

Procedures for signing up for a Photovault account, uploading photos, and entering a CTPS monthly competition

1. Go to www.photovaultonline.com

2. Click on **Register**.

a. Fill in your personal details.

b. For the Club Star Rating use your CTPS ranking.

c. You will receive an email confirming your membership details and your login and password for your records.

3. You then need to join a club so that you can enter competitions/events

a) Once you are logged in click on the **My Clubs** tab

b) Click on **Join a Club**. On the list select **Cape Town Photographic Society** and click **Request join**. The CTPS competitions convener will then be alerted by email and will confirm you as a member if you are indeed a *bona fide* member of CTPS. You will then be able to go on and enter our Club events such as the monthly competitions. You are also able to enter any of the national salons which use Photovault for entries.

4. **Uploading photographs.**

a) Go to the **My Photovault** tab.

b) Click on **Upload new photo**.

Select the correct “photo size model”, i.e. HD... up to 1920 x 1080 (it is the 2nd entry on the little dropdown menu, click on the small arrow).

c) Click on **Browse**. This takes you to your directories on your computer and you can browse to where your photos for upload are stored. **Photovault only needs the title of the image.**

Remember that the images need to conform to our club rules. Either the width must be exactly 1920 pixels or the height must be exactly 1080 pixels. The width may not exceed 1920 pixels and the height may not exceed 1080 (regardless of orientation). The file size should not exceed 2 Mbyte. Click on the photo you wish to upload. **If the dimensions or file size are wrong then Photovault will tell you and will not allow the upload.**

Tip: Leave the “Photo medium” as Digital General (DO NOT SELECT “PRINT”)

d) On the next screen you can add a tag to the photo to enable you to search easily through all your uploaded photos by means of a filter. This is optional. Click on **Submit** to upload.

e) Keep adding photos (**upload new photo**) or go **back to list**.

On the list of your photos you will see all the details of the photos you have uploaded. You can change the details if necessary. Once a photo has been entered in a competition it will give this detail also. **Tip:** Always make sure you select the correct photo size to show. On the line (5th from the top) “Show only photos for the following size” choose HD – 1920 x 1080... from the dropdown menu, click “Filter”. This will show all your photos of this size.

5. Entering a Club event (competition).

a) Go to the **My Club entries** tab. You will see a list of the Club events. Click on the one you wish to enter.

b) Click on **enter here**. You will then see a page with four categories: **Open digital** (Open PDIs), **Set digital** (Set subject PDIs), **Open print** and **Set Print**. Please upload the digital copies of your prints into the **Print** categories.

c) To upload the photos to the competition click on the category e.g. **Digital – Open**. You will then be taken to your **My Photovault** list of uploaded photographs. To enter a photo simply click on the photo and it will jump into the space for the category. To remove it simply click on the photo again and it will be removed (but not deleted). If you have exceeded the number of allowed entries it will tell you to remove one before another can be added.

d) Click on **Back to my entry overview** to see all the categories with their assigned photos.

e) Once you have finished assigning all the photos for the competition (and you can do this in several sessions but before the deadline) then you need to click on **Finalise my entry**. Once you do this you will receive an email with all your entries for that competition. If you wish to change anything you can log in again and go back to **My entries** and change things and you will need to **Re-finalise my entry**. Another confirmatory email will then be sent.

6. Rankings and advancement

You can check on your ranking status and advancement by clicking on the **My Clubs/My advancement** tab. Once your ranking changes please change your ranking status on the **My details** tab.

7. Personal details

Please keep your personal details, contacts, etc., up to date by clicking on the **My details** tab.

