GUIDELINES FOR MEMBERS USING THE GALAXY-DIAMOND APPLICATIONS SPREADSHEET

Members can download the *Galaxy-Diamond Application Spreadsheet* (Excel file) from the Stars/ROPA page of the PSA website. It is important to also download and read the "*Galaxy-Diamond Applications Instructions*" before attempting to use the spreadsheet. The download links for both the instructions and the spreadsheet also appear on the Star Ratings pages for each of the PSA Divisions.

You will need a separate copy of the spreadsheet for each Division and Class in which you want to make a Galaxy or Diamond application. *You cannot combine Galaxy or Diamond applications in two different Divisions or Classes (such as PIDC and PIDM) on the same spreadsheet*. The spreadsheet and instructions are updated periodically, so you should download the latest version before making your first application in any Division.

OPENING AND SAVING THE SPREADSHEET
The spreadsheet has certain automated and protection features built in, so the most suitable program for opening and saving the spreadsheet is *Microsoft Office (Excel)*, either on a Windows or Mac computer.

When you save the spreadsheet, save it as an Excel (.xlsx) file with a name in the following format "Robert-Thompson-PTD-Galaxy-1.xlsx" – that is, your given name, your surname (family name), the Division or Class, and the Galaxy or Diamond for which you are applying. The Save dialogue box should look similar to this (except you will nominate your own "Where" location for the files):
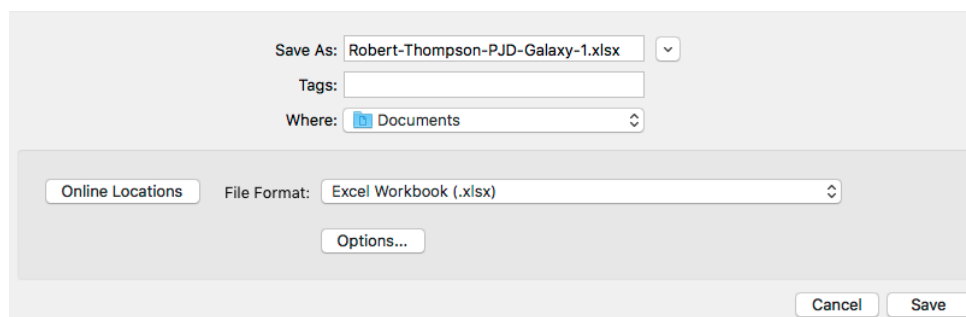

If you have an earlier version of *Microsoft Excel* that saves files in the "Excel 97-2004 Workbook (.xls)" format that will be OK, the spreadsheet will retain all its formatting and functions.

Please do not use any older version of *Microsoft Excel* that saves files in the "Excel 5.0/95 Workbook (.xls)" format because some of the critical formatting and functions of the spreadsheet will be lost.

If you do not have a suitable version of *Microsoft Excel* it is recommended that you download and install a free copy of either *LibreOffice* or *OpenOffice*. (Do a Google search to locate a download site.)

If you decide to use *LibreOffice* you will be able to save the files in the "Microsoft Excel 2007-2013 XML (.xlsx)" format and all the necessary spreadsheet functions will work satisfactorily. [However, see the later note about copying data to a *LibreOffice* spreadsheet from the Mac *Numbers* spreadsheet if you are a Mac user.]

If you decide to use *OpenOffice* on a Windows or Mac computer, you should save the spreadsheet in the "ODF Spreadsheet (.ods)" format. The Save dialogue box in *OpenOffice* will look like this:
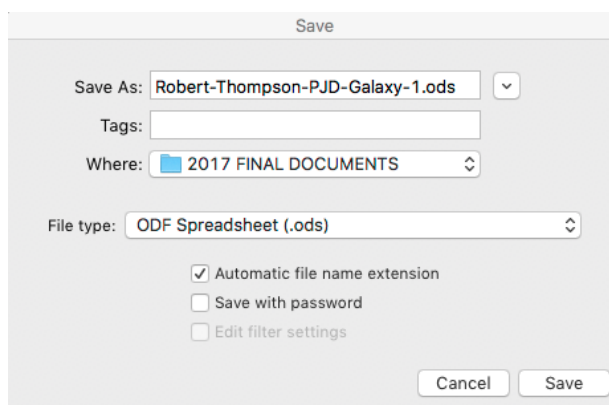

OpenOffice can save files in various Excel formats but some of those formats cause problems with the Star Applications spreadsheet, so please use the .ODF format. The Star Ratings Director will be able to open files in the ODF format when you submit your applications.

