



PRIMER FOR NEW MEMBERS

First, a very warm welcome from the Committee and Members of the Knysna Photographic Society.

Whether you join us armed with a smart phone, a 'point and shoot' camera or with the latest in photographic gear, we hope you will enjoy being part of our Club and developing your photographic skills to the level you desire.

In this document, you will find some useful information in terms of how the Club operates, how to take part in its activities and most importantly, how to get the most out of your membership as you embark on the next (or even first) step of your photographic journey.

We hope we have covered most of the information needed by a new member, who has either been a member of a photographic society before or indeed is joining a photographic Club for the first time.

However, if there is anything you need to know, require help or advice with, or just want to have a chat, then please just contact a member of the committee (contact details can be found on in the most recent edition of the Club newsletter at <http://www.knysnaphotosociety.com>).

We look forward to seeing you soon

Your KPS Committee

1. CLUB ACTIVITIES

1.1 MONTHLY CLUB NIGHTS

Unless advised otherwise, KPS meets every third Wednesday of the month at 18.30 in the conference centre at Belvidere Manor (169 Duthie Drive, Belvidere Estate, Belvidere).

At this meeting, members who have submitted images for Club judging (see Appendix A below on how to participate), have the opportunity to not only hear feedback from three judges on their own submitted images, but to learn from comments and feedback on other members' photographs

Images for submission must be uploaded to Photo Vault (see Appendix A) by or before midnight on the Saturday, 11 days before the third Wednesday of each month. This applies between January and November. (There are no meetings/competitions in December.) See further information on web based document "Submission of Images for Judging".

Scores from the monthly Club nights are used to manage members progress up the photographic achievement ladder (see section 2 for more details).

There is a nominal fee of R20 (to cover venue hire and refreshments) plus an additional R10 if you submit photographs for judging. These amounts may be increased from time to time. Guests are most welcome to attend Monthly Club Nights.

1.2 FOUR MONTHLY CLUB COMPETITIONS

Several times a year 'themed' photographic competitions are held, where members submit up to three images to coincide with a set theme. This is a social event, often with a guest speaker, external judges and lots of great prizes. Again, guests are always welcome. There is an entry fee of approximately R80.00 which includes a snack meal. Drinks are for own account.

Images for these events must be sent directly to the event organiser, currently JJohnston@telkomsa.net. Images should be in 1920 x 1080 JPEG format with a maximum file size of 2MB and in sRGB colour space. Image naming syntax should be "Image name_authors name.jpeg"

1.3 BI-MONTHLY SET SUBJECT AND TRAINING EVENINGS

These are convened approximately every two months. See www.photovaultonline.com for details of set subject and submission deadlines. Further information will be provided by email and in our Newsletter from time to time. Entries are to be submitted via Photovaultonline. See Appendix A below.

1.4 OUTINGS

These take place from time to time during the year and are an opportunity for members to interact and take part in photographic shoots. Look out for details at Monthly Club Meetings, in the members' newsletter and on Facebook (see section 3.3).

1.5 USER/INTEREST GROUPS

Led by enthusiasts/experts within the Club, these are informal sessions of learning and sharing with each group focused on a specific element of photography as follows:

- Canon
- Nikon
- Landscape
- Street Photography
- Photoshop and Lightroom
- Portraiture
- Macro
- Visual Arts
- Audio Visual

To join one or more user groups, contact the committee member responsible for training. (Details of how to contact committee members can be found in the latest edition of the newsletter available at <http://www.knysnaphotosociety.com>.)

2. PHOTOGRAPHIC ACHIEVEMENT RATINGS

2.1 STAR RATINGS

KPS is affiliated to the Photographic Society of South Africa (www.pssa.co.za).

As such, KPS follows the national guidelines and criteria for judging and awarding 'star ratings' to its members.

For a newcomer to a photographic Club, the system can appear quite complex but full details can be found at:

http://knysnaphotosociety.homestead.com/KPS_Submitting_Images_for_Judging.pdf

Essentially, if KPS is your first Club, you will generally start as a one-star photographer (although there are some exceptions where a new member with extensive photographic experience may be asked to submit a panel of images to assess the most appropriate star rating).

If you are joining us from another Club, you will generally start at the star rating you attained in your previous club. You may be asked to submit proof from your previous club on star rating

and salon acceptances. We ask that you do not re-submit images you used to gain your last star rating at your previous club.

