list of possible judges for the various salon categories, bearing in mind the abovementioned PSSA requirements. This list should be discussed and reviewed with the Regional Director in order to reach consensus on the possible judges. Any queries with any of the selected judges should be referred to PSSA Salon Administrator for resolution.

Once the selected judges are approved by the PSSA Salon Committee, contact the potential judges telephonically and extend the invitation to them. Explain the salon to them and what will be expected of them – especially the salon calendar and venue for judging. They will also most likely be interested to know who their fellow judges are.

Please send the Salon Judging Guidelines to the selected judges that are included in this download pack.

When asking another club to judge a category confirm that they have the expertise, venue and equipment required to do so.

## 10.3 JUDGES' CREDENTIALS AND HONOURS:

Confirm this with a written or e-mail letter to each judge individually and request confirmation of their current photographic honours. These details are essential for the salon brochure. Refer to the PSSA Honours Info Sheet included in this download pack to list the honours properly in the salon brochure. Also ask the judges to notify you in writing should their honours change so that the brochure can be updated.

## 10.4 LIVE SALON JUDGING

Salons must be judged live i.e. simultaneously by all the judges of a particular category, where the judges are together in the same room viewing and scoring all the images (projected images and/or prints and/or Audio-Visual sequences) under the same conditions.

Any salon who wishes to deviate from this by having judging done remotely, should provide motivation for consideration.

The following variation of remote judging will however be acceptable:

- Club A is presenting the salon which has x number of categories;
- Club A will judge at least two categories whilst the remaining categories are judged elsewhere;
- They obtain agreement with one or more clubs to each judge one or more categories in a live judging session. These judges also select all the award winners for their category.

The Salon Director remains ultimately responsible:

- to make all the arrangements and that the timing, venue and equipment meets the applicable PSSA projection and print viewing standards.

- to brief all the judges on the scoring system and ensure they understand how images must be scored. Refer to Appendix D Point 6 on page 25.
- for collating all category results, including any disqualifications.
- to reimburse the outlying club and the judges for their judging expenses incurred (within reason). This applies regardless if judging takes place live or remotely.

## 10.5 SALON TIMETABLE

	Action	Responsibility	Target
10.1	Clubs Apply for Slot on PSSA Salon Calendar	Salon Director	Regional Directors to submit all applications annually to be received by PSSA Salon Administrator by 31 January
10.2	Salon Calendar Approved	PSSA Salon Administrator	February Board Meeting
10.3	Apply for PSSA Patronage and Approval of Salon Brochure	Salon Director / Regional Director	4 months before salon closing date
10.4	Approve Brochure, Allocate Patronage #, Issue Salon Invoice	PSSA Salon Administrator	within 7 days of receipt
10.5	Settle PSSA Invoice, send Payment Advice and confirm Delivery Address for PSSA Medals to admin@pssa.co.za	Salon Director	within 7 days of receipt
10.6	Publish Salon Brochure and Request Set-up of Salon on PhotoVault	PSSA Salon Administrator	3 months before salon closing date
10.7	Confirm Judging Venue and Time with Judges	Salon Director	6 weeks before salon closing date
10.8	Check Equipment in Order and Team Members Availability	Salon Director	1 month before salon closing date
10.9	Check that Salon Medals and Awards Received	Salon Director	2 weeks before salon closing date
10.10	Download Salon Entries, Score Sheets and List of Photographers Details	Salon Director	< 3 days after salon closing date
10.11	Check Compliance with Salon Conditions and PSSA DQ List. Send Change of Title or Same or Similar images to Francois Roux <froux@jbv.co.za>, and PSSA Salon Administrator admin@pssa.co.za for approval.  Send List of Photographers Details with Non-Payment Notes to PSSA Salon Administrator admin@pssa.co.za	Salon Director	< 5 days after salon closing date
10.12	Send Invitation to Judging Convenor to Download their Category (when different Venue to Salon Host)	Salon Director	< 1 day after checking compliance
10.13	Issue Fees Invoice	PSSA Salon Administrator	< 4 day after checking compliance
10.14	Set up Salon Awards in PhotoVault	Salon Director	before requesting approval of results

	Action	Responsibility	Target
10.15	Complete Judging	Salon Director	< 15 days after salon closing date
10.16	Collect RAW Files for all Awards in Non-manipulation Categories and sent it to Francois Roux <froux@jbv.co.za> and PSSA Salon Administrator admin@pssa.co.za for approval  Settle Fees Invoice and send Payment Advice to PSSA Salon Administrator admin@pssa.co.za	Salon Director	≤ 8 days after judging completed
10.17	Request Approval of Results from admin@pssa.co.za Including Wining Images	Salon Director	< 10 days after judging completed
10.18	Approve Results	PSSA Salon Administrator	< 2 days after request for approval
10.19	Send Approved Results to Entrants	Salon Director	≤ 2 days after approval of results
10.20	Send Final Results for Publication to the PSSA Salon Administrator	Salon Director	≤ 2 days after mailing results
10.21	Send Approved Disqualification Images to upcomingpssa@gmail.com	Salon Director	≤ 2 days after mailing results
10.22	Send the Final Results and Winning Images to the PSSA Webmaster	PSSA Salon Administrator	≤ 2 days after mailing results
10.23	Publish Results and Winning Images on PSSA Website	PSSA Webmaster	≤ 3 days after mailing results
10.24	Engrave all Medals, Prepare/Print Certificates for Medals and COMs; Confirm Recipients' Addresses	Salon Director	<15 days after salon results published
10.25	Despatch Medals and Certificates (Courier/POSTNET/Email)	Salon Director	<15 days after salon results published
10.26	Prepare Salon Catalogue, Publish and Distribute to PSSA and Entrants	Salon Director / Administrator	< 30 days after salon results published
10.27	Send Salon Director's Report and Final Checklist to Salon Administrator	Salon Director	< 30 days after salon results published

A catalogue must be produced. The catalogue must show the entrants name, image name and acceptance and awards where relevant. Refer to point 16 for more details.

If a salon committee is hesitant to commit to these timelines, it is most likely an indication that they do not have the time or capacity to host a salon yet. If a salon committee did not keep to these timelines, it will have an effect on future patronage applications.

If a Salon Director so deems, he/she may invite the club's members to attend the salon judging so as to give the members an understanding of the salon judging process.

The following checklist is available in this download pack that will help with making sure important dates and tasks are not missed.