Please do not use the Mac *Numbers* program to prepare your Star applications. This program will open and save the Excel file but the spreadsheet will lose some of the important features that have been built in to make it easy for members to use and easy for Star Ratings Directors to process. There are also some other compatibility issues mentioned in the following section.

SETTING UP YOUR PERSONAL RECORD SYSTEM
The Galaxy-Diamond Application Spreadsheet is a workbook with multiple pages. You select the page you need from the tabs at the bottom of the screen:
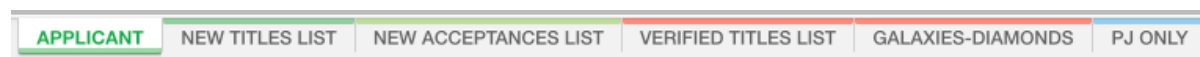
Note: Three of these page tabs are *green* – you have to enter data on those pages for each new application. Two of the tabs are *red* – those pages are for use by the Star Ratings Director and they give you an ongoing record of your verified titles, verified acceptances and Star applications; except in the special circumstances described later, you will not have to enter data on those pages. One tab is *blue* – that is for special applications in the Photojournalism Division.

If you open the New Acceptances page of the Galaxy-Diamond Application Spreadsheet you will see the following column headings in the area where you enter data:

Exhibition	PSA No.	Country	Year	Acc. No.	Title	SRD Verification	Notes	Div/Class for PIDC only

When you are entering exhibitions, it is important to keep accurate records of your acceptances so that you will have **all** the necessary information you need for making your Galaxy-Diamond applications. It is useful to have a record system that has all the information you need for an application in the same format as that required for a Galaxy-Diamond application. You will probably have your own preferred way of keeping records of your acceptances, but the following system will make it easy for you to complete your applications. This is my recommendation:

1. Create a spreadsheet that has the columns shown above - in exactly the same order. For convenience, I will refer to this as your Master record of acceptances.
2. You will need a separate Master spreadsheet for each Division and Class in which you have acceptances (for example, PIDC, PIDM, Nature, Photojournalism). You may find it convenient to create these as separate pages (sheets) in a workbook and save the workbook as one Master file with worksheet tabs like this:

PIDC	PIDM	NATURE	PJ	TRAVEL	LARGE COLOUR PRINTS	LARGE MONO PRINTS

3. Please do NOT create your Master spreadsheet in Mac *Numbers*; use *Microsoft Excel* or *OpenOffice* or *LibreOffice* (whichever program you will use when completing your Star Applications Spreadsheet). If you use *Numbers* you may have trouble copying information from your Master record to your application.
4. Be sure to save a backup of your Master file.
5. When you are setting up this system, it is not necessary to record acceptances that you have used on previous Star, Galaxy or Diamond applications. However, you will need to record ALL the titles that you have used on these previous applications. The best way to do this is to have a separate "Verified Titles" or "Retired Titles" page for each Division and Class (just add these pages to your Master spreadsheet).
6. If you transfer data about your unused acceptances from your existing records to this system, it will be easy to copy and paste it your applications spreadsheet. However, if your existing records are in Mac *Numbers*, you may have trouble pasting blocks of data into *LibreOffice* (if you have chosen to use that program for your applications). A simple solution to this is to export your existing data (in *Numbers*) as an Excel file and then open that file in *LibreOffice* and copy the relevant data to your Master spreadsheet.
7. As you gain new acceptances from PSA recognized exhibitions, add the details to your Master record.
8. When you are making a Galaxy or Diamond application, you can simply copy and paste the data for the acceptances that you want to use from your Master record to the application spreadsheet. Acceptances that you do not want to use at that time can remain in the Master file for later use.
9. When your Galaxy or Diamond application is approved, the Star Ratings Director will return your application spreadsheet. If any corrections have been made on the application, you should transfer those corrections to your Master spreadsheet.