Note that participation in the KPS/national star rating system is not a prerequisite for being a member of our Club. It is, however, a means of judging your efforts against those at your level, not only within KPS itself, but nationally and provides a focus (excuse the pun!) for your photographic activities and learning.

For information on how to submit your images see 2.3 and Appendix A.

2.2 SALONS

These are national (and sometimes international) competitions run by affiliated Clubs under the auspices of PSSA. More information on what they are and how to enter them can be found at <http://www.pssa.co.za/salons-mainmenu-81/about-salons>.

Anyone – of any photographic level - may enter a salon. You do not have to be a member of a photographic Club nor a member of PSSA, although membership is advised as the entry fees are cheaper and you can access a wealth of photographic knowledge by being a member. For information on how to join PSSA see section 4.

For members for whom KPS is their first photographic Club, it is often a common misconception that you have to be an experienced photographer to participate. That is certainly not the case as some of our junior photographers can attest to considerable success at an early stage in salons.

The earlier you start entering salons the quicker your progress will be up the photographic ladder, as you will need salon acceptances to progress from a three star junior to a four star (senior) photographer.

Even if you are not interested in formalising your photographic achievements with the star rating, entering a salon is an excellent means of gauging your efforts against those nationally and internationally.

2.3 SUBMITTING IMAGES FOR CLUB JUDGING (AND SALONS)

A very useful document outlining the categories and judging criteria can be found at http://knysnaphotosociety.homestead.com/KPS_Submitting_Images_for_Judging.pdf

All images for both Club and salon judging are submitted via the PSSA developed and run website called Photo Vault which can be found at:

<https://www.photovaultonline.com/photovault/index.php?r=site/login>

Before your first submissions, you will need to create an ID which can be done by going to: <https://www.photovaultonline.com/photovault/index.php?r=register/create>

Appendix A takes you through the steps of how to submit your images for competitions using the Photo Vault system.

For information on the categories into which you can enter, please go to http://knysnaphotosociety.homestead.com/KPS_Category_Definitions.pdf.

Rules for digital manipulation (ie what you can and can't do in post processing) of entries can be found at http://knysnaphotosociety.homestead.com/KPS_Digital_Manipulation_Rules.pdf

After monthly Club judging, all participants' scores can be found at <http://www.knysnaphotosociety.com/section553106.html> (normally posted 10 days or so after the monthly Club meeting).

3. COMMUNICATION WITH MEMBERS

3.1 WEBSITE

The Club's website can be found at <http://www.knysnaphotosociety.com/>. We would urge all new members to take time out view the website, especially the 'Documentation' section which has very useful information about image submissions and other activities relating to the Society.

Images of the Month, newsletters and judging scores from Monthly Club Nights are also published on the website.

3.2 NEWSLETTER

KPS sends out a monthly newsletter to its members by email (your email address should have been automatically added to the distribution list on joining). This outlines any upcoming events/activities and other useful information relating to the Club. Contributions are always welcome (contact the committee member responsible for the Newsletter – details in the latest edition of the newsletter which is available on the KPS website.

3.3 FACEBOOK

There is a 'secret' (ie if you search on Facebook you will not find) KPS Facebook group which has the purpose of putting members directly in touch with each other to share ideas and to learn from each other. Because it is a 'secret' group you can be confident in publishing any images on that group because it is visible only to members and any images posted will not be at risk from misuse.

On joining KPS, you will receive an email invitation to join from one of the Admins.

Please note: if you use a different email address for your Facebook account to that which you have provided to KPS, please send your FB email address to carolineess@gmail.com who will then send the invitation to join the group.

3.4 ANNUAL GENERAL MEETING

The Knysna Photographic Society Annual General Meeting takes place, in accordance with its Constitution (http://knysnaphotosociety.homestead.com/KPS_Constitution.pdf) in July/August

of each year. All members are encouraged to attend what is generally a very social event; it being also the event where the annual awards are presented and where the committee for the following Club year is decided.

4. THE PHOTOGRAPHIC SOCIETY OF SOUTH AFRICA (PSSA)

Anyone at any level of photography is eligible to join the PSSA. Membership is voluntary. For a nominal annual fee, PSSA members receive reduced fees for entering national and international salons, reduced fees for PSSA events such as regional and national Congresses and access to a mine of information relating to photography. Their quarterly magazine which is sent to your home is also a very worthwhile publication.