PSSA Salon Checklist					
Critical tasks that need to be completed.					
Please complete the LIGHT GREEN blocks with your Salon information and date completed (Column F).					
Club:	Salon name:	Closing Date:	Region:		
[Full Club Name]	[Full Salon Name]	2024/01/01			
Action	Who	Target	Target Date	Date Completed	Outcome
Clubs Apply for Slot on PSSA Salon Calendar	Regional Directors to submit all applications annually to be received by PSSA Salon Administrator by <b>31 January</b>	<b>31 January</b>	2024-01-31		
Salon Calendar Approved	February Board Meeting	28 February	2024-02-28		
Apply for PSSA Patronage and Approval of Salon Brochure	Salon Director	4 months before salon closing date	2023/09/03		
Approve Brochure, Allocate Patronage #, Issue Salon Invoice	PSSA Salon Administrator	within 7 days of receipt	2023/09/10		
Settle PSSA Invoice, send Payment Advice and confirm Delivery Address for PSSA Medals to admin@pssa.co.za	Salon Director	within 7 days of receipt	2023/09/17		
Publish Salon Brochure and Request Set-up of Salon on PhotoVault	PSSA Salon Administrator	3 months before salon closing date	2023/10/03		
Confirm Judging Venue and Time with Judges	Salon Director	6 weeks before salon closing date	2023/11/20		
Check Equipment in Order and Team Members Availability	Salon Director	1 month before salon closing date	2023/12/02		
Check that Salon Medals and Awards Received	Salon Director	2 weeks before salon closing date	2023/12/17		
Download Salon Entries, Score Sheets and List of Photographers Details	Salon Director	< 3 days after salon closing date	2024/01/04		
Check Compliance with Salon Conditions and PSSA DQ List. Send Change of Title or Same or Similar Images to Francois Roux <froux@bv.co.za>, and PSSA Salon Administrator admin@pssa.co.za for approval.	Salon Director	< 5 days after salon closing date	2024/01/06		
Send List of Photographers Details with Non-Payment Notes to PSSA Salon Administrator admin@pssa.co.za					
Send Invitation to Judging Convenor to Download their Category (when different Venue to Salon Host)	Salon Director	< 1 day after checking compliance	2024/01/07		
Issue Fees Invoice	PSSA Salon Administrator	< 4 day after checking compliance	2024/01/10		
Set up Salon Awards in PhotoVault	Salon Director	before requesting approval of results	2024/01/26		
Complete Judging	Salon Director	< 15 days after salon closing date	2024/01/16		
Collect RAW Files for all Awards in Non-manipulation Categories and send it to Francois Roux <froux@bv.co.za> and PSSA Salon Administrator admin@pssa.co.za for approval	Salon Director	≤ 8 days after judging completed	2024/01/24		
Settle Fees Invoice and send Payment Advice to PSSA Salon Administrator admin@pssa.co.za					
Request Approval of Results from admin@pssa.co.za Including Wining Images	Salon Director	≤ 10 days after judging completed	2024/01/26		
Approve Results	PSSA Salon Administrator	< 2 days after request for approval	2024/01/28		
Send Approved Results to Entrants	Salon Director	≤ 2 days after approval of results	2024/01/30		
Send Final Results for Publication to the PSSA Salon Administrator	Salon Director	≤ 2 days after mailing results	2024/02/01		
Send Approved Disqualification Images to upcomingpssa@gmail.com	Salon Director	≤ 2 days after mailing results	2024/02/01		
Send the Final Results and Winning Images to the PSSA Webmaster	PSSA Salon Administrator	≤ 2 days after mailing results	2024/02/01		
Publish Results and Winning Images on PSSA Website	PSSA Webmaster	≤ 3 days after mailing results	2024/02/02		
Engrave all Medals, Prepare/Print Certificates for Medals and COMs; Confirm Recipients' Addresses	Salon Director	<15 days after salon results published	2024/02/17		
Despatch Medals and Certificates (Courier/POSTNET/Email)	Salon Director	<15 days after salon results published	2024/02/17		
Prepare Salon Catalogue, Publish and Distribute to PSSA and Entrants	Salon Director / Administrator	< 30 days after salon results published	2024/03/03		
Send Salon Director's Report and Final Checklist to Salon Administrator	Salon Director	< 30 days after salon results published	2024/03/03		

Please complete the Results Calculator sheet to verify your acceptance and awards percentages for approval.

Please complete the Judges and Medals sheet.

The Results Calculator sheet (part of the document above), is used to calculate adherence to the acceptance and awards ratios:

**PLEASE READ THIS FIRST:**

Completing the number of entries received in column C PRIOR to Judging.  
 After Judging complete all the LIGHT GREEN blocks with your salon information.  
 Annotate reason for Disqualification on score sheet and summarise on this sheet below. (B45)  
 Send all the ORIGINAL SCORE SHEETS, MASTER SCORE SHEET AND WINNING IMAGES with this completed document to the PSSA Salon Administrator for Results Approval.

Have the entrants had the benefit of an additional round of judging to raise the acceptance level?

The PSSA guideline is to have an acceptance percentage 20-25% for PDI and 25-35% for prints.  
 The accepted practice has been that it should rather be to the higher end than the lower end.  
 Certificates of Merit should be awarded to approximately 10% of the acceptances in each category.

Name of Salon: [Full Salon Name]

PDI Category	# of Photos Entered	# Photos Disqualified	Nett Entry	Target Minimum @ 20%	Target Maximum @ 25%	10% Award Target @ 20% Acceptance	10% Award Target @ 25% Acceptance	Acceptance Level	# PSSA and Club Medals	Actual # of COM	Actual # of Acceptances	Total PDI Acceptances & Awards	% Acc of Nett Entry	Acceptance Status	# All Awards	Awards % / Acceptances	Award Status
Category A		0	0	0	0	0	0					0			0		
Category B		0	0	0	0	0	0					0			0		
Category C		0	0	0	0	0	0					0			0		
Category D		0	0	0	0	0	0					0			0		
Category E		0	0	0	0	0	0					0			0		
Category F		0	0	0	0	0	0					0			0		
<b>Total for All PDI Categories</b>	0	0	0	0	0	0	0	Max: 45	0	0	0	0			0		

% of Total Nett Entries

PRINT Category	# of Photos Entered	# Photos Disqualified	Nett Entry	Target minimum @ 25%	Target maximum @ 35%	10% Award Target @ 25%	10% Award Target @ 35%	Acceptance Level	# PSSA and Club Medals	# of COM	# of Acceptances	All PRINT Acceptances & Awards	% Acc of Nett Entry	Acceptance Status	# All Awards	Awards % / Acceptances	Award Status
Open Colour Prints		0	0	0	0	0	0					0			0		
Open Mono Prints		0	0	0	0	0	0					0			0		
<b>Total for All PRINT Categories</b>	0	0	0	0	0	0	0	Max: 45	0	0	0	0			0		

% of Total Nett Entries

PDI Category	# of Photos Entered	# Photos Disqualified	Nett Entry	Target Minimum @ 25%	Target Maximum @ 35%	10% Award Target @ 25%	10% Award Target @ 35%	Acceptance Level	# PSSA and Club Medals	# of COM	# of Acceptances	All PDI Acceptances & Awards	% Acc of Nett Entry	Acceptance Status	# All Awards	Awards % / Acceptances	Award Status
Category A: Nature		0	0	0	0	0	0					0			0		
Category B: Open		0	0	0	0	0	0					0			0		
Category C: Monochrome		0	0	0	0	0	0					0			0		
Category D: Digital Camera - Open Col		0	0	0	0	0	0					0			0		
Category E: Cell Phone - Open Col		0	0	0	0	0	0					0			0		
Category F: Open Monochrome		0	0	0	0	0	0					0			0		
<b>Total for All PDI Categories</b>	0	0	0	0	0	0	0	Max: 45	0	0	0	0			0		

% of Total Nett Entries

Category	Total DQs in category	DQ Reasons											
		DISQ 1 Duplicate Entry	DISQ 2 Accepted in Previous Salon	DISQ 3 Non Payment	DISQ 4 Colour in Mono	DISQ 5 Mono in Colour	DISQ 6 Manipulated	DISQ 7 Wrong Category	DISQ 8 Judges Entry	DISQ 9 Writing on Image	DISQ 10 Same or Similar Image	DISQ 11 Image Title Changed	DISQ 12 Not Own Work
<b>PDI Section:</b>													
Category A	0												
Category B	0												
Category C	0												
Category D	0												
Category E	0												
Category F	0												
<b>Print Section:</b>													
Open Colour Prints	0												
Open Mono Prints	0												
<b>Up &amp; Coming Section:</b>													
Category A: Nature	0												
Category B: Open	0												
Category C: Monochrome	0												
Category D: Digital Camera - Open Col	0												
Category E: Cell Phone - Open Col	0												
Category F: Open Monochrome	0												

