



The Photographic Alliance of Great Britain

CENTRAL ENTRIES SYSTEM – HOW DO I ?

1. All Users – Accounts

Logon to the system is by your email and your password.

1.1 Are You in the System

The PAGB system is restricted for use by the member Federations, the affiliated Clubs, the individual members of those Clubs, and by additional speakers who do not have to be Club members.

You can be known to the system either without or with a personal account.

If your Club or your Federation has entered one of your images to a PAGB event, then your image will be assigned to you and your name will be listed as a member of your Club. You do not need a personal account for this to happen.

If you have a personal account then you will be able to edit your details and see which of your images was entered to events, with the results.

1.2 How Do You Register a New Account

Anyone can register an account.

Each account is for one individual. An individual must not try to register more than one account. Accounts must not be passed on to anyone else. The system managers reserve the right to take any action necessary to preserve the integrity of accounts.

On the Home page, click on 'CES Login'

Enter your email and your chosen password. Your email must be a personal email and not a Club generic email such as compsec@myclub.co.uk. (see 1.2.2)

Click on 'Register'

Enter your First Name, Last Name, Distinctions (optional), Telephone (optional).

Pick your Club from the list which includes all those affiliated to the Alliance.

- If you pick a Club and your name is an exact match to an existing member record in the Club, then you are granted approval as member of that Club.
- If you do not pick a Club, or you are not matched to an existing Club member record, you will be able to edit your details but the rest of the system will be inaccessible until you obtain one or more approvals.
- A Federation can approve a Speaker who is not a Club member. In this case, the Federation will liaise with you over the exact procedure to create your account, or the Federation will create a partial account for you.

Click on 'Register' again.

A message will be sent to your email, which is a check that the email exists.

1.2.1 *There's a problem trying to register an account*

All the emails in the system must be unique. If your email is already in the system, then you cannot make a new account with that email. You need to close the browser window; reopen and see 1.3 for how to recover the password for your email.

1.2.2 *My account is using a club generic email*

A Club generic email looks like compsec@myclub.co.uk or compsec.myclub@gmail.com or other similar variations.

Club generic emails are used routinely by clubs to route communications to the current holder of a role. They are good for this purpose and the Club controls to whom the emails are routed, which may be one or more people. The role stays the same and the people change. Club generic emails will continue to be used in contacts lists.

This PAGB system is based entirely around individuals. It has to be because individual photographers are associated with their images and that association must not be changed.

Club generic emails are prohibited in the PAGB system. There are a few accounts brought forward from previous versions of the system, for example where a competition secretary was entering images to events. If your account is still using a club generic email:

- You MUST NOT log on using that email, and then change the personal details to be the name of someone else. If you are the new holder of that role, you MUST NOT change the name to be yourself.
- The person named in the account MUST log on using that email, and then edit the personal details (see 1.4) to change the email address to his/her personal address.
- If in doubt, do nothing and use the contact feature to discuss the problem with a system manager.

1.3 How To Get Your Password

Your account logon requires your email and password. Your password does not expire.

In some cases your account may have been partially created for you but without a password, or you may have forgotten your password. You can set the password to one you choose.

On the Home page, click on 'CES Login'

On the login window, click on 'Password Reset'

Fill in your email and click on 'Password Reset' again. The email address must already be registered to an account in the system.

An email will be sent to that address and the email will include a link to reset your password. If you don't see this email, check your spam folder.

1.4 Editing Your Personal Details

Use the Edit menu.

You can edit your name but must not change it to be a different person.

You can edit your email and that will change your logon.

Ideally provide a postcode as that enables distance calculations from others.

Pick your preferred Club.

Otherwise, personal information is optional and is what you choose to provide, although a full address is required before material items can be posted to you.

If you tick 'Available in Directory', then your contact details can be seen by another account doing a directory search.

1.5 Moving on

Having an account allows you to edit your personal details, but to move on requires one or more independent approvals.

- as a Club member.
- as a Speaker.
- as a Club Officer.
- as a Federation Officer.

As a Club member, you can use your account to enter some PAGB events, and you must have an account to enter the Awards for Photographic Merit.

Additional options become available if you are approved as a Speaker, as a Club officer, or as a Federation officer.

You must be an approved officer to access PAGB services such as the Recorded Lecture Service, the Speakers list, and forms such as Patronage.

When you are granted approval at any level, the system will send you a confirmation email.