HOW TO USE PHOTOVAULTONLINE

You have to register before you can use photovaultonline. Go to http://.photovaultonline.com and click on the register option and complete the necessary fields. As soon as you **Submit** the page an email will be sent to you. Click on the link given in the email to complete your registration.

You can then login using your login ID and password.

Now go to the **My Photo Vault** and upload your images. This is rather like a photo album or a storage place for images that you would like to enter in competitions or for advancement. Simply type in the title of your image and browse your computer to find the image – click on it. Provided it has been correctly sized it will be loaded into the vault and you will see a thumbnail of the image as confirmation.

Please note that the size of your images must be:

- **Maximum width : 1920 pixels**
- **Maximum height : 1080 pixels**
- **Maximum size : 2048 kb (2MB)**

You then need to click on **MyClubs** and then choose **My Club Entries** and choose the event from the drop-down menu for Sandton Photographic Society events.

The next page contains categories. Click on the category you want to enter into and a page will open with empty spaces into which you can enter your pictures.   Click on **Select Photo** and choose the picture you want to add and click **Save.** The title of the image will be typed in the appropriate space.

Repeat the process for all the images that you wish to enter.

Please be careful to enter your images in the correct categories as images entered in the wrong categories will be disqualified.

Once you have finished entering your images click **Finalise my Entry.** You will be sent an email confirming you entry.