10. In the 'Notes' column on your Master spreadsheet, record the Galaxy or Diamond application for which each of the verified acceptance and titles was used so that your Master record is kept up to date.

ADDING DATA TO THE GALAXY-DIAMOND APPLICATION SPREADSHEET
You will need a separate spreadsheet for each Division and Class. You cannot, for example, combine PIDC and PIDM Star applications.

Applicant page: This is where you enter your personal information (name, address, etc) as well as your *PSA joining date* and *Stars Buy Back date* (if you have taken advantage of this option).

Please check that all this information is the same as the information in the PSA member database. To do this, log in to the PSA website and select "My Account".

On the Applicant page, you also need to make selections from three drop-down lists.

For each selection, click on the coloured cell, then click on the small arrow to the right of that cell to reveal all the options.

New Titles List page: Here you must list of **all** of the titles that you are using for this current application. *For Galaxy and Diamond applications you cannot use titles that have previously been used on a Star, Galaxy or Diamond applications in the same Division or Class as your current application*.

After you have entered all the new titles and checked them against the titles on your New Acceptances list (to make sure no titles are missing) sort the titles alphabetically.

New Acceptances List page: Here you must list of **all** of the acceptances that you are using for the current application. *Do NOT include any acceptances that have previously been verified on a Star, Galaxy or Diamond application in the same Division or Class as your current application*.

After you have entered all the new acceptances, sort the list first by **Image Title** (alphabetically), then by **Exhibition Year** (earliest to latest), then by **Exhibition Name** (alphabetically). This sorting sequence will make it easy for the Star Ratings Directors to check your acceptances against the information on the Exhibition Data Acceptances Spreadsheets (EDAS) that PSA receives from exhibitions.

The three steps in the sorting of your acceptances are done in **one operation**, not as three separate sorts. The sorting procedure depends on which program you are using:

If you are using *Microsoft Office*:
Select *all the column headings* and *all the data* in the columns from the Exhibition column to the Div/Class column (if it is a PIDC application) or from the Exhibition column to the Title column for all other Divisions.

Exhibition	PSA No.	Country	Year	Acc. No.	Title	SRD Verification	Notes	Div/Class for PIDC only
Olympic Circuit	2009-220	Greece	2009		Frozen pond			EID
Podgorica	2012-046	Montenegro	2012		All together			CPID
GASO Circuit	2013-011	USA	2013		Brilliant sunrise			PIDC
GASO Circuit	2013-011	USA	2013		Wild storm			PIDC
Oklahoma	2014-214	USA	2014		Brilliant sunrise			PIDC
Algarve	2015--072	Portugal	2015		Happy Harry			PIDC
Balkan Dream	2015-306	Serbia	2015		Wild storm			PIDC
Kotor	2015-044	Ireland	2015		Landing zone			PIDC
Maitland	2015-001	Australia	2015		Happy Harry			PIDC
PSA	2015-175	USA	2015		Happy Harry			PIDC
Toronto	2015-306	Canada	2015		Brilliant sunrise			PIDC
Maitland	2017-003	Australia	2017		Landing zone			PIDC
Yualin	2017-086	Taiwan	2017		Wild storm			PIDC

From the main menu in Excel select Data>Sort. In the window that opens, set up the following sorting options (making sure that "My list has headers" is checked in the top right of the window):
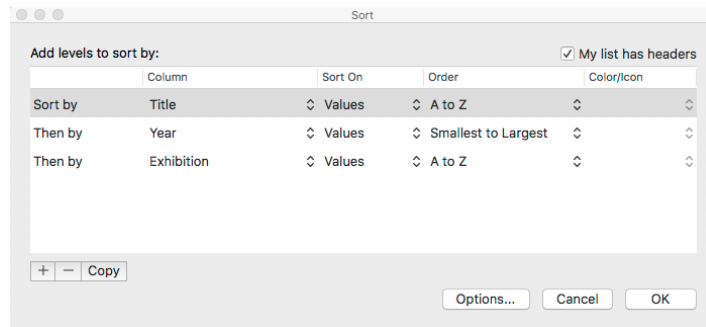
To set up this three-stage sort, you select the option to sort by Title, then click on the "+" sign at the bottom left to get the next option and set up the sort by Year. Then click on the "+" sign again to get the third option and set up the sort by Exhibition. Then click "OK" and the sorting will be done.