The Judges and Medals sheet (part of the document above), is used to confirm the names of the judges who did judge as changes do happen as well as the medal winners in the salon:

Names of Judges												
Last minute changes do happen and you need the correct information for the results Log												
	Judge 1		Judge 2		Judge 3		Medals					
	Name	Club	Name	Club	Name	Club						
Category A												
Category B												
Category C												
Category D												
Category E												
Category F												
Open Colour Prints												
Open Mono Prints												
Category A: Nature												
Category B: Open												
Category C: Monochrome												
Category D: Digital Camera - Open Col												
Category E: Cell Phone - Open Col												
Category F: Open Monochrome												

Medal Winners												
	1st Place Medal		2nd Place Medal		Additional Medal Description 1		Additional Medal Description 2		Additional Medal Description 3			
	Author Name	Club	Author Name	Club	Author Name	Club	Author Name	Club	Author Name	Club	Author Name	Club
Category A												
Category B												
Category C												
Category D												
Category E												
Category F												
Open Colour Prints												
Open Mono Prints												
Category A: Nature												
Category B: Open												
Category C: Monochrome												
Category D: Digital Camera - Open Col												
Category E: Cell Phone - Open Col												
Category F: Open Monochrome												

## 11. NUMBER OF ENTRIES AND CATEGORIES

### 11.1 PROJECTED DIGITAL IMAGES (PDI):

- A maximum of 4 entries per category
- A maximum of 6 categories are allowed being colour and/or monochrome

### 11.2 PRINTS:

- A maximum of 6 entries per category
- A maximum of 6 categories are allowed being colour and/or monochrome

A salon combining PDI and Prints should not consist of more than 10 categories combined.

## 12. ENTRY FEES

Entry fees for PSSA approved salons *must* make provision for different fee structures for PSSA members and non-members, where non-PSSA members should pay at least 50% more than members, e.g. an entry fee of R9 per image/print for PSSA members and R14 for non-PSSA members. These rates will be periodically reviewed by PSSA and adjusted accordingly.

R2 per image from every Non-Member salon entry fee must be paid over to the PSSA as part of the restructuring of the PSSA Funding Model.

## 13. PHOTOVAULT ONLINE (PVO) FEES

A fee, per photo, is payable to PVO to cover the costs of hosting the salon photos. The current fees are: R1.50 per photo for the first 1,000 photos, R1.15 per photo for the second 1,000 photos and the 75 cents per photo for all photos more than 2,000. The fees are subject to change from time to time. These fees are due and payable by the club hosting the salon on receipt of the PVO invoice.

## 14. PRIZES / AWARDS

The prizes/awards to be awarded must be clearly specified on the salon brochure. PSSA will supply the top awards (PSSA medals) for the 1<sup>st</sup> place winners in each category. The medals will be arranged by the PSSA Salon Administrator on receipt of payment by the salon.

It is expected of the salon to also award the runner-up in each category with a medal. PSSA Bronze medals can also be ordered from PSSA for this purpose at R250 each. Clubs should consider striking their own medals as an alternative to the PSSA bronze medals and in various styles (silver and/or bronze) which can then be used for various other awards.

PSSA medals must always rank higher than any form of club award. Other awards may also be added either in the form of medals or certificates, for example:

- The top junior photographer;
- Best entry of a member of the host club;
- Best entrant/photographer - most acceptances/points accumulated in the salon, etc.

One should attempt to spread the medals where possible but respecting the choice of the judges. An image should not get more than one award, except for the panel award.

The salon organisers must engrave the PSSA medals on the reverse side with:

- Name and year of salon.
- Category name.
- Name of author.
- Image title.

Please ensure this is done correctly before the medals are handed out or despatched to the recipient.

Salon organisers must send them by Postnet or courier directly to the winners by the date set out in the salon calendar.

Confirm the destination address with the recipient beforehand.

**Minimum entries required for medals:**

In the case of Print and AV salons certain minimum levels of entries determine the top PSSA medal:

Minimum entries required per category for medals:			
Medal	Prints	AVs	PDI
Bronze	>30	>5	n/a
Silver	>50	>10	n/a
Gold	>50	>20	n/a

Certificates of Merit (COM) may, at the discretion of the judges, be awarded to about **10% of the acceptances** in each category.

Clubs may use their own design or use the PSSA's COM certificates for salons which can be downloaded [here](#). The Salon Director may elect to have the COMs created electronically which can be sent to the recipients electronically.

The salon name and year, PSSA logo and PSSA patronage number, must appear on the certificate.

A high-resolution copy of the official PSSA logo can be downloaded from the Member Zone on the PSSA web site. Certificates may be home printed, but must be done on at least 200gsm paper. Certificates may also be sent electronically.

## 15. SALON PATRONAGE

PSSA will invoice the salon for the cost of the Patronage of the salon. There will be a fixed fee of R1,800.00 for patronage fee and the medals are included per category, to a maximum of 6 PDI categories. If fewer categories are elected by the salon committee, then the patronage fee will be R300.00 per category. This patronage fee includes the winning medal (one per category) appropriate to the class of salon i.e. PSSA Gold for Class A International Salons, PSSA Silver for Class B National Salons and a PSSA Bronze for Class C limited entry events.

The fee must be paid by the salon prior to the PSSA Salon Administrator releasing the brochure for publication. Proof of payment must be emailed to the PSSA Salon Administrator, who will only then post the medals onwards to the Salon Director.

To encourage more Print and AV salons, medals for those salons or categories are currently supplied free of charge.

Medals for regional congresses / events are supplied free of charge.

Clubs who wish to use PSSA medals as the runner-up medals, will pay R250.00 per medal.

The fee structure is subject to change as determined by the PSSA Board, from time to time.



## 16. CALIBRATION

Before judging starts it is essential that the system that will be used is calibrated according to PSSA guidelines. PSSA makes available to all its members a calibration application which must be used to confirm calibration. It is available in both HD and XGA format as a stand-alone application but is also already part of the TOP system. This calibration application will guide you through the steps to ensure that both the brightness and contrast of your setup are correct. It is recommended that a colorimeter is used after setting the brightness and contrast correctly, to create a colour profile to eliminate any colour cast in your system.

### 16.1 VIEWING THE DIGITAL IMAGES

Judges must use a calibrated digital projector during judging, as the impact of viewing a photo projected on a big screen is much higher than on a computer or TV screen.

PSSA recommends that photos are viewed and scored on a recommended computer system for salon purposes e.g. TOP (The Other Project) available from PhotoVaultonline.com.

IrfanView is the alternative and on an Apple system it might be necessary to use a different viewer to ensure that the viewer switches to full screen mode (also known as KIOSK mode) without any window borders that may detract from the viewing experience.

Please read the "Projection Cheat Sheet" in this download pack which contains the critical guidelines for setting up for judging using the TOP software and score boxes.

### 16.2 VIEWING THE PRINTS

Please read the guidelines and design details of the recommended Print Light Box in this download pack.

## 17. RESULTS

Results must be checked for accuracy by the Salon Director. The Salon Director must indicate the correct disqualification reason code on the results file.

The Salon Checklist must be used for this and completed in full (sheet 1 Checklist, sheet 2 Results Calculator and sheet 3 Judges and Medals). A consolidated scoresheet and the individual scoresheets per category and the scoresheet master file must be included in the email to the PSSA Salon Administrator for approval. The consolidated scoresheet and the individual scoresheets **must** be summarised in pivots and must balance with each other as well as the checklist.

