



Host International Exhibition: Exhibition Data Acceptances Spreadsheet (EDAS)

- **PLEASE NOTE: One separate spreadsheet is required for each judging and section you offer. This is in addition to your catalog or acceptance list. It does not replace the requirement for a catalog and having a catalog, whether printed or pdf, does not replace the requirement to submit these spreadsheets. SECTION 4 MUST ONLY SHOW ACCEPTANCES.**
- **Please DO NOT combine sections as separate worksheets in the same Excel workbook. It can cause errors in the imbedded calculations for the Judging Scores column mentioned on Page 6 of these instructions.**
- All information **must be** in the Western/Latin alphabet. Entries made using other characters, such as Chinese or Cyrillic, will cause your spreadsheets to be rejected with a request to resubmit using the proper alphabet.
- Download the **PSA Acceptances Spreadsheet** (Microsoft Excel required to open and complete it) - PSA Exhibition Standards requires that any PSA-recognized exhibition complete PSA Exhibition Acceptance Spreadsheets within 30 days after completion of judging. The spreadsheet will be downloaded to your Downloads folder.
- **A separate Acceptance Spreadsheet must be created for each PSA Division and each Section of each Division** – and, in the case of a Circuit, for each Judging (see Tips at the end of this document for suggestions on completing the spreadsheets).
- The spreadsheet will generate the correct filename for each copy as you fill in the yellow fields in the summary information. When you complete filling in the entire spreadsheet, including Judge Information and Acceptance Information, you can copy this filename from the spreadsheet and paste it as the filename when saving the spreadsheet. **YOU MUST USE THE FILENAME GENERATED BY EACH SPREADSHEET WHEN SAVING THAT SPREADSHEET.** If you do not see a filename, you did not enter all necessary information. Double check the information entered and provide the information you missed.
- The spreadsheet is created to be compatible with older versions of Excel as well as current versions on both MAC and Windows platforms. If a compatibility warning pops up during saving, just select Continue. The only known compatibility issues are for formulas with date calculations and cells with more than 256 characters. Neither feature is used by this spreadsheet.

- All the completed spreadsheets for an Exhibition/Circuit must be emailed to: exhibitionresults@psa-photo.org within thirty (30) days of the **last** Judging or no later than February 22 of the year following closing, whichever comes first. Do not email these EDAS to any specific Directors or PSA personnel. They should only be emailed to the above address.

It is not be the responsibility of any PSA personnel or volunteers to go to some web site designated by the exhibition to download the EDAS. It is the exhibition’s responsibility to email them to the above email address.

- Only use the exhibitionresults@psa-photo.org email address for submitting your acceptance spreadsheets. If you use it for any other purposes, including email notices that your exhibition is open to receive entries, your next exhibition may not be recognized.
- Exhibition organizers may find it easiest to import the required data into the Acceptance System Spreadsheet from their own database or another spreadsheet, depending on how their records for the Exhibition/Circuit are maintained.
- **Please be accurate and complete.** This data is used for your entrants as a basis for future PSA Star Ratings and Distinctions and for listing in the annual PSA Who’s Who in Photography. This data will also be used for input into the PSA Acceptances Database.
- **Country Names:** The names of countries, where requested, must be in their English form, that is, Germany not Deutschland, or Sweden not Sverige. A pull down list of countries is provided for each cell where a country name is required.


The PSA EDAS requires you to use **England, Scotland, Wales** and **Northern Ireland** in lieu of **United Kingdom** for Country Names. Great Britain is **not** a valid Country Name. You should encourage your entrants to be consistent in what country they use when filling in their entry forms so PSA will not have problems in identifying which entrant is which.

Thank you for your assistance and cooperation!

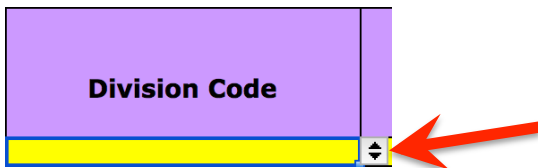
Section 1: Summary Info

Please complete as follows:

- **Name of Exhibition/Circuit:** Click on the scroll symbol that will show at the right of the name field when you click your cursor in the name space and select your exhibition from the list that will appear.

