

Using PhotoVault to enter images for club evenings

1. First you need to be a registered user of PhotoVault. Head over to PhotoVaultOnline. The address is <https://www.photovaultonline.com>
Click on "Register".



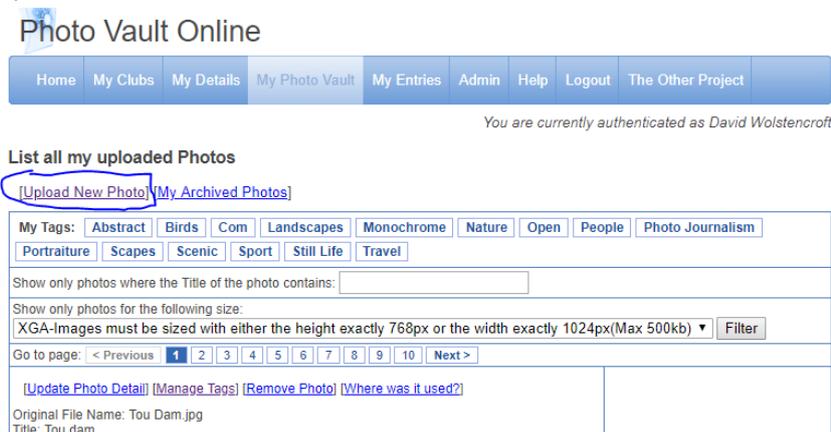
Fill in all the required details, including giving yourself a Login ID. Click "Register" at the bottom of the page. You will receive a registration email. Please use this mail to confirm your registration and then you are set to login.

2. Once registered (or if you are a registered user already), login to PhotoVault using the Login button.



Enter your Login ID and password and click Login.

3. Once logged on, you will have new options in the menu at the top. You need to "join" the club on PhotoVault before you can submit your images. Click on "My Clubs" → "Join a Club". Find "Edenvale Photographic Club" in the list and click "Request Join". This will send an email to the administrator who will approve the request. As soon the administrator approves the request you will receive an email informing you of such. You are now able to upload and submit your images for club evening.
4. To submit your images for club evenings, you have two options. These are:
 - a) Upload the images using the "My Photo Vault" button. After clicking this button, you will be presented with a screen like this:



Click on “Upload New photo”. Please ensure you select “HD – Images must be sized with either the height exactly 1080px or the width exactly 1920px (2mb)” option from the dropdown list, else you will not be able to use the images for club submission.

Photo Vault Online

Home My Clubs My Details My Photo Vault My Entries Admin Help Logout The Other Project

You are currently authenticated as David Wolstencroft

Upload new Photo

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

Fields with * are required.

Photo Size Model

Select Photo

Title *

Photo Medium

Click “Choose File” to locate the file on your computer. Enter the Title and click Submit. If the images conforms to the requirements, it will be uploaded and added to your library. You can repeat this process as often as you want to upload all your images. PhotoVault will inform you if the image does not conform to the required dimensions and size. If this happens, please resize the image accordingly in your photo editing software and re-upload.

- b) The second option is to upload the image at the same time you are entering the club evening. To achieve this please refer to point 5 below.

5) Click on “My Clubs→My Club Entries”. A list of all the club evenings, set subjects and other events will be displayed. Click on “Enter here” next to the event you would like to enter. This screen will be displayed:

Photo Vault Online

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You are currently authenticated as David Wolstencroft

My Entry for Club Evening - 28 March 2018

Event Administrator: David Wolstencroft (Tel: 083-229-8066)
Closing date: 27 March 2018

Standard Club Evening entries

PSSA Member No: [Click here for help with your PSSA Member Number](#)

of Categories Entered:

Nominated Photo Club:

Club Star Rating:

Honours: n/a

Click on the links below to manage your photos per category

The maximum number of entries allowed is 3

Category	Definition
Nature 1. Giants View 2. Angry Sky (This category accepts photos in HD - Images must be sized with either the height exactly 1080px or the width exactly 1920px (2mb) format)	Nature only - no man-made elements - Manipulation is not allowed
Pictorial 1. The Dive (This category accepts photos in HD - Images must be sized with either the height exactly 1080px or the width exactly 1920px (2mb) format)	Enter any photo in this category. Manipulation is allowed.

Enter 2 in “# of Categories Entered” if you are entering “Nature” and “Pictorial” or 1 if all three of your images are only in one of the categories.

To enter an image under “Nature”, click on the word “Nature”. To enter an image under “Pictorial” click on “Pictorial”. This screen will be displayed:

Photo Vault Online

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You are currently authenticated as David Wolstencroft

Manage My Entry for Club Evening - 28 March 2018 Category: Pictorial

[\[Back to My Entry Overview\]](#)

Enter any photo in this category. Manipulation is allowed.

Note: This category will only accept entries uploaded for the following size model: HD - Images must be sized with either the height exactly 1080px or the width exactly 1920px (2mb)

0 Photos of maximum 3 assigned (Overall 0 photos of overall maximum 3 assigned)

[Help](#)

My Entry for Pictorial

[Sort](#)



Available Photos from my Vault

Click on a Thumbnail below to assign previously uploaded photo or click on Upload Icon above to upload a new photo

Filter on: [Abstract](#) [Birds](#) [Com](#) [Landscapes](#) [Monochrome](#) [Nature](#) [Open](#) [People](#) [Photo Journalism](#)
[Portraiture](#) [Scapes](#) [Scenic](#) [Sport](#) [Still Life](#) [Travel](#)

Show only photos where the Title of the photo contains: [Filter](#)

Go to page: [< Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [Next >](#)



This screen is where all the magic happens. All the images you have already uploaded are shown at the bottom of the screen as indicated by the blue arrow. If you have several images, you can use the page numbers to scroll through them to find the images you would like to enter.

To enter an image, click on it. It will be added to the one of the boxes indicated by the red arrow. You can also click on one of the boxes indicated by the red arrow and you will be asked to locate the required image on your computer in the same way as described when uploading images to your Photo Vault (Point 4a).

To remove an image from the box at the red arrow, click on it and it will be removed (but not removed from your library).

For example, if you have 1 nature image and 2 pictorial images, first click on "Nature" and add the required image to the red arrow box. Now click on "Back to my Entry Overview". You will see the image listed under "Nature". Now click on "Pictorial". When the screen above opens, you will only see two boxes in the red arrow area. This is because you have already entered an image and the max you can enter is 3 per club evening. Add the remaining images as described.

Once all three images have been selected, return to the Entry Overview screen. You will see the three images listed under their respective categories.

VERY IMPORTANT: To submit your entries to the club evening, click on “Finalise my Entry”. This tells PhotoVault that you are done and that the images are available for the administrator to download. You may change the entry and re-finalise if the closing date has not been reached. The administrator will only download the images after the closing date and time. The closing date and time can be seen next to the event on the event selection screen.

You are done.

PS: The images you upload here can also be used to enter Salons and the images you upload for Salons can also be used for club evenings... 😊