The medal winning images are to be sent together with the results to the PSSA Salon Administrator but the image files should be renamed as follows:

- [Medal Name] - [Category] - [Title] - [Author Name and Surname] - [Name of Club].jpg .
- Examples:
  - Brandpunt Silver - Open Colour - Walking in the rain - Marleen la Grange – Tygerberg.

PSSA Silver Medal - Wildlife Big 5 - Staring leopard 0105 - Willie Labuschagne – MFFC.

The Salon Director will always request the original RAW/JPG file(s) with the EXIF data intact from those Entrants who have been initially selected for the Medals and COM's in the "NO MANIPULATION" categories prior to finalising the results. All these RAW files and entry images as well as any other disqualified entry images with the reasons must be sent to Francois Roux at

[froux@jbv.co.za](mailto:froux@jbv.co.za) and the PSSA Salon Committee will verify and approve any disqualifications. The final Decision for disqualifying any image lies with the PSSA Salon Committee. The PSSA Salon Administrator will keep a list of transgressors which will be reviewed by the PSSA Salon Committee on a regular basis. Persistent transgressors will be notified of their transgressions as well as possible embargoes imposed on the transgressor. The Salon Director and the judging team for that category will decide on the replacement images for the Medals and COMs during the judging session to speed up the process should any of the images be disqualified due to manipulation. Entrants will be allowed 4 days to provide the Original RAW/JPG file(s) where after the Entrant will not be eligible for Medals or COM's anymore.

The names of the actual judges may have changed compared to what was published in the brochure since there may have been an unavoidable last-minute change. This is captured on the checklist.

The salon needs to have completed the set-up on PhotoVault of the respective salon awards at the time when the results are submitted for approval.

Only once the PSSA Salon Administrator has approved the results, may they be released.

Once the final approval is received from the PSSA Salon Administrator, the Salon Director advises the individual entrants of their results via e-mail in the following format:

- Category name; Minimum score for acceptance; Maximum possible score.
- Image Title; Score; Accepted or Not Accepted; Award.

Entrants are only advised of their final results and if applicable, the award. No individual feedback should be given to entrants.

Refer to the Results & Medal Winners Help sheet of the Checklist and/or PhotoVaultOnline Manual for more detail regarding the upload of results and then download the subsequent "Results for Publishing" file from PVO.

The **only** information required on the published results list are:

- Category Name; Award Description; Photo Title; Last name; First name; PSSA member number and Club name. Country must be added for salons with international entrants.
- The results file must be formatted including deleting the unwanted columns, making the headings bold, including the filter option and then saved as excel format.
- Event Results must be set to be "visible" to all.

**PLEASE NOTE: Non-acceptances and Disqualifications are NOT to be published** since this is of concern to the entrant only.

Mail the "results for publishing" to PSSA Salon Administrator at [admin@pssa.co.za](mailto:admin@pssa.co.za) who will then:

- arrange publication of the results on the PSSA web site.
- add the salon results to the Impala Trophy Log.

## 18. SALON CATALOGUE

A catalogue MUST be issued in PDF form including all accepted images for archive purposes.

A Slideshow version of the catalogue is optional. This can be distributed electronically via DropBox, Google Drive, We Transfer, etc. The catalogue must be distributed to all entrants, sponsors and advertisers.

In each category, the award winners should be listed prominently followed by an alphabetical list of all acceptances (**sorted by name of entrant**). Awards are listed from highest to lowest with the PSSA Silver medal being the highest. PSSA awards should always rank the highest in each category of a salon (Silver for National salons).

The catalogue must include the following **statistics**:

- Number of entries received in each category and overall number of entries
- Number of acceptances
- Number of entrants

Include a short message by the organising Club or Salon Director and include the PSSA logo together with the following **PSSA statement**:

This event is organised under PSSA Patronage #.....

**THE PHOTOGRAPHIC SOCIETY OF SOUTH AFRICA**

As the Internationally recognised Society, PSSA actively embraces the future in its service to all photographers. Our mission is to bring together all those interested in photography, to promote the highest possible standards and to embrace the future of photography whilst continually supporting the present. For further information on PSSA, including the full list of events organised or supported by the organisation please visit [www.pssa.co.za](http://www.pssa.co.za) .

The Photographic Society of South Africa  
(Incorporated Association not for gain)  
Reg. No. 54/01845/08

Catalogues must be distributed by the given date on your checklist calendar.

Once the catalogue is completed send a copy to:

- All participants.
- All sponsors (with a letter of gratitude).
- All judges on the panel (with a letter / note of appreciation).
- The PSSA Salon Administrator.
- The Chairperson of the Archives Division.

A detailed guide on compiling the salon award show is included in the download pack. A collection of current salon catalogues may be [accessed here](#).

A demonstration of creating a catalogue in PowerPoint will be done in the training session.

## 19. SALON EXHIBITION

A salon exhibition is not compulsory, but will give prestige to the salon project and forms the highlight of the whole project. Dignitaries from PSSA, the general public and fellow photographers may be invited.

## 20. COMPLAINTS

Complaints of entrants with regard to any aspect of the running of a salon or the handling of entries must be addressed to the Salon Director in writing with a copy to PSSA's Salon Administrator.

Every effort should be made to ensure that all complaints are handled satisfactorily. The host club / clubs must ensure that the contact information for complaints is available for at least three months after judging was done (i.e. salon e-mail address).

If no satisfactory reply is received from the Salon Director the complainant may direct his complaint to PSSA's Salon Administrator, who will attempt to resolve the matter. The PSSA Salon Committee has the final decision and may overwrite a decision by the Salon Director.

## 21. SALON COMMITTEE POSTMORTEM

The salon committee should have a committee meeting for post-salon discussions and decisions on the next salon within a month of salon closing date. At this meeting notes should be taken of all the incidences that need to be avoided and attended to at future salons. Decide on the necessary steps to be taken to correct / avoid these incidences and provide minutes to be handed over to the next salon committee.

## 22. SALON DIRECTOR'S REPORT

Within two months from the closing date of the salon, the Salon Director should submit a report to the PSSA Salon Administrator, advising him / her of the outcome of the salon and highlighting any issues that can be improved upon for future salons, as well as successes achieved.

The report should specifically highlight any issues encountered during judging or with any judge etc.

The PSSA Checklist must accompany the report with all 3 sheets now completed. (Checklist, Results Calculator, Judges and Medals)

Please note that there is no set format for this report.