Short Name of Exhibition or Circuit (Select from List - Do Not Type In) NOTE: List does not include year or sequence number of Exhibition	Registration No. * Do not include the letters PSA
[Scroll symbol]	

- **Registration Number:** The Exhibition Standards Director assigns the Registration Number at the time they send you the notification your exhibition has been recognized. This number has three parts, the letters PSA, the year the exhibition closes and a three-digit number separated from the year with a hyphen. Do not enter the letters PSA. Do enter the year and number.
- **Location of Judging:** Enter the location associated the judging of the exhibition. If this EDAS is for a circuit, enter each judging in the circuit on its appropriate EDAS. **Do not leave the cell empty.**
- **Division Code.:** Enter the PSA Division code from the list of Divisions in the chart below the SUMMARY INFORMATION cells. The code can also be selected from list revealed when you click on the scroll symbol that will appear when you click you cursor in the Division Code space.



- **Year:** Enter the calendar year of Closing. (This is the official year of the Exhibition)
- **Closing Date:** Enter the date of closing in U.S. format (use all four digits of the year: Month/Day/Year (xx/xx/xxxx)).
- **Judging No.:** if this is a conventional exhibition, enter the number 1; if it is a Circuit, assign a unique number (1, 2, 3...etc.) to each Exhibition in the Circuit in the order the judgings were held.
- **Total No. of Judgings:** If this is a conventional exhibition, enter the number 1; if it is a Circuit, enter the total number of judgings. The number of judgings is based on the **number of times the same set of entries is judged.**
- **Section No.:** Enter the Section No. (1, 2, 3 etc.) for this particular Judging. This is not based on the total number of sections your exhibition offers, it is based on the total number of sections in a particular class or media recognized by the Division you entered earlier.
- **Section Name:** Enter the name used to identify your recognized sections, such as Open, General Color, Monochrome, etc.

Example:

The Exhibition Standards Director recognized 2 Nature Digital sections (Nature and Wildlife) and 2 Nature Print sections (Nature and Wildlife). The entries on the **four** separate EDAS would be:

	Division Code	Judging No.	Section No.	Total Judgings	Section Name
Digital Nature	ND	1	1	1	Nature
Digital Wildlife	ND	1	2	1	Wildlife

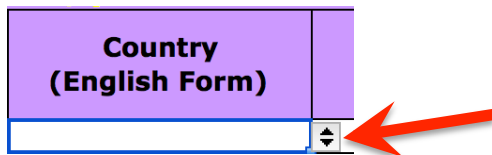
Print Nature	ND-P	1	1	1	Nature
Print Wildlife	ND-P	1	2	1	Wildlife

- **Judging Chairman Family Name:** This is the surname of the Chairman or Coordinator responsible for the Section covered by this EDAS. Use the surname of the Exhibition Chairman if he is responsible for the judging of a circuit. The Judging Chairman is frequently the same person as the Exhibition Chairman
- **Judging Chairman Given Name:** This is the personal name of the Judging Chairman or Coordinator.
- **Name of Judging:** This is the only cell that can be left blank in the Summary Information. Some circuits have an actual name for each judging, other circuits use the City Name for the judging name. That information should be entered here. If you are running a conventional exhibition, you can leave this cell blank.
- **Total Images Judged in this Section:** Not all the images submitted in each section are accepted. This cell is used to indicate just how many images were actually judged in a given section. It is used by the spreadsheet to calculate your acceptance rate. PSA recommends your rate be at least 20% of the images submitted for judging and no more than 45% of the images submitted for judging. If your exhibition also has FIAP Patronage you may be required to have a lower acceptance rate than the 20% recommended above.

