



# The Photographic Alliance of Great Britain

## CENTRAL ENTRIES SYSTEM – HOW DO I ?

### 6. Services for Club and Federation Officers

Additional menu options display for:

- Club officers. Menu background green.
- Federation officers. Menu background red.

The services shown here cover those for Advanced officer approval level. Some may not be available for officers with lower level approval.

#### 6.1 Competitions Menu

Officers can view previous competition results and can enter PAGB events which are open for Club entry (Club officers) or Federation entry (Federation officers).

#### 6.2 Services Menu (Speakers)

Officers can search for a speaker. The full list available to search includes:

- All activity types. (Judge, Lecture, Educate, Workshop), and
- Having 'Local' approval set by the same Federation as the searcher, or 'National' approval set by any Federation, or PAGB level approval, and
- Having 'Active' status set by the speaker, and
- Being within any distance range from the searcher set by the speaker, and
- When the speaker has paid a listing subscription for an activity charging a fee.

The full list is long, and any realistic search will use filters to reduce the list to one which is manageable for individual review.

The available filters to reduce the list are:

- Type. Select one or more of Judge, Lecture, Educate, Workshop
- Location. Select one or more of Zoom (remote presentation), In Person
- Approval. Select one or more of National to include National approved activities, PAGB to include PAGB approved activities. Omitting both of these restricts the list to speaker activities approved only by the searcher's Federation.
- No Fee. Select to only include activities not charging a fee. This will retain all Judge activities as a fee is not permitted for judging.
- Search Subject. Type any text into the box to find any activity matching that text in the activity Title. The search is case insensitive. The match must be exact so choose text which is not too specific. Example, to find landscapes, try 'land' or 'scape' but probably not 'landscapes'.

### **6.3 Services Menu (Other)**

Officers can:

- View, buy a licence and download a recorded lecture
- Buy from the bookshop.

Officers with higher approval can complete and submit forms.

### **6.4 Memberships menu (Members)**

Officers can view members.

- For Clubs this is Club members. Members may be approved by being made active. Ex members should be deleted (bin icon).
- For Federations, this is Clubs. Clubs may be made active or inactive, but may not be deleted. Via a Club entry, a Federation officer can make the same changes to Club members as a Club officer.

### **6.5 Memberships Menu (Officers)**

Club and Federation officers can view officer records and adjust approvals for Club officers and Federation officers respectively.

### **6.6 Memberships Menu (Speakers)**

Federation officers can view speaker records in the different types of Judge, Lecture, Educate, Workshop.

- Local means the speaker activity is only visible within the same Federation.
- National means the speaker activity is visible within all Federations.

Adjusting approvals is a task for a Federation Data Manager acting only on the instructions of the Federation Judges Officer.