# APPENDIX A

## SAMPLE SALON CALENDAR

### Calendar for year ending June 2025

No	Club	Salon Name	Closing Date
1	Nelspruit Photographic Society	Nelspruit Salon	06/07/2024
2	Edenvale Photographic Club	8th Danube Summer Circuit 2024	15/07/2024
3	Benoni Camera Club	3rd Benoni Camera Club Digital Salon	20/07/2024
4	Witzenberg Photographic Society	4th Witzenberg Photographic Society National Salon 2024	03/08/2024
5	Durban Camera Club	2nd Durban Camera Club Digital Salon	17/08/2024
6	PSSA Youth	5th PSSA YOUTH National Salon 2024	24/08/2024
7	Centurion Camera Club	8th Centurion Camera Club Digital Salon	31/08/2024
8	AV Makers South Africa	AV Makers National AV Salon 2024	08/09/2024
9	Randburg Photo Club	6th Randburg National Digital Salon	14/09/2024
10	Hibiscus Coast Photographic Society	6th HCPS National Digital Salon -2025	28/09/2024
11	Tygerberq Photographic Society	9tn Tygerberg Digital Salon	12/10/2024
12	PSSA Up and Coming	PSSA 26th Up and Coming	19/10/2024
13	Krugersdorp Kamera Klub Camera Club	Krugersdorp Camera Club 19th National Digital Salon	26/10/2024
14	Springs Photographic Club	3rd SPC National Digital Salon	09/11/2024
15	Bethal Camera Club	4th Bethal National Salon	11/01/2025
16	Western Cape Photographic Forum	WCPF Salon for Projected Images	25/01/2025
17	AFO Fotografieklub	13th National AFO salon 2A25	08/02/2025
18	Amber Camera Club	ACC 3rd Digital Salon	22/02/2025
19	PSSA International Salon	PSSA National Salon of Photography 2025	08/03/2025
20	Bosveld Fotografieklub	8th Bosveld Fotografieklub Salon	15/03/2025
21	Ballito Photo Club	1ST Ballito Photo Club National Salon	22/03/2025
22	Paarl Photographic Club	7th Paarl National Salon of Photography	05/04/2025
23	Magalies Foto Fun Club	9th MFFC DPI Salon 2025	19/04/2025
24	Southern Suburbs Camera Club	SSCC 8th National PDI Salon	03/05/2025
25	Port Elizabeth Camera Club	PECC National Salon	17/05/2025
26	Kriel Foto Club	3rd Kriel Foto Club Salon	31/05/2025
27	Hillcrest Camera Club	1ST Hillcrest Camera Club Digital Salon	07/06/2025
28	Tafelberg Fotografie Klub	TAF 14th Print & PDI Salon	14/06/2025
29	PSSA Up and Coming	PSSA 27th Up and Coming	21/06/2025

### CATEGORY LIST AND DEFINITIONS

The PSSA Approved Definitions and Conditions of Entry as per category list and definitions contained in the new standardised PSSA Salon Brochure in Excel format, is included in this download pack. The Salon Director and Administrator **must** familiarise themselves with the definitions of the categories in the salon and **must** ensure that the judges also understand the definition properly.

### TERMS AND CONDITIONS

The PSSA Approved Definitions and Conditions of Entry contained in the new standardised PSSA Salon Brochure in Excel format, is available in this download pack. The salon committee **must** familiarise themselves with the Conditions of Entry **prior** to hosting a salon.

### JUDGING PROCESS

#### 1. Introduction

This Appendix serves as the official PSSA guidelines and method for judging a salon with PSSA patronage. It will provide information to both the Salon Director and to the judges. To the Salon Director it provides the information needed by the selected judges and the process to select the acceptances and award-winning images. To the judges it provides instructions on how to set up and confirm a correctly calibrated system before judging the photos, including guidelines on how to score and select the winning images.

#### 2. Communicating with Judges

It is very important to keep the judges informed of the process and expectations throughout.

- Confirm and remind judges of the judging dates.
- Inform the judges in other locations when they will receive the direct download details.
- Follow up whether the judges' download of images and scoresheets was successful.
- Provide each judge with the salon brochure for complete category definitions as well as scoring and calibration instructions.
- Acknowledge receipt of the results, together with a sincere note of gratitude to co-ordinators, judges and computer operators.

#### 3. Downloads

Most often, salons are now using an online system as the preferred method to receive their entries. This gives the salon the option to download the entries once the salon has closed.

The Salon Director must always download the entire entry for the salon to scrutinise compliance and seek out possible duplications of similar images in more than one category as well as previously accepted images. These images must be disqualified prior to judging. The process will be explained in the training session. Disqualification due to non-payment must also be done prior to judging.

Where a category did not have any disqualifications and is judged by another club, the link can be sent to the judging administrator once all the entries were checked by the Salon Director. A checklist must be completed for the category including the disqualifications prior to judging to enable the judges to get the correct number of acceptances and awards without having to do calculations.

A reliable software program to find duplications as well as same or similar images can be downloaded from <http://www.duplicate-finder.com/photo.html> and is free.

It is highly recommended that this programme is used to screen all entries after download and well before judging to detect non-compliance with the salon conditions of entry. It is also recommended that this programme is used to screen the current entries against previous salons to detect non-compliance with the salon conditions of entry. A demonstration of how to use this programme will be done in the training session.

All salon entry images must be kept by the hosting club in order to check all entries in the current salon against previous salon acceptances.



#### 4. The Judging system

PSSA designed a judging system to:

- help the Salon Director in facilitating the judges' selection of photos.
- ensure that a judge does not feel intimidated by the other judges.
- ensure that the opinions of all judges count.

The PSSA system of arriving at a final salon result (all accepted images selected, all COMs and awards selected) is a 2-stage process. Each stage is divided into a judging section and an administration section.

#### 5. Salon Judging

Salon judging is different to normal club judging where the emphasis is on evaluating and teaching. The salon judges need to select the best quartile from all the entries and then the award winners from that selection.

Each judge must score out of 15, giving a combined maximum of 45 for 3 judges. The same method should be applied for all categories to make it easier to compare the acceptance levels across the various categories.

All scores must be reported as scored by the judges out of **45**.

Before commencing with judging, the Salon Director should explain the salon categories and the applicable definitions to the judges as well as the scoring method that will be used.

The PSSA guideline is to have an acceptance percentage between 20 and 25% (but preferably to the higher end of 25%) for PDIs and between 25 and 35% for prints.

The completed Results Calculator sheet of the checklist including disqualifications prior to judging will give the number of images which will achieve the acceptance rate target, minimum and maximum. The PSSA Salon Checklist is included in the [Salon Director's Download Pack](#).

The use of an electronic system (e.g. TOP) will assist with the filtering of the images that are within the acceptance level range and/or select the applicable target range for a second round.

#### 6. Scoring System

PSSA expect the judges to use the score as an expression of their opinion of each photo as a candidate for acceptance on the salon.

The image should be scored with a value between 8 and 15 (inclusive) which gives a scoring range of 8. 1 or 6 indicates a disqualification.

Use the following scale when deciding on a score for each photo:

JUDGE IMAGES AS FOLLOWS	POINTS
Strong candidate to win an award	15
Certificate of Merit	14
Certificate of Merit	13
Salon standard (definite acceptance)	12
Lower-end salon standard but still an acceptance	11
Unsure if it is salon standard	10
Definitely not salon standard	9
Technical and obvious problems	8
Disqualification	6

Judges should be encouraged to use the high buttons and not to just sit in the middle.

Should a judge feel strongly about disqualifying a specific photo (an example would be a bird photo in the “Nature General – Excluding Birds” section) score the photo with a ‘1 or 6’ and inform the other judges and the Salon Director at once of the reason for the disqualification. When a photo is disqualified, the reason must be annotated on the scoresheet. It is imperative that the judges, in consultation with the Salon Director, reach consensus on the disqualification before judging is resumed. The Salon Director may overturn the disqualification if the image falls within the definition of the category and the judges must then score the image based on the quality of the image and not just core it low so that it doesn't get accepted.

Where the judges suspect manipulation in a non-manipulation, the use of AI or the use of images that are not the entrants own work, the image must still be scored as presented. The Salon Director must request the RAW files for any of these images disqualified by the judges and send it to Francois Roux at [froux@jbv.co.za](mailto:froux@jbv.co.za). The PSSA Salon committee will decide if manipulation or other infringement took place and will notify the Salon Director to disqualify the image .

No disqualifications should take place in the Open category except for:

- Same or similar;
- Mono in colour or vice versa;
- Accepted in a previous salon;
- Wording or signature on image;
- Special exclusions such as “No Nudes” or any other specified in the salon brochure.