Section 2: Exhibition Chairman Contact Information

The Exhibition Chairman must be available and **responsive to inquiries** for at least six (6) months after the Exhibition Catalog is issued. Please complete this section as follows:

- **Family and Given Names:** Enter the full name of the person who is the Chairman of the Exhibition should we have any questions on the information in this spreadsheet. It must be the same name for the entire Exhibition or Circuit.
- **Country:** the country where the Exhibition Chairman resides. Select the Country from the dropdown from the list revealed when you click on the scroll symbol that will appear when you click your cursor in the Country space.



- **Email Address:** The Exhibition Chairman’s email address.
- **Country Dialing Code:** The country’s telephone dialing code e.g., 1 for U.S., 44 for U.K.
- **Phone Number:** The Exhibition Chairman’s phone number (excluding the Country Code). This number will not be made public and is for Exhibition Services use only.

Section 3: Judges' Information

Please complete as follows for each judge (for this Section and this Judging):

- **Family Name:** The Judge's family name (suffixes – such as Jr. or III are optional). No titles, please.
- **Given Name:** The Judge's given name or names (additional initials are optional).
- **Country:** The Judge's Country of residence (in English form, please – i.e., Germany not Deutschland). Use the drop down list.

Please do not list alternate judges unless they actually judged the entire section. You are free to acknowledge them in your catalog but they should not be listed unless they actually judged.

You do not need to fill in all rows but **you do need to fill in all cells in a row**. You must have at least three judges for each section.

Section 4: Acceptance Information

Please complete as follows for each accepted image in this Section and in this Judging. If available, you can import this data from a database or from another spreadsheet depending on how you maintain your Exhibition/Circuit records. You do not need to fill in all rows but **all six columns for each acceptance should contain data. Empty cells with the exception of the Entrant Emails are not acceptable. The results should only show acceptances. ENTRIES THAT WERE NOT ACCEPTED MUST NOT BE INCLUDED.**

The Acceptance Information must be sorted in ascending (A-Z) alphabetical order by the Family Name. Be careful of spaces before the beginning of the Family Name. This could change the way the list is sorted.

The order for each line must be in the order shown below. If you are pasting the information from another spreadsheet, please arrange its columns in the same order as below and please convert your information to 12 point Arial on your source spreadsheet before copying.

- **Family Name:** The Entrant's family name (suffixes – such as Jr. or III are optional). No titles, please. The first character **must** be Upper Case (capital letter)
- **Given Name:** The Entrant's given name or names (initials are optional). If the entrant did not provide a Given Name, enter NGN for No Given Name.
- **Country:** The Entrant's Country of residence (in English form, please – i.e., Germany not Deutschland). NOTE: Pasting information from an external spreadsheet will override the Country Validation checks but if you try to edit a country cell with a country not on the list, you will get an error.

- **Image Title:** The unique title of this Image (Untitled is not an acceptable title). Words such as Untitled and No Title are not acceptable as part or all of an image's title, nor are camera capture filenames or titles consisting of only numbers. These titles must only be in the Western-Latin Alphabet. Titles using special symbols, such as Chinese characters, will not be considered valid titles and your entrants will not get any credit towards listing in the annual Who's Who of Photography or towards any credits towards PSA Star Ratings. If the entrant used these characters on their entry form, it is your responsibility to get the correct corresponding English Western-Latin translation. **Please be sure NOT to provide image filenames.**
- **Verification:** Data is requested to help PSA determine that an entrant in your exhibition is the same entrant in another exhibition. This information will also help ensure that all acceptances are credited to the correct person. Three types of data are requested to be collected in your entry forms. This field may consist of any of the three types of data but **the type of data from a single entrant must be the same for all acceptances listed.** You are not required to provide all three types of data for a single entrant. The listing below is in the order of preference:
 - **GEN:** This is the Global Entrant Number being developed by PSA. At this time, no one has been assigned GENs but ultimately all entrants will be required to acquire a GEN and use it to enter any PSA-Recognized exhibition.
 - **PSA Membership Number:** Every PSA member has a PSA Membership number. Non-members will not have such a number.
 - **Entrant Email:** This email is for verification of identity only. **Its use does not violate any USA or European Privacy laws. This email will not be provided to the public nor will it be used for commercial or promotional purposes.**

The GEN and the PSA Membership Number are not currently required by the PSA Exhibition Standards. Exhibitions are requested to ask for and capture that information for reporting to PSA as a service to their entrants to ensure all acceptances are credited to the correct person.