After you have done this sort, insert a blank row between each title set. This will separate the acceptances into Title Sets that should each contain the acceptances that you are claiming for each title (3 for Galaxies and 6 for Diamonds). This will make it easy for you to check that each Title Set is complete and it will make it easier for the SRD to process your application.

Note: If you have claimed any Judging Credits they will be in the Titles column and you will have to manually move the rows containing those credits to get them into the correct Title Set.

If you are using *OpenOffice*:
Select all the column headings and all the data in the columns from the Exhibition column to the Div/Class column (if it is a PIDC application) or from the Exhibition column to the Title column for all other Divisions.

From the main menu select Data>Sort. In the window that opens, set up the following sorting criteria; then click OK.
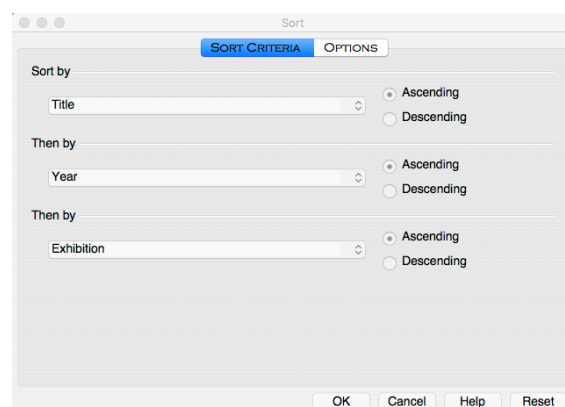
If you are using *LibreOffice*:
Select all the column headings and all the data in the columns from the Exhibition column to the Div/Class column (if it is a PIDC application) or from the Exhibition column to the Title column for all other Divisions.
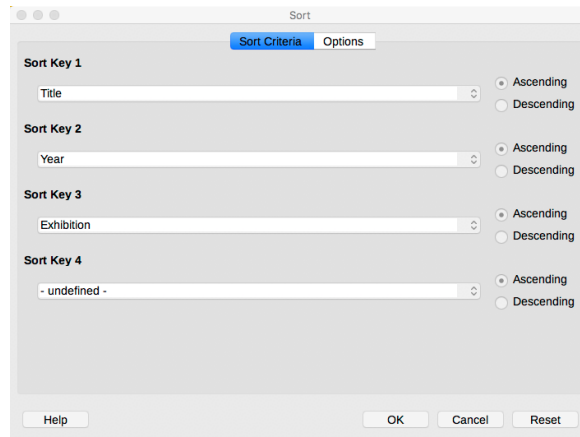
From the main menu select Data>Sort. In the window that opens, set up the following sorting criteria, then click OK:

Note: Ignore the Sort Key 4 (it appears automatically when you enter Sort Key 3).

After **sorting the acceptances, number them in the "Acc. No." column**. The numbering will start from "1" for each different Galaxy or Diamond application. Check that you have the correct total number of titles.

Verified Titles List page: If this is a Galaxy 1 application you need to list ALL the titles that were verified on your Star1 to Star 5 applications *in the same Division or Class as your current application*. This list of titles was previously referred to as your Retired Titles List.

If this is a Galaxy 2 (or later application) or a Diamond application, you need to list ALL the titles that were verified on your Star1 to Star 5 applications **and** the titles that were verified on your previous Galaxy and Diamond applications *in the same Division or Class as your current application*.

Verified Used Credits: (added in 2018) If you previously claimed Acceptance Credits for Judging of Chairing Exhibitions you need to list ALL the previously used Acceptance Credits that were verified on your previous applications *in the same Division or Class as your current application*.

If this is not your first application using the spreadsheet for a Galaxy or Diamond application, the SRD may have already listed them.

Galaxy-Diamond page: This page is for use by the Star Ratings Director and it will give you an ongoing record of the Galaxies and Diamonds you have achieved in this Division or Class. The SRD will lock this page.

PJ Only page: The only time you need to enter data on this page is when you are claiming publication credits in the Photojournalism Division. The rules for claiming these credits are described in the Galaxy-Diamond Application Instructions document.