## 7. Stage 1 - Administration

Scoring should be done electronic using a system such as TOP or similar, where the scores are automatically captured onto the original score sheet. It is recommended that the scores are also recorded manually on a hard copy of the score sheet, including any comments and details of who the various judges 1, 2 and 3 are. It has occurred that all scores were not saved on the computer score sheet, even with Auto Save on!

A scorekeeper should call out the final score for each image and indicate (as applicable) whether it was unanimous or discrepant, i.e. a wide score where there is an abnormal spread between the highest and lowest score of the individual judges.

Scores are tallied and compared to the target number of acceptances.

The PSSA guideline is to have an acceptance percentage between 20 and 25%, but preferably closer to 25% for PDI and between 25 and 35%, but preferably closer to 35% for prints.

PDI Category	# of Photos Entered	# Photos Disqualified	Nett Entry	Target Minimum @ 20%	Target Maximum @ 25%	10% Award Target @ 20% Acceptance	10% Award Target @ 25% Acceptance
Category A	1 234	5	1 229	246	309	25	31
Category B	2 345	4	2 341	468	586	47	59
Category C	543	3	540	108	136	11	14
Category D	876	2	874	175	219	17	22
Category E	987	1	986	197	247	20	25
Category F	567	0	567	113	142	11	14
<b>Total for All PDI Categories</b>	<b>6 552</b>	<b>15</b>	<b>6 537</b>	<b>1 307</b>	<b>1 638</b>	<b>131</b>	<b>165</b>

A completed Results Calculator sheet of the PSSA checklist before judging gives the number of images which will achieve the acceptance rate target, both minimum and maximum.

The use of an electronic system will assist with the filtering of the images that are within the acceptance level range.

The Results Calculator sheet of the PSSA Salon Checklist must be completed and the judges must be informed of this result and it may require whether or not a certain score range needs to be re-judged in order to add or eliminate a certain number of images.

**NB: Please give the entrants the benefit of a second round instead of accepting a low acceptance rate which only meets the minimum required.**

The filter is then again applied for the final calculation to confirm the acceptances. The top scoring images are then used to select the award winners.

## 8. Stage 2 - Judging

The top scoring images and any others requested by the judges, are then selected to go through to select the award winners.

A category winner is not necessarily the top scoring image; the winner, runner up and all other awards must be chosen by the judges.

The judges will want to see all images first and then decide to either score all again, or mark each as 'in' or 'out'. The judges may discuss the images between them during this round and also express their favourite.

The Salon Director needs to manage this process carefully and ensure that each judge has a chance to express his/her opinion and that the deliberation is not dominated by a single person.

## 9. Stage 3 - Administration

Ensure the scoresheet with all scores has been saved and as a precaution, save this round as a separate scoresheet since it is likely that scores may require a final adjustment hereafter.

The target for awards (medals and COMs) is to have not more than 10% of the acceptances chosen for COMs, e.g. Total entry in the category: 2,000 images:

- Acceptance target limit @ 25% = 500 images
- COM target @ 10% = 50 images

If the current selection is still too large, the judges must continue selecting the top images until the target is achieved.

Rather have fewer awards than what the guidelines allow for, than to award images which are not as good just to fill the guideline.

It is imperative that the judges reach consensus on each of the awards.

## 10. Other Awards

Another possible award may be the "Best Panel" for a specific category or "Best Entrant" award.

These awards can be decided purely statistically i.e. if entrant A has two medals plus two acceptances and entrant B also has two medals and two acceptances, the total scores determine the winner. If the result is an exact tie the judges would be asked to make the final decision.

## 11. Final Results

- 11.1 If special awards need to be assigned at the end of a category, go to the filter screen to select the photos for this section.
- 11.2 Select the “Show Photos” menu option again and let the judges select the photo based on the specified rules. Use the award dropdown to select and assign the special award.
- 11.3 Select the “Auto Save” menu option again to finalise the auto save file.
- 11.4 Select the “Save PhotovaultOnline.com Upload File” from the file menu and save this file in the same location as the scoresheet but name it as the PVO Upload results file.
- 11.5 Before uploading the results, you will need to add the award codes to the file which need to match those set up on PVO for the event. You must have the appropriate access rights to edit the event.
- 11.6 Sign on to PhotoVaultOnline (PVO) and navigate to Admin – Event Admin, scroll down to your event and select “Go to detail”.
- 11.7 Scroll down again till you see this list of available reports and actions:

### Download Proof of Payments

Action			Status <a href="#">[Refresh Counts]</a>	
<a href="#">[Download All]</a>	<a href="#">[Download Batch]</a>	<a href="#">[Reset Download Count]</a>	Downloaded: 333	Available: 15

### Event Configuration

Paypal Proof of Payment upload. (Currently Visible)

Task
<a href="#">[Configure]</a>
<a href="#">[Toggle visibility]</a>

### Event Specific Reports

Report Name	Action
List of all Photographer Details	<a href="#">[Download]</a>
Number of Entries per Category	<a href="#">[Download]</a>
List of Non-PSSA members	<a href="#">[Download]</a>
List of Non-PSSA members with indicated Honours	<a href="#">[Download]</a>
Number of Photographers per Region and Club	<a href="#">[Download]</a>
Number of Photos and Photographers per Country	<a href="#">[Download]</a>
List of Entrants with Entry Detail	<a href="#">[Browse]</a>

### Event Results

Maintain Awards	<a href="#">[Browse]</a>
Upload Results	<a href="#">[Browse]</a>
Toggle Results Visibility (Currently it is Published)	<a href="#">[Execute]</a>
Maintain Categories	<a href="#">[Browse]</a>
Email Results	<a href="#">[Browse]</a>
Download Results for Publishing	<a href="#">[Download]</a>

### General Reports

Report Name	Action
Manage Pending Members	<a href="#">[Browse]</a>
Photovault Online Member List with Uploaded Photo Count	<a href="#">[Browse]</a>

- 11.8 Select 'Event Results' – 'Maintain Awards' and click on "Browse".
- 11.9 This is a screen print of a recent salon and its display of awards:

### Awards

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

Award	Description	Ranking	Publish	Actions
<a href="#">[PSSAMEDAL]</a>	Category Winner -PSSA Silver Medal	1	Yes	<a href="#">[Delete]</a>
<a href="#">[CLUBMEDAL]</a>	Category Runner Up - Club Medal	2	Yes	<a href="#">[Delete]</a>
<a href="#">[COM]</a>	Certificate of Merit	3	Yes	<a href="#">[Delete]</a>
<a href="#">[ACCP]</a>	Accepted	4	Yes	<a href="#">[Delete]</a>
<a href="#">[NA]</a>	Not Accepted	5	No	<a href="#">[Delete]</a>
<a href="#">[DISQ1]</a>	Disqualified - Duplicate Entry	6	No	<a href="#">[Delete]</a>
<a href="#">[DISQ2]</a>	Disqualified - Accepted in Previous Salon	7	No	<a href="#">[Delete]</a>
<a href="#">[DISQ3]</a>	Disqualified - Non Payment	8	No	<a href="#">[Delete]</a>
<a href="#">[DISQ4]</a>	Disqualified - Colour in Mono	9	No	<a href="#">[Delete]</a>
<a href="#">[DISQ5]</a>	Disqualified - Mono in Colour	10	No	<a href="#">[Delete]</a>
<a href="#">[DISQ6]</a>	Disqualified - Manipulated	11	No	<a href="#">[Delete]</a>
<a href="#">[DISQ7]</a>	Disqualified - Wrong Category	12	No	<a href="#">[Delete]</a>
<a href="#">[DISQ8]</a>	Disqualified - Judges Entry	13	No	<a href="#">[Delete]</a>
<a href="#">[DISQ9]</a>	Disqualified - Writing on Image	14	No	<a href="#">[Delete]</a>
<a href="#">[DISQ10]</a>	Disqualified - Same or Similar Image	15	No	<a href="#">[Delete]</a>
<a href="#">[DISQ11]</a>	Disqualified - Image Title Changed	16	No	<a href="#">[Delete]</a>
<a href="#">[DISQ12]</a>	Disqualified - Not Own Work	17	No	<a href="#">[Delete]</a>

11.10

- 11.10.1 Select 'Add New Award' to add the awards to the system as published in your salon rules and regulations document. Note that the system requires that all results be assigned an award code, even for "Not accepted" and "Disqualification" photos.



