



V1 290925

PSSA Monthly Club Winners Competition – How to upload your club’s winning images.

The competitions open on the 1st of every Month.

The closing date is the 25th of each Month at 23:59.

The PSSA competitions do not run in December, but clubs that have judging in December can enter 4 images: 2 Junior and 2 Senior.

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 via Photovault <https://www.photovaultonline.com/photovault/index.php?r=site/login>

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 access code is: **clubwinner**

All competing clubs must have a special group account on Photovault.

If a club does not have a Photovault “Group Account” please create one as follows through Photovault:

<https://www.photovaultonline.com/photovault/index.php>

Click on register and then 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:

Account Type

Group Name

Photo Vault Online

Home Login Register Help The Other Project

You are currently only a Guest

Login

Login ID

Password

Forgot your password? Click [\[Here\]](#) to reset your credentials.

Waiting for Registration email? Click [\[Here\]](#) to resend registration confirmation email.

It is important to log in with your club’s correct Login ID and Password.



V1 290925

It is up to the club to keep this information safe and share it correctly with the person who takes over this portfolio.

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:

The screenshot shows a form for uploading a photo to the PSSA Photo Vault. The form has a light blue background. At the top, there is a 'Select Photo' label, a text input field, and a 'Browse...' button. Below this is a 'Title *' label, a text input field, and a note: 'Only the title of the image. No dashes or other special characters. Example: 'Lion Kill''. Below the title field are two more text input fields for 'Author Firstname *' and 'Author Lastname *'. At the bottom is a 'Star Rating' label and a dropdown menu. Red arrows point to each of these input fields: the 'Browse...' button, the 'Title' field, the 'Author Firstname' field, the 'Author Lastname' field, and the 'Star Rating' dropdown.

Once the photo is uploaded, then enter it by going to the “My Events” Menu, click on “PSSA Specific” sub menu, and then select the “PSSA Monthly Club Winner” event.

It is very important that you **Nominate** your club from the drop-down list.

And click on the “Terms and Conditions”.

See the Terms and Conditions on the PSSA Website:

<https://pssa.co.za/about-senior-club-competition/>

<https://pssa.co.za/about-junior-club-competition/>

Save details and then continue to the Upload page.

Upload your Junior and Senior Club Winners.

Finalise your entry.

Once the process is complete, an email will be sent to the email address listed on your Photovault account, confirming your club's entry.

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

Charmaine Joubert

Director - Competitions

Cell. No. 0836400783

Email: charmaine.e.joubert@gmail.com