



The Photographic Alliance of Great Britain

CENTRAL ENTRIES SYSTEM – HOW DO I ?

5. Federation Officer

Officer means a member of the committee or any others authorised to act by the committee.

5.1 Obtaining Federation Officer Approval

Use the Registrations menu to request Federation officer approval.

Fill in and click 'Add New Record'. Your request will need to be approved by your Federation. If the Federation is not able to do that, a system manager can assist. Your request can be refused.

5.2 Explaining Federation Officer Approval Levels

If you are also a Club officer, then your Federation officer approval level and whatever access that gives you is independent of any Club officer approval level.

All Federation related functions in the system use the Federation officer approval level to determine access.

Most officers will have one of these three levels.:

- Basic. Make a Club active/Inactive; enter competitions; view and submit forms; view, buy and download lectures; view speaker activities.
- Standard. In practice, this is the same as Basic.
- Advanced. As Standard, plus add a new Club.

Data Managers are additional levels above Advanced. Every Federation should have at least one officer with Data Manager approval as described in the separate Data Managers Manual.

Federation officers can be flagged as Competitions Officer and/or Data Manager. These are communications preferences used to circulate relevant information and do not define roles.

5.3 Changing Federation Officer Approval Level

Use the Memberships menu and the entry for your Federation.

A Federation officer can change the approval level of another officer but only up to their own level.

To approve a Federation officer registration request, change the approval level from Unapproved to one of the approval levels.

A Federation without an officer at Data Manager approval level should discuss with the system managers as they can set any approval level for a Federation officer.

When a Federation officer retires, their Federation officer record should be deleted (bin icon). This does not delete the account or any Club membership: only the officer approval.