### Photo Vault Online

<a href="#">Home</a>	<a href="#">My Clubs</a>	<a href="#">My Details</a>	<a href="#">My Photo Vault</a>	<a href="#">My Entries</a>	<a href="#">Admin</a>	<a href="#">Help</a>	<a href="#">Logout</a>	<a href="#">The Other Project</a>
----------------------	--------------------------	----------------------------	--------------------------------	----------------------------	-----------------------	----------------------	------------------------	-----------------------------------

You are currently authenticated as Roel van Oudheusden

### New Award

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

Fields with \* are required.

Award Code \*

Description

Ranking \*

Publish? \* ☐

- 11.10.2 Assign your Award Code to each award. This is very important and this will be used as part of your results upload. The code is case sensitive, so it will make it easier to keep it all in one case (either all uppercase as in the above example or all lower case).
- 11.10.3 The description detail is what will appear in your published list of individual and public results.

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

11.10.5 The publish field is used for the downloaded results list for publishing. It is protocol NOT to publish unaccepted and disqualification information. When sending out individual results to the authors, all results including those flagged with a “No” for publishing, will be send out; the publishing flag is only used for the list of acceptances for publishing on a web site.

## 11.11 Prepare results file for upload to PVO:

11.11.1 Prepare the file to upload the results to PhotovaultOnline.com.

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

11.11.2 After judging and saving the final score sheet you also saved the PVO upload results file.

11.11.3 This file now needs to be checked for correctness and the relevant award codes added to the “Award” column before it can be used to upload the results to PVO.

11.11.4 Remember the layout and text is case sensitive and need to be exactly as set up on PVO!

A	B	C	D	E	F	G
1	INTREF	SCORE	AWARD			
2	724911	27	Not Acc			
3	724912	30	Not Acc			
4	724913	33	Not Acc			
5	724914	29	Not Acc			
6	724915	31	Not Acc			
7	724916	34	Acceptance			
8	724917	33	Acceptance			
9	724918	27	Not Acc			
10	724997	33	Not Acc			
11	724998	34	Not Acc			
12	724999	39	COM			
13	725000	29	Not Acc			
14	725001	38	COM			
15	725002	30	Not Acc			
16	725003	29	Not Acc			
17	725006	30	Acceptance			
18	725007	30	Acceptance			
19	725008	18	Not Acc			
20	725009	18	Not Acc			
21	725013	30	Not Acc			
22	725266	36	Acceptance			
23	725268	21	Not Acc			
24	725269	19	Not Acc			
25	725270	22	Not Acc			
26	725271	32	Not Acc			
27	725272	29	Not Acc			
28	725273	30	Not Acc			
29	725274	33	Not Acc			
30	725275	27	Not Acc			

11.11.5 File format is CSV (comma separated file).

## 11.12 Upload Results:

11.12.1 Sign on to PhotoVaultOnline and navigate to Admin – Event Admin, scroll down to your event and select “Go to detail”, scroll to ‘Event Results’ and select “Upload Results – Browse” and select the Upload Results file you have just saved.

## Upload Results for 3rd PSSA International Digital Salon of Photography

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

Results File (CSV)  No file chosen

### Event Configuration

Paypal Proof of Payment upload. (Currently Visible)

Task
<a href="#">[Configure]</a>
<a href="#">[Toggle visibility]</a>

### Event Specific Reports

Report Name	Action
List of all Photographer Details	<a href="#">[Download]</a>
Number of Entries per Category	<a href="#">[Download]</a>
List of Non-PSSA members	<a href="#">[Download]</a>
List of Non-PSSA members with indicated Honours	<a href="#">[Download]</a>
Number of Photographers per Region and Club	<a href="#">[Download]</a>
Number of Photos and Photographers per Country	<a href="#">[Download]</a>
List of Entrants with Entry Detail	<a href="#">[Browse]</a>

### Event Results

Maintain Awards	<a href="#">[Browse]</a>
Upload Results	<a href="#">[Browse]</a>
Toggle Results Visibility (Currently it is Published)	<a href="#">[Execute]</a>
Maintain Categories	<a href="#">[Browse]</a>
Email Results	<a href="#">[Browse]</a>
Download Results for Publishing	<a href="#">[Download]</a>

### General Reports

Report Name	Action
Manage Pending Members	<a href="#">[Browse]</a>
Photovault Online Member List with Uploaded Photo Count	<a href="#">[Browse]</a>

#### 11.12.2 Toggle Results visibility

This option makes the results visible for everybody to see. Just click on the link to change its status from not visible to visible. The person who wants to see his results, goes to the “My Archive” menu option and clicks on the specific event. This step must only be done after the PSSA Salon Administrator approved the results.

#### 11.12.3 Download Results for Publishing

This option produces a CSV file and must be formatted as mentioned in point 15 above for publishing on the PSSA website. It will only contain names of authors and the titles of images which were accepted, including any awards (see the “Maintain Awards” section for detail on how to set it up correctly).

#### 11.13 Submit results to PSSA Salon Administrator for approval.

11.13.1 Before you can start sending results to entrants, you need to submit the following files to the PSSA Salon Administrator at [admin@pssa.co.za](mailto:admin@pssa.co.za) for approval:

- downloaded results file;

- Complete the PSSA Checklist, Results Calculator and Judges and Medals sheets;
- Save the scoresheets on which the reasons for any disqualifications have been annotated as excel files and pivot the awards;
- Download the Scoresheet Master file and consolidate all the results on this file. Pivot the awards again and ensure that each category balances with the scoresheet as well as the checklist. A demonstration of this will be done in the training session;
- Rename the medal winning images and send them with the results files for approval. You need to rename them as detailed on the Results & Medal Winners Help sheet of the PSSA Checklist or discussed in point 15 above.

11.13.2 Only the yellow and green blocks on the Results Calculator sheet of the PSSA Checklist must be completed with all the salon judging data as well as the Judges and Medals sheet:

**PLEASE READ THIS FIRST:**

Completing the number of entries received in column C PRIOR to Judging.  
After Judging complete all the LIGHT GREEN blocks with your salon information.  
Annotate reason for Disqualification on score sheet and summarise on this sheet below. (B45)  
Send all the ORIGINAL SCORE SHEETS, MASTER SCORE SHEET AND WINNING IMAGES with this completed document to the PSSA Salon Administrator for Results Approval.

Have the entrants had the benefit of an additional round of judging to raise the acceptance level?

Model	Prints	PDI
Bronze	>30	N/A
Silver	>50	N/A
Gold	>50	N/A

The PSSA guideline is to have an acceptance percentage 20-25% for PDI and 25-35% for prints.  
The accepted practice has been that it should rather be to the higher and than the lower end.  
Certificates of Merit should be awarded to approximately 10% of the acceptances in each category.