- **Medal/Award:** Enter the following codes depending on the **individual** award an image received;
 - **BOS** – Best of Show regardless of who furnishes the award or what type award the Best of Show is (Medal, Trophy, Plaque, etc.)
 - **G** – PSA Gold Medal or PSA Gold Medal Best of Show (There can only be one PSA Gold Medal in a section)
 - **P** – Any other PSA Medal (Silver, Bronze)
 - **M** – Any other individual medal (Examples include a PSA Division medal, the Nature Wildlife Medal, FIAP Gold, Host Silver or Host Bronze medal or a Host Judge's Choice Award)
 - **T** – Any Trophy or other award not listed above higher than an Honorable Mention.
 - **H** – Any Honorable Mention, or other Honor award.
 - **A** - All other acceptances.

Awards that are based on multiple images, such as a Diversity Award, or multiple scores, such as a Best Author Award, do not get listed in the awards column. Only list awards for a single image.

- **Judging Scores: Do not enter anything in the Judging Scores column.** This column uses calculated data based on the award an image received and the acceptance rate of your exhibition.

Double-Check

Before submitting the Acceptance Spreadsheet (EDAS) please double check it for the following common errors and correct them before submitting:

- Each acceptance is listed once and only once.
- The A code is used as the Medal/Award Code for all acceptances that did not win an individual award.
- **There are no more than four acceptances by any one entrant.**
- None of the judges of a section may have entries in the section they judges and should not have any acceptances listed.
- Only one country is associated with any one entrant.
- There are no characters that are not English (a-z; A-Z; 0-9), especially Chinese, Cyrillian or any other characters consisting of glyphs or with accent marks.

No acceptances that contain the above errors will be credited towards the entrant's Who's Who listing or the entrant's Star Ratings requirements and can affect future recognition of your exhibition.

Corrections (Initial)

The Who's Who Chair will review your EDAS files when first submitted and notify you of any corrections required so each spreadsheet is in the proper form, with the proper countries, legitimate titles and no duplicate acceptances. At that time you will be given instructions on what changes to make and a request you resubmit your various EDAS to conform to the instructions.

Corrections (Follow-up)

Each EDAS you submit must be as accurate as your catalog and must agree with your Catalog. If there have been any corrections to the information between the time you are ready to publish your catalog and the time you submitted your EDAS, prepare an email itemizing all the corrections to each EDAS you submitted. Refer to the filenames of your original EDAS but do not resubmit your EDAS. Submit your correction email to exhibitionresults@psa-photo.org and use the subject line "EDAS Corrections for" and give the name of your exhibition.

Tips for Completing the Spreadsheet

A separate spreadsheet must be completed for each Division/Judging/Section. However, much of the information may be common to all or some of the spreadsheets – such as the Section 2 Contact Information and much of the Section 1 Summary Information. Time can be saved by first creating a ‘template spreadsheet’ containing common information, and using it as the basis for all the spreadsheets.

Similar time economies can be achieved by sequentially completing sections that have similar information (such as the same judges) together.

The Section 4: Image Results do not need to be entered manually. The Section 4: Image Results information can be exported from another computer source such as your own Excel spreadsheet, if it is ordered as **Family Name, Given Name, Country, Image Title, Entrant Email, Medal/Award**. This can readily be pasted into the Acceptances Spreadsheet by (a) selecting and copying all the rows and columns from your spreadsheet using Control C or Command C, (b) going to the Acceptance Spreadsheet in Excel and select the cell in the top left of the Image Results section right below the column heading ‘*Family Name*’ (cell L24); then pasting the rows and columns you copied into the Acceptances Spreadsheet using Control C or Command C. **

For those exhibitions using the **Muskovac Exhibition Software** or the **K-Salon Software** the task is even easier. An exhibition with two sections can prepare both EDAS in approximately 20 minutes excluding any corrections to the records.

