



# The Photographic Alliance of Great Britain

## CENTRAL MANAGEMENT SYSTEM – HOW DO I ?

### 1. All Users – Accounts

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

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

The system is built as a stack of windows where you interact with the top window. If at any time the windows seem confused or not working as you might expect, refresh the system using function F5 on your keyboard.

#### 1.1 Do I Need a Personal Account

No. But, without an account you will not be able to use the system.

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 before your Club can enter your images.

#### 1.2 How Do I Register a New Account

Anyone can register an account.

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

Information about the CMS is at: <http://tinyurl.com/5472kaad>

From there, link to the CMS. On the Home page, click on 'CMS Login/Register'

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 1.2.1)

**IMPORTANT:** Both email and password are case sensitive in this system. By convention, email addresses are in all lower-case. If upper case is used then that will be required for all future logon unless edited.

Click on 'Register'. If your email is already in the system, you will not be able to make a new registration with that email. (See 1.2.2)

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

- Titles eg, Dr, are not used in the system, and must not be included with First Name.
- Many duplicate records have been created because people may abbreviate their First Name (eg, Mick v Michael, Steve v Stephen). Use full First Name or at least be consistent.
- Middle name or initials can be added via editing later. Do not include with either First Name or Last Name.

- Distinctions is a separate field. Do not include with Last Name.

Pick your Club from the list which includes all those affiliated to the Alliance. If you are not a Club member, ignore this item.

Click on 'Submit'.

A message will be sent to your email. You must respond using the link in this email to prove that the email exists and to authenticate your account. If you don't see this email, check your spam folder.

Return to the system to log on. If you have not authenticated your email, you will not be able to log on.

### **1.2.1 My account uses a Club generic email**

PAGB accounts are for individuals who may temporarily have roles. They are not for roles which may temporarily be used by individuals. Individuals are associated with their Images and Activities and those associations must never be changed.

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. Generic emails will continue to be used in contacts lists for roles.

Club generic emails are prohibited in the PAGB system. You must NOT try to create an account for yourself using a club generic email, or change an existing personal email to be a generic. See 1.2 to register a new account for yourself using a personal email address.

There are a few accounts in a Club personal format such as john.doe@myclub.co.uk These are accepted as managed personal accounts.

### **1.2.2 There's a problem trying to register my account**

All the emails in the system must be unique. If your email is already in the system, then you cannot use 'Register' to make a new account with that email. You need to refresh the browser window (F5) to clear the login; and see 1.3 for how to recover the password for your email.

### **1.2.3 Privacy of your personal data**

Your personal data includes your name, email, password, telephone number, address and postcode, any images that have been entered by you or for you into PAGB events, and any speaker activities which you offer.

Some of these, like your speaker activities, you enter because you want them to be published. Some, like your images, may be disclosed under the PAGB privacy policy. Others you wish to keep private, and the PAGB provides facilities to achieve that.

Membership Management:

- Your name and email as a Club member, Club officer or Federation officer are accessible to the officers of your Club and your Federation to manage membership approvals and enter images to PAGB events.

Speaker Activity Management:

- Your name, email and activity are accessible to Data Managers to manage approvals.
- Your name, email, telephone(s) and postcode are accessible to the officers of Clubs and Federations so that you can be contacted for bookings.

- Your name (only) is accessible to Club members to assist with promoting your activities.

#### The Directory

- Only Club officers and Federation officers have access to the Directory.
- If you are a Club officer or a Federation officer, then your name is accessible via a Club search or Federation search respectively.
- If you have an approved Judge Activity, then your Activity record is accessible via an individual search.
- Otherwise, you are only accessible via an individual search if you have selected that option in your personal profile.
- If you select the Directory option in your personal profile, then your email and telephone will be included in Directory search results.

System Managers also have access to your personal data, which will always be treated confidentially and used only for data quality purposes.

### **1.3 How Do I Get or Reset My 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, do a page refresh (usually F5) to clear any session cookies.

On the Home page, click on 'CMS Login'

On the login window, click on 'Password Reset'

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

An email will be sent to that address, which is a check that the email exists. If you don't see this email, check your spam folder. The email has a link to reset your password.

Return to the system to log on.

#### **1.3.1 Password Format**

There are no character restrictions or requirements for a password.

A password can be up to 64 characters, although shorter passwords may reduce errors.

### **1.4 The Menu system**

There are five headings in the menu system:

- Edit (see **1.5**)
- Registrations (see **1.6**)
- Competitions (see **1.7**)
- Services (see **1.8**)
- Memberships (see **1.9**)
- Log Out (see **1.10**)

Their usage is described here as they would appear for a newly created account.

## 1.5 Edit Menu

You can edit your personal details at any time, but it is especially important if you move home.

You can edit your name, including adding a middle name or initial, but must not change it to be a different person.

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

Always provide a postcode. There are certain functions in the system which require distance calculations using postcodes. A postcode must be in the correct format, including the space, and the postcode must exist within the public postcodes database.

Pick your preferred Club. You can only pick a Club of which you are currently approved as a member. If you are not yet approved as a member of any Club, the only option will be 'No Club Nominated'.

Otherwise, personal information is optional and is what you choose to provide.

If you tick 'Available in Directory', then your contact details can be seen by a Club or Federation officer doing a Directory search.

## 1.6 Registrations Menu

Expanding your available usage of the system beyond what is shown here requires that you have enhanced status in any or all of the following categories:

- Club member. Refer to the separate document about Club member approval.
- Club officer. Refer to the separate document about Club officer approval.
- Federation officer. Refer to the separate document about Federation officer approval.
- Speaker Activity (Judge, Lecture, Educate, Workshop). Refer to the separate document about Speaker approval and also the terms and conditions for appearing in the Speakers register.

If, when you registered your account, there is a match with your First Name and Last Name to a record within the Club which you picked, then you will have Club member approval automatically. The matches must be exact or there may be two or more records within the Club with variations of your name. You can alert the system managers to merge records.

Otherwise, every request via the Registrations menu requires independent approval. Especially, a Speaker Activity registration request must be discussed with the Federation in advance.

With appropriate approvals, there will be more sub-menu items available to you and more functionality in the sub-menu items. The additions are described in each of the additional documents noted above.

## 1.7 Competitions Menu

The menu has these sub-menu items:

- News and Results.
- Digital Catalogues and Virtual Exhibitions.
- Your own competitions ie, competitions where you had an image entered. As all images must have been assigned to a named person within a Club, a new account with no Club member approval (see **1.6**) will not have any images.

- Your own images in any competition. For the same reason as above, a new account will have no images.

### **1.8 Services Menu**

The menu has these sub-items:

- Event tickets. Buy tickets for a PAGB event. Each event for which tickets are available will have its own opening and closing dates. Note that the Awards for Photographic Merit assessment days are Federation events.
- Events calendar.
- Search image archives. You can search for and view thumbnails of images entered to PAGB competitions. Search criteria include text within title and photographer.
- View Judges and Lecturers. You can search for and view entries in the Speakers register but to see details and make contact requires an account with Club or Federation officer approval. Search criteria include text within title and photographer.

### **1.9 Memberships Menu**

A new account without any additional approvals has no items in this menu.

### **1.10 Log Out**

You can log out of the system at any time.

The system stores a cookie with your current log on status. If you close your browser without logging out, you will remain logged in for the next time you open your browser at the system address. Some people find this a convenient way of working.