To join the PSSA, just go to <http://www.pssa.co.za/join-us/apply-for-membership-180>

APPENDIX A

HOW TO USE PHOTO VAULT

This guide is intended to help new members use the Photo Vault Online system to submit their images for monthly Club judging.

For salon entries, the process is almost the same but you will enter under ‘Salons’

To use the system you will need to create an ID. This can be done by going to <https://www.photovaultonline.com/photovault/index.php?r=register/create>

1. Go to www.photovaultonline.com
2. Click on the REGISTER menu
3. Add in all your details. The CLUB STAR RATING to use as follows:
 - a) If you are 1, 2 or 3 star worker you must type a 1 or a 2 or a 3 (NOTHING else). New members start as 1 star, unless previously graded at a higher rating by a previous club.
 - b) If you are a 4 or 5 star worker you must type a 4 or a 5 (NOTHING else). Above 5 star please use MB, MS, MG etc and not Master bronze, Master Silver etc
4. Leave the field called GROUP NAME – blank
5. Leave the field called HONOURS – blank (unless you have a LPSSA or an APSSA or a FPSSA etc)
6. Once done, wait for the confirming email from Photo Vault.
7. Log in by using the USER NAME AND PASSWORD that you have just chosen.
8. Click on “My Clubs – Join a Club – Knysna Photographic Society – Request Join”
9. Wait for our scorer to respond in a day or two.

APPENDIX B

HOW TO ENTER YOUR IMAGES FOR MONTHLY CLUB JUDGING AND/OR SET SUBJECTS

1. IMAGE FORMAT

Before uploading images into Photo Vault or entering Club competitions by email, you need to resize your photos as follows:

For digital images to be accepted by the Photo Vault system and considered for judging, they MUST be uploaded as follows:

- a) In JPEG file format.
- b) With a file size not exceeding 2MB.
- c) Resized to a maximum of 1920 pixels on the horizontal axis and a maximum of 1080 pixels on the vertical axis. The height must be *exactly* 1080 pixels OR the width *exactly* 1920 pixels
- d) It is important that the image is converted to the sRGB colour profile to ensure correct colour rendition during display and adjudication.
- e) No text, nor watermarks may be added to any image.

If you are new to resizing images, there are some useful online resources:

- Photoshop: <https://www.photoshopesentials.com/essentials/image-resizing/>
- Elements: <https://helpx.adobe.com/photoshop-elements/using/resizing.html>
- Lightroom: <https://photographylife.com/how-to-properly-resize-images-in-lightroom>

If you are new to photo editing, and looking to try some free software, here is a useful 'best of' guide: <http://www.techradar.com/news/the-best-free-photo-editor>

2. PREVIEW RECOMMENDATION

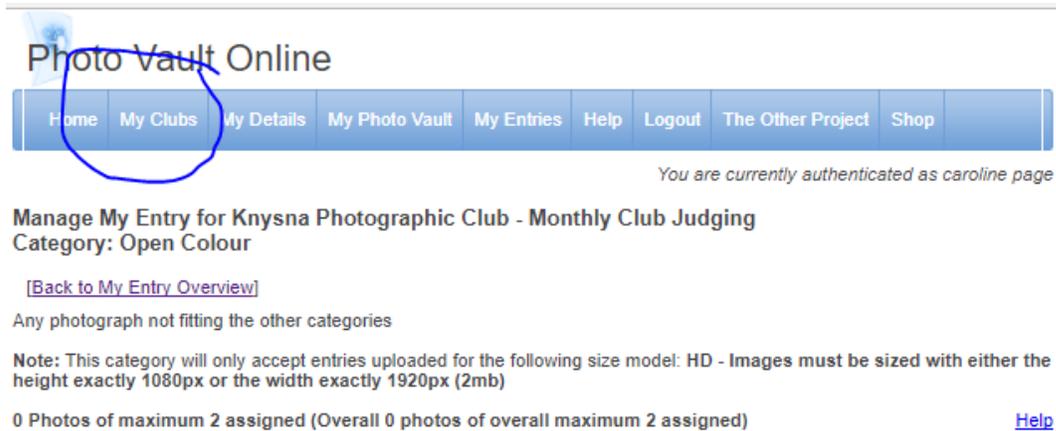
The Club uses free software called "Irfanview" (which can be downloaded from <http://www.irfanview.com/>) to screen members' images at Club nights and competitions.