EMAILING YOUR APPLICATION TO THE STAR RATINGS DIRECTOR.
Before emailing your application to the SRD, please check that you have completed *all* the required information on *all* pages of the spreadsheet.

If you are in any doubt about how to complete any part of the spreadsheet please do the following:
- Check the relevant section of the Galaxy-Diamond Applications Instructions.
- If necessary, email the SRD before you submit your application and ask for help.

Some Divisions and Classes have only one SRD who processes all Star 1-5 and Galaxy applications. Other Divisions and Classes divide the work among several SRDs. Please check the links on the Stars/ROPA page of the PSA website to find the email address of the SRD where you need to send your application.

- If you are applying for Galaxy 1, you need to send to the SRD the Galaxy-Diamond Application Spreadsheet AND a copy or scan of your verified Star 5 application.

- If you are applying for Galaxy 2 (or higher), or any Diamond award, and your previous Galaxy or Diamond application in this Division or Class was in *the current spreadsheet format*, you need to complete your current application *on the spreadsheet that was returned to you when your last application was approved*. This will have all your previously verified titles on the Verified Titles page and that page will have been locked by the SRD.

- If you are applying for Galaxy 2 (or higher), or any Diamond award, and your previous Galaxy or Diamond application in this Division or Class was on *a spreadsheet in a different format* you need to send to the SRD your application in the current spreadsheet format *and* the spreadsheet from your last approved Galaxy or Diamond application.

- If your previous Galaxy or Diamond application in this Division or Class was *on paper* you need to send to the SRD your application in the current spreadsheet format *plus* a scan of the original signed Complete Titles List (Retired Titles List) from your last approved Galaxy or Diamond application.

You do not need to send a copy of your membership card (as was required in the past) because the Star Ratings Director will be checking your membership details against the PSA member database. It is very important to check that your details on the website are correct before submitting your application – especially your name as you want it to appear on your certificate.

AFTER YOUR APPLICATION HAS BEEN SUBMITTED
Normally, the SRD will send you an email to acknowledge that your application has been received and tell you if there is likely to be a delay in processing the application. Please remember that all the SRDs are volunteers and some of them have a very heavy PSA

workload. There can be delays for many reasons (holidays, sickness, family commitments, etc) but all the SRDs try to process applications as quickly as possible.

If the SRD can verify all the acceptances you are claiming, and if there are no other problems with your application, you will receive an email that gives you a link for making a PayPal payment of the application fee. Currently this fee is US$12 *for each Galaxy or Diamond*. Special arrangements can be made for members who live in countries where PayPal payments are prohibited and the Star Ratings Director will give you details of these arrangements.

When the SRD is notified that you have made the PayPal payment (or other payment), your application spreadsheet will be returned to you and you will be sent a Galaxy or Diamond Merit Certificate (electronic or paper –whichever you requested). You will need an electronic version of this certificate when you are applying for a ROPA distinction online.

RESOLVING PROBLEMS WITH YOUR APPLICATION
The Star Ratings Director will normally use Exhibition Data Acceptances Spreadsheets (EDAS) to verify the acceptances you have claimed. Exhibitions are required to submit their EDAS reports within 30 days of the completion of judging. The EDAS reports are then distributed to Star Ratings Directors. If you claim an acceptance before the Star Ratings Director has received the relevant EDAS it will delay the processing of your application.

If you claim an acceptance from an exhibition that has not submitted an EDAS report (perhaps an exhibition from earlier than 2013) the SRD will ask you to supply other suitable evidence to support the acceptance. The SRD will notify you of what evidence is required – normally it will be a scan of the cover and relevant pages of the exhibition catalogue.

If there are any other problems with your application, the Star Ratings Director will contact you.

AFTER THE SRD RETURNS YOUR APPROVED APPLICATION
Save the spreadsheet in a safe place and make a back-up copy of it.

Your next Galaxy or Diamond application in this Division or Class should be submitted on *the spreadsheet that was returned to you*, not on a new spreadsheet. This will ensure that your Verified Titles List is kept up to date.

Dr Roy Killen, GMPSA, EFIAP, APSEM
Chair, Stars/ROPA Sub-Team
Enrichment Ad Hoc Committee
24 August 2017.