The Photographic Alliance of Great Britain

CENTRAL ENTRIES SYSTEM – HOW DO I ?

6.   Services for Club and Federation Officers

This document deals with the additional services available for Club and Federation officers, which are over and above the basic services for all accounts (see Chapter 1), and for Club members (see Chapter 2).

6.1   Edit Menu

There are one or more additional submenu items for a Club officer to view the Club's details and for a Federation officer to view the Federation's details. Each approval has a separate submenu item and each is in a different colour.

6.2   Edit Menu (for a Club Officer)

With Advanced level permission, a Club officer can edit the Club details, including the venue address and postcode. If the venue postcode is changed, then the Find A Club Map will not necessarily update properly and the location shown in the map will remain at the old postcode. To correct this, delete the longitude and latitude values in the Club details. This will force the map to recalculate from the postcode.

6.3   Edit Menu (for a Federation Officer)

With Basic, Standard or Advanced level permission, a Federation officer can edit the role of any Federation officer.

6.4   Competitions Menu

There are one or more additional submenu items for a Club officer to view Club entry competitions and for a Federation officer to view Federation entry competitions. Each approval has a separate submenu item and each is in a different colour.

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

6.5   Services Menu

There are one or more additional submenu groups. Each approval has a separate submenu group and each is in a different colour.

Each group has these items:

- Find a Judge/Lecture (see **6.5.1**)

- Download Recorded Lectures. View, buy a licence and download a recorded lecture.

- Bookshop. View and buy available items.

- Online Forms. View, complete and submit forms such as requesting Patronage.

Using an item is conditioned by the Club/Federation approval chosen and by the level of the user's approval. Some facilities shown here may not be available for officers with lower level approval, particularly for Club officer - Limited.

Below the submenu groups is a single Directory search submenu item (see **6.5.2**)

6.5.1 Find a Judge/Lecture

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 to keep that Type or deselect to exclude. Default is Judge & Lecture. Deselect all is the same as select all.

- Location (Zoom / In Person).
  - Select neither for presentations which can be either on-line or physical. This should be your starting point.
  - Select Zoom to restrict to remote on-line presentations.
  - Select In Person to restrict to physical visit presentations.
  - Select both to restrict to presentation which are available by both methods.

- Approval. Activities with Local approval within your own Federation are always available. Select National to include Activities approved by other Federations..

- No Fee. Select to exclude Activities charging a fee. This choice will keep all Judge Activities as a fee is not permitted for judging.

- PAGB. Select to keep those with PAGB approval and exclude all those without. At present PAGB approval only applies to Judge Activities.

- Search Subject. Hover the mouse over the Search box and keep it there while typing. Type any text into the box to find any name or activity matching that text in its 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'. Because the Title of an Activity includes the presenter's name, you can also search for Activities by a particular presenter.

Picking a single entry from the search list will bring up a window with details of the speaker and the activity with the ability to email the speaker.

Enter a message and a proposed date (calendar option available) and click Send to make contact with the speaker. The email is sent direct from the system but a reply from the speaker will come to your own email system.

6.5.2 Directory Search

Text entered to the search box is checked against Federation codes and names, Club names, and individual account names.

The search is case insensitive and produces a list. From the list:

- Clicking on a Federation will show some details about the Federation and a list of its officer accounts. For each account, the name and role are always shown, with the email and telephone added only if the individual has consented.

- Clicking on a Club will show some details about the Club and a list of its officer accounts. For each account, the name and role are always shown, with the email and telephone added if the individual has consented.

- An individual suffixed '(judge)' will show the judge activity record including contact details. (Lecture activities are not shown in the Directory.)

- Otherwise an individual is only shown in the Directory list if they have consented.

6.6 Memberships Menu

There are one or more additional submenu groups for a Club officer and for a Federation officer. Each approval has a separate submenu group and each is in a different colour.

6.7 Memberships Menu (for a Club officer)

A Club officer account with Limited permission has no access.

A Club officer account with Normal permission can view current Club members, but not make any changes.

A Club officer account with Advanced permission can manage Club members (see **6.7.1**) and can manage Club officers (see **6.7.2**). It is highly desirable that every Club has at least one officer with Advanced level approval. Federations can assist if a Club cannot achieve that target on its own.

6.7.1 Club members

It is not necessary for all Club members to have an account in the system and a Club officer cannot create a logon account for a member.

An individual can be named in the system as a Club member, but without an account, if the Club or Federation has entered one or more of that individual's images into a PAGB event. Later the individual can create an account and connect to their image records.

An individual can be in the system by creating an account, and they can be connected to their club by making a registration request for approval and having that granted.

Members registration requests are approved by being made active (tick box). Ex members should be deleted (bin icon). A member may also be made inactive (untick box) if they might rejoin. Use 'Toggle Inactive' to view/hide inactive members.

6.7.2 Club officers

It is not necessary for all Club officers to have an account in the system and a Club officer cannot create a logon account for another Club officer.

An individual becomes a Club officer by making a registration request for approval and having that granted. It is a local decision amongst officers how many and who should request approval as an officer so that your Club has appropriate access to the system.

A Club officer can be approved by setting their permission level, and an existing permission level can be edited. A Club officer who has ceased service should have their record deleted (bin icon).

6.8 Memberships Menu (for a Federation officer)

A Federation officer account can view Member Clubs, Federation officers, and the Activity records for Judge, Lecture, Educate and Workshop.

The following sections **6.8.1** to **6.8.3** apply to Federation officer accou nts with Basic or Standard or Advanced Federation officer permission.

6.8.1 Member Clubs

Clubs may be made active (tick box) or inactive (untick box), but may not be edited or deleted. Use 'Toggle Inactive' to view/hide inactive clubs.

Club lists should be maintained accurate at all times. An active Club has access to PAGB services. An inactive Club does not.

6.8.2 Federation Officer

It is not necessary for all Federation officers to have an account in the system and a Federation officer cannot create a logon account for another Federation officer.

An individual becomes a Federation officer by making a registration request for approval and having that granted. It is a local decision amongst officers how many and who should request approval as an officer so that your Federation has appropriate access to the system. However, there is a minimum requirement for all Federations to have officers defined in the roles of Secretary, Treasurer, Competition Officer, Awards Officer, Data Manager, PAGB Executive member and any PAGB officers. Details about settings for roles, and the flags associated with Federation officer accounts, are given in the Federation officer's chapter (**5**)

Note also that as part of a Directory search an officer in another Federation may want to make contact with their opposite number in your Federation, so that a fairly complete list is desirable.

You, as a Federation officer can approve a registration request as a Federation officer but only up to your own level of approval.

A Federation officer role cannot be edited in the Menu, but it can be edited in the Edit menu (see **6.3**)

6.8.3 Activities

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

Each type has an Approved list and an Unapproved list. By default the Approved list is shown. The tick boxes can be changed, but always wait for any change to complete before making another change. For example, to view the Unapproved list, untick Approved and wait; tick Unapproved and wait. The Unapproved list includes new registration requests by speakers and also offers from nearby Federations.

6.9   Federation Data Managers

Every Federation should have at least one officer with one of the Data Manager approval levels. A system manager should be consulted if the Federation cannot arrange that itself.

The functions available to an account with Federation Data Manager permission (or higher) are detailed in the separate Data Managers document. Of relevance here:

- Basic Federation Data Manager adds editing of Club data and editing approvals of speaker activities.

- Advanced Federation Data Manager adds editing of Federation officer permission levels, and export of speaker activity reports.