



The Photographic Alliance of Great Britain

CENTRAL ENTRIES SYSTEM – HOW DO I ?

3. Speaker Activities

A speaker is a user in the system who is offering one or more activities. The activity types are:

- Judge
- Lecture
- Educate
- Workshop

A speaker can offer multiple activities. Each individual activity requires separate approval.

Every speaker in the system undertakes to comply with the standard PAGB terms and conditions which are available from the PAGB website.

3.1 Obtaining Speaker Activity Approval (Club Member)

Use the Registrations menu to request speaker approval.

Fill in the Type of activity and the other fields.

- In the Federation field, pick the Federation for your Club. This is your home Federation for all of your activity requests. Do not try to register via another Federation (see 3.3)

Users looking for speakers can search for text. In the Title field:

- For a Judge, give your name.
- For another activity type, give the title and your name. If there is a co-presenter, give both names. Examples: 'My Intergalactic Journey by Dan Dare', 'Solving Problems Effectively by Batman and Robin'.
- Distinctions can be omitted from the Title. They will appear from your personal details when anyone picks your activity.

Click 'Add New Record'. Your request will need to be approved by your Federation. Your request can be refused.

Create a new registration request for every separate activity which you offer.

After creating an activity record, always use the Edit menu to update it as there are more relevant fields including adding an image file. You can change the status to hide an activity. You can delete an activity.

3.2 Obtaining Speaker Activity Approval (Not a Club Member)

You will need to establish a Home Federation for your activities. This has to be your Federation of residence. To estimate that, go to pagb.org.uk/about/federations/ and see which Federation most closely fits where you live. Make contact via their website and discuss your offer.

If the Federation accepts your offer:

- If you do not already have a user account on the system, the Federation can advise and can also create a new account for you, create one or more speaker activity records and add approvals. You will need to complete registration of that account via Login, entering your email, and requesting a password reset.
- If you already have a user account on the system, you can add more activity records and cite the agreed Home Federation for approval.

You should always edit any new activity records in the Edits menu as there are more fields available.

In the Edits menu you can change an activity status eg, to hide it. You can delete an activity.

3.3 Automatic Offer to Adjacent Federations

Once your Home Federation has given approval for an activity, that activity will automatically be offered for approval by any Federation within a 60 mile radius of your postcode.

This allows you to have Local level approval by adjacent Federations, and is a particular benefit for Clubs near a Federation border.

You should never make your own requests to multiple Federations. Adjacent Federations may simply rely on approvals given by the Home Federation. You can also ask an adjacent Federation not to be approved, for example if you want to limit your travel.

3.4 Obtaining PAGB Level Approval for a Speaker Activity

The PAGB Judges Committee manages the list of PAGB approved judges and there is a procedure for applications. The PAGB tags the speaker activity records of approved judges. Users can search using this tag.

The PAGB itself does not currently have a process for recognising activities other than judging..

3.5 Activities Charging a Fee

For a judge activity, you may not charge a fee or request a donation. The fee box cannot be used.

For other activity types, you may charge a fee or request a donation but only if it is advertised in the system and you will have to pay a listing subscription to the PAGB. One subscription covers any number of fee-charging activities.

Use the Edit menu, and select the activity to add or amend a fee. The fee box is at the bottom of the edit window. When you enter a non-zero fee, you will be shown a reminder that an active activity with Federation approval requires payment of a subscription.

Payment of listing subscriptions is awaiting implementation. At the moment, you cannot pay, and activities with a fee will not display to users searching. Activities already listed in a Federation handbook or the PAGB handbook continue under the conditions of those listings.