- Open your corrected _Image List Scored Final.txt file using Excel. The file is tab delimited. Click in the upper left corner of the table and set the font to Arial and set the font size to 12. Click on Cells > Format > Autofit Column Width to adjust the width of the columns. Save the file as an Excel workbook.
- Right-click the sheet tab at the bottom to make a copy of the original worksheet (spreadsheet) and repeat for the number of sections you had. Be sure that “Create a copy” is checked in the dialog box and highlight “(move to end)”
- Rename the sheets, one for each section, by double-clicking the sheet tab at the bottom. Use the section name for the sheet name.
- Perform a sort for each sheet, using Column G (section number) in ascending order for the criteria. Delete all the rows that are not for that section on each sheet. One sheet will only have section 1 entries, another will only have section 2 entries and so on.
- Perform a second sort for each sheet, this time using Column C (score) in descending order for the criteria. This time delete all the rows below the minimum score for acceptance. Now each sheet will only have the accepted images for that section.

- Scroll up to the top of the sheet and replace the notations for the individual awards you entered during judging (Column F) with the appropriate award code (See Medal/Award instructions above), then copy and paste the A in all remaining cells in Column F. Since the awards usually go to the higher scoring images, marking them at this time saves effort and searching later.
- Perform your third sort for each sheet, this time using Column K (Family Name) from A to Z as the first criteria and Column L (Given Name) from A to Z as the second criteria. This will arrange the list in alphabetical order by successful entrant's family name. If you see some higher lettered names at the beginning of the list, it is probably due to one or more leading spaces. Remove the spaces and sort the sheet again.
- Scroll through each sheet and make any known corrections to the information. If you posted draft acceptance lists on your Web-site, include any request for corrections received at this time. Make good use of the 45 days between your judging and the due date for the EDAS to incorporate as many corrections as possible.
- Highlight Columns A and B, right-click on any cell and click on Insert when a menu pops up. This will insert two new columns to the left of the original Column A and Column A will become Column C.
- Highlight Column M, which is now the Family Name Column. Right-click to bring up a menu and select Copy, then highlight Column A, right-click to bring up the menu and this time select Paste. This will copy the contents of Column M to Column A. You can also highlight Column M and use Control-C to copy the column and Control-V on Column A to paste the information copied.
- Highlight Column N, which is now the Given Name Column. Right-click to bring up a menu and select Copy, then highlight Column B, right-click to bring up the menu and this time select Paste. This will copy the contents of Column N to Column B. You can also highlight Column N and use Control-C to copy the column and Control-V on Column B to paste the information copied.
- Highlight Column U, which is now the Country Column. Right-click to bring up a menu and select Copy, then highlight Column C, right-click to bring up the menu and this time select Paste. This will copy the contents of Column U to Column C and overwrite the numbers already in Column C. You can also highlight Column U and use Control-C to copy the column and Control-V on Column C to paste the information copied.
- Highlight Column V, which is now the Entrant Email Column. Right-click to bring up a menu and select Copy, then highlight Column E (Score column), right-click to bring up the menu and this time select Paste. This will copy the contents of Column V to Column E and overwrite the scores already in Column E. You can also highlight Column V and use Control-C to copy the column and Control-V on Column E to paste the information copied.
- Delete Columns F (Tie 1) and G (Tie 2).
- Now the first 6 columns in each sheet correspond to the first 6 columns in Part 4 of the EDAS.

- Open up the first EDAS spreadsheet.
- Highlight all the cells in columns A, B, C, D, E, and F of the Image List spreadsheet from Row 1 to the last row with an acceptance and use Control-C to copy your selection.
- Go to the EDAS spreadsheet and select the left cell on the first blank row of Part 4 of the spreadsheet and use Control-V to paste all the acceptance information into the EDAS spreadsheet.
- Repeat this copy and paste process on a separate EDAS spreadsheet for each recognized section.