Name of Salon: (Full Salon Name)

**PDI Section:**

PDI Category	# of Photos Entered	# Photos Disqualified	Nett Entry	Target Minimum @ 20%	Target Maximum @ 25%	10% Award Target @ 20% Acceptance	10% Award Target @ 25% Acceptance	Acceptance Level	# PSSA and Club Medals	Actual # of COM	Actual # of Acceptances	Total PDI Acceptances & Awards	% Acc of Nett Entry	Acceptance Status	# All Awards	Awards % / Acceptances	Award Status
Category A		0	0	0	0	0	0					0			0		
Category B		0	0	0	0	0	0					0			0		
Category C		0	0	0	0	0	0					0			0		
Category D		0	0	0	0	0	0					0			0		
Category E		0	0	0	0	0	0					0			0		
Category F		0	0	0	0	0	0					0			0		
<b>Total for All PDI Categories</b>	0	0	0	0	0	0	0	Max: 45	0	0	0	0			0		

% of Total Nett Entries

**Print Section:**

PRINT Category	# of Photos Entered	# Photos Disqualified	Nett Entry	Target minimum @ 25%	Target maximum @ 35%	10% Award Target @ 25%	10% Award Target @ 35%	Acceptance Level	# PSSA and Club Medals	# of COM	# of Acceptances	All PRINT Acceptances & Awards	% Acc of Nett Entry	Acceptance Status	# All Awards	Awards % / Acceptances	Award Status
Open Colour Prints		0	0	0	0	0	0					0			0		
Open Mono Prints		0	0	0	0	0	0					0			0		
<b>Total for All PRINT Categories</b>	0	0	0	0	0	0	0	Max: 45	0	0	0	0			0		

% of Total Nett Entries

**Up & Coming Section:**

PDI Category	# of Photos Entered	# Photos Disqualified	Nett Entry	Target Minimum @ 25%	Target Maximum @ 35%	10% Award Target @ 25%	10% Award Target @ 35%	Acceptance Level	# PSSA and Club Medals	# of COM	# of Acceptances	All PDI Acceptances & Awards	% Acc of Nett Entry	Acceptance Status	# All Awards	Awards % / Acceptances	Award Status
Category A: Nature		0	0	0	0	0	0					0			0		
Category B: Open		0	0	0	0	0	0					0			0		
Category C: Monochrome		0	0	0	0	0	0					0			0		
Category D: Digital Camera - Open Col		0	0	0	0	0	0					0			0		
Category E: Cell Phone - Open Col		0	0	0	0	0	0					0			0		
Category F: Open Monochrome		0	0	0	0	0	0					0			0		
<b>Total for All PDI Categories</b>	0	0	0	0	0	0	0	Max: 45	0	0	0	0			0		

% of Total Nett Entries

**DISQUALIFICATION Summary**

Category	Total DQs in category	DQ Reasons											
		DISQ 1 Duplicate Entry	DISQ 2 Accepted in Previous Salon	DISQ 3 Non Payment	DISQ 4 Colour in Mono	DISQ 5 Mono in Colour	DISQ 6 Manipulated	DISQ 7 Wrong Category	DISQ 8 Judges Entry	DISQ 9 Writing on Image	DISQ 10 Same or Similar Image	DISQ 11 Image Title Changed	DISQ 12 Not Own Work
<b>PDI Section:</b>													
Category A	0												
Category B	0												
Category C	0												
Category D	0												
Category E	0												
Category F	0												
<b>Print Section:</b>													
Open Colour Prints	0												
Open Mono Prints	0												
<b>Up &amp; Coming Section:</b>													
Category A: Nature	0												
Category B: Open	0												
Category C: Monochrome	0												
Category D: Digital Camera - Open Col	0												
Category E: Cell Phone - Open Col	0												
Category F: Open Monochrome	0												

Names of Judges

Last minute changes to happen and we need the correct information for the results log

Category	Judge 1		Judge 2		Judge 3		Medals
	Name	Club	Name	Club	Name	Club	
Category A							
Category B							
Category C							
Category D							
Category E							
Category F							
Open Colour Prints							
Open Mono Prints							
Category A: Nature							
Category B: Open							
Category C: Monochrome							
Category D: Digital Camera - Open Col							
Category E: Cell Phone - Open Col							
Category F: Open Monochrome							

Model Winner	1st Place Medal		2nd Place Medal		Additional Medal Description 1		Additional Medal Description 2		Additional Medal Description 3	
	Author Name	Club	Author Name	Club	Author Name	Club	Author Name	Club	Author Name	Club
Category A										
Category B										
Category C										
Category D										
Category E										
Category F										
Open Colour Prints										
Open Mono Prints										
Category A: Nature										
Category B: Open										
Category C: Monochrome										
Category D: Digital Camera - Open Col										
Category E: Cell Phone - Open Col										
Category F: Open Monochrome										



11.14 The PSSA Salon Administrator will upon approval release the results, indicate that you may email results to the entrants and toggle the results visible. You need to rename them as detailed on the Results & Medal Winners Help sheet of the PSSA Checklist or discussed in point 17 above.

#### 11.15 Update Acceptance levels

Before you can e-mail results, you need to add the acceptance point for each category and the maximum point possible (3 judges scoring out of 15 = 45 maximum possible score).

**Always** do a test email first to ensure everything looks correct to prevent the results from having to be sent for a second time.

Maintain Awards	<a href="#">[Browse]</a>
Upload Results	<a href="#">[Browse]</a>
Toggle Results Visibility (Currently it is Published)	<a href="#">[Execute]</a>
Maintain Acceptance Points	<a href="#">[Browse]</a>
Email Results	<a href="#">[Browse]</a>
Download Results for Publishing	<a href="#">[Download]</a>

#### Update Colour Open

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

Fields with \* are required.

Acceptance Point

Example: Accept:31; Min:18; Max:42

**Example:** Minimum score for acceptance 31;  
Maximum possible score 45.

### SALON BROCHURE TEMPLATE

For National Salons **only** use the PSSA Salon Brochure Template in Excel format included in the [Salon Director's Download Pack](#).

1. Read the NB PLEASE READ THIS FIRST-Notes sheet first.
2. Complete the Input sheet and when required the Def Lookup Tables sheet.
3. If any additional comments/awards/instructions needs to be added to the brochure please notify the PSSA Salon Administrator at [admin@pssa.co.za](mailto:admin@pssa.co.za)
4. Return the completed template including your logo in the marked space to the PSSA Salon Administrator at [admin@pssa.co.za](mailto:admin@pssa.co.za) in Excel format who will add the Patronage number after approval and return it together with the Invoice for Patronage.
5. PDF the brochure and rename it with the Date and Salon Name e.g. 2021-08-21 16th Krugersdorp Camera Club National Digital Salon. **Always** check the PDF version of the brochure to ensure there are no formatting issues.
6. Send the Proof of Payment and PDF brochure to the PSSA Salon Administrator at [admin@pssa.co.za](mailto:admin@pssa.co.za) who will then have it published, arrange set up of the event on PhotoVaultOnline and despatch of the PSSA Medals.

## APPENDIX F

### MANUAL SALON RESULTS TEMPLATE

Please ensure that your manual results from your salon comply to the following results template. Preferably this is to be completed in Microsoft Excel.

Category Name	Acceptance / Award Description	Photo Title	Lastname	Firstname	PSSA MemberId	Club Name	Country