

# PSA PORTFOLIO DISTINCTIONS

## PHOTO VAULT ONLINE - USER MANUAL - OCTOBER 2016

All applications are made via the internet using the Photo Vault Online website  
[www.photovaultonline.com](http://www.photovaultonline.com)



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## 1. Register

Your first step is to register as a user of Photovaultonline.

### Register an Account

Are you currently waiting for your Registration email? Click [Here](#) to resend registration confirmation email. Also remember to check your Mail Client's Spam Folder. The original email could be marked as a possible spam message.

Fields with \* are required.

Login ID \*  (Create your own Login Id)

Password \*

Repeat Password \*

Account Type  ▼

Group Name

Firstname \*

Lastname \*

Birthday  -  ▼ -  (Day, Month and optional Year)

Email Address \*

Honours

Club Star Rating

Landline Phone Number

Mobile Phone Number

Address

Address (cont.)

Address (cont.)

Address (cont.)

Postal Code


Country \*  ▼

Security Question \*

Security Answer \*

Keep my Informed  (Please send me reminder emails of exciting competitions I qualify for)

( The Security Question and Answer will be used for password retrieval in the case where you forgot your password. Use a question that only you will know the answer to. Remember - it's purpose is to make sure it is really you who wants to reset the password. **Example:** What was your cat's name when you lived in Cullinan? )

Verification Code   [Get a new code](#)

Please enter the letters as they are shown in the image above.  
Letters are not case-sensitive.

1. Fill in the registration form as shown above. Fields indicated with an \* must be completed.
2. Click on the Register button
3. An email will be sent to the address provided. The email will contain a link which is used to confirm your registration. Click on the link to confirm your registration.

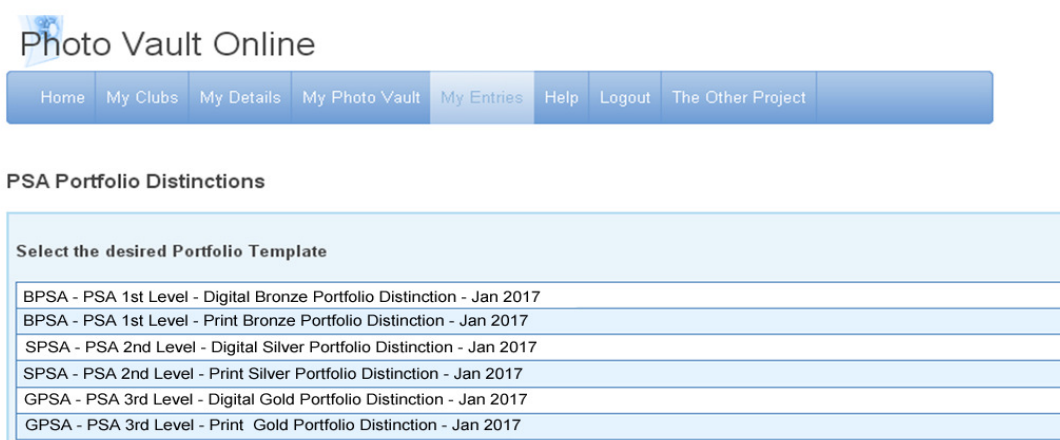
You will only need to register once and from then on use your login details to login each time you go into Photo Vault.

## 2. Participate in this event



By clicking on the relevant button as shown above you are able to submit your portfolio online.

Remember that all applications, be they for digital projected images or prints, need to be submitted on line.



The first level is the BPSA – Bronze – and requires a submission of 10 images.

It is recommended that, unless you are well versed in submitting a portfolio, you start at this level.

If you are well versed in submitting a portfolio, for instance if you already have honours and distinctions from another Society, you may consider skipping the BPSA and starting with the SPSA.

The second level is the SPSA – Silver – and requires a submission of 15 images.

The third level is the GPSA - Gold - and requires a submission of 20 images. You may only apply for a GPSA if you already have a SPSA in the same medium.

You may submit either digital projected images or prints for assessment.

Once you have decided which one you will apply for select it and you will be taken to the **My Entry** Page

### **3. My Entry**

1. Agreement – please read the rules and usage agreement and tick in the block provided. You will not be able to proceed further if you do not agree.
2. Statement of Intent – whatever you would like to say about the purpose, objective or intent of the work. While the absolute maximum of your statement is listed as 75 words, shorter is better, and the limit will actually be on number of characters rather than words.

The Statement of Intent must be in English.

3. Proof of Payment – payment may only be made via Paypal – as per details given here.

Once you have paid please save your proof of payment and upload it.

4. Click on Save

#### 4. My Entry – Upload New Photo

Clicking on Upload New Photo will take you to the Upload new Photo page

Upload new Photo

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

Fields with \* are required.

Photo Size Model  [Help!](#)  
**Important:** This photo will only be visible for categories created for this size.  
Please check the event requirements before uploading a photo.

Select Photo  No file chosen

Title \*   
Only the title of the image. No dashes or other special characters.  
Example: 'Lion Kill'

Photo Medium

1. Photo Size Model – SXGA+ Up to 1400px x 1050px max 1.2 mb.
2. Select Photo - Select the photo from your computer by clicking on the Browse button.
3. Type the title of the photo.
4. Choose whether it is a Digital image or a print
5. Click the Submit button.

During the upload process, the system will generate a thumbnail (small rendition) of your photo. This is the only version that you will see on the system (to limit the bandwidth used while managing your photos on the site).

Once a photo is uploaded, you will be forwarded to a detail photo screen showing the generated thumbnail of your photo.

## 5. Manage My Entry

### 1. Select Overview

Click on the links below to manage your photos per category

10/15/20 *images must be entered* (All photos not assigned yet)

Category	Definition
<a href="#">Overview</a> No Photos Entered	Upload page containing thumbnails of all the portfolio photos.
<a href="#">Portfolio</a> No Photos Entered	This portfolio consists of 10/15/20 correctly sized photos for digital display.

This is where you upload the Overview Image that you have created showing the layout of portfolio.

Select the Overview Image.

[Back to My Entry Overview](#)

### 2. Select BPSA/SPSA/GPSA Portfolio and you will be taken to the [Manage My Entry](#) page where all the images that you have uploaded will be visible.

### 3. You can now check your portfolio, making sure that you have uploaded the correct images and that they are in the correct order.

Be sure to use the **Sort button** to place your images in the correct order.

The system will automatically generate a reference number for your application which will allow it to be assessed anonymously.

### 4. Once you are happy with everything click on [Back to My Entry Overview](#) which will take you back to the My Entry page.

### 5. Select [Preview My Panel](#) and a pdf will be generated which you can keep for your records.

At any stage before the closing date you will be able to change the order, replace images etc.

### 6. Your final action is to click on the “**Finalise my Entry**” button. You must finalise your entry before the closing date otherwise it will not go forward for assessment.

Once you have finalised your entry you will not be able to make any further changes to your portfolio - it is final.

Once you have finalised your entry you will receive a confirmation email. Make sure that you have received your email confirmation before the closing date.