Before submitting images to the Club, it is recommended that members preview their images in a dark room, using Irfanview. (Note that there is not a Mac version of Irfanview).

This will give a good idea of how the images will look under Club projection conditions. Adjustments can then be made if necessary (for example if too bright, too dark, over/under saturated etc.)

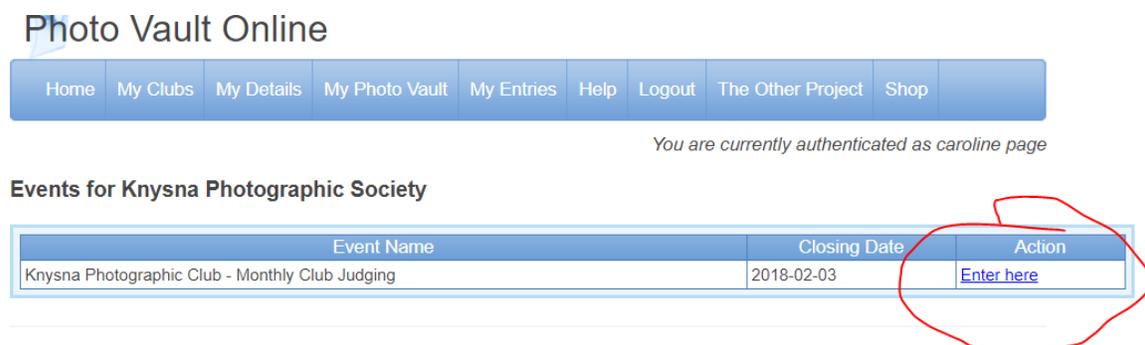
3. USING PHOTO VAULT FOR THE FIRST TIME

- 3.1 Log into Photo Vault at <https://www.photovaultonline.com/photovault/index.php?r=site/login>. Tick the 'Remember Me' box for future use.



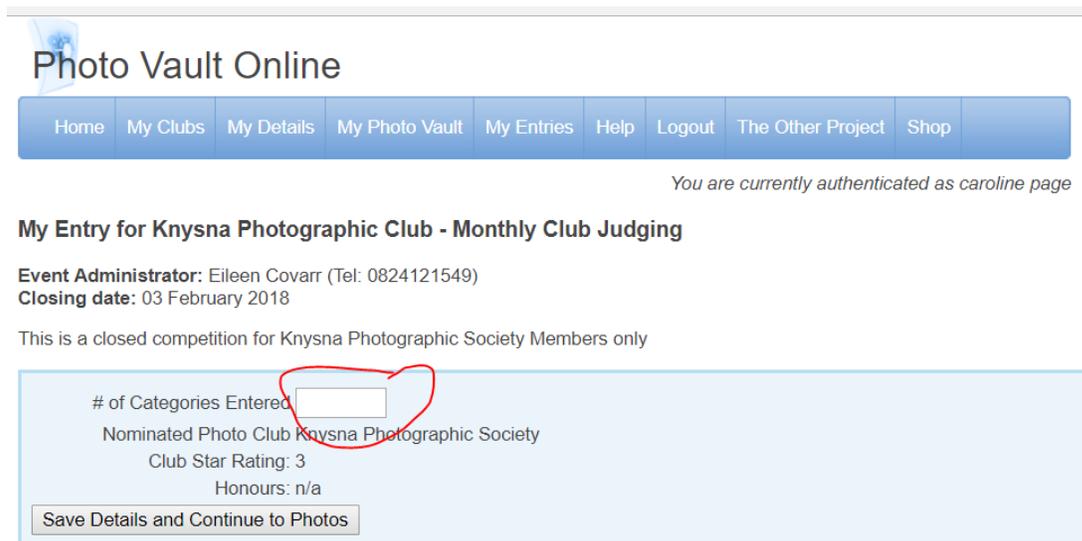
- 3.2 Click on 'My Clubs'.

- 3.3 A drop down menu will appear and choose 'My Club Entries'. You will then see the following screen.



3.4 Click on 'Enter here' to arrive at the next screen:

3.5 Where it asks for the number of categories, type in 1 or 2. So for instance, if you are entering one of your two images in the same category, for example Landscapes type '1'. If you are submitting each of your permitted two images in different categories, for instance one in Mono and one in Landscapes, type '2'.



The screenshot shows the 'Photo Vault Online' website interface. At the top, there is a navigation menu with buttons for Home, My Clubs, My Details, My Photo Vault, My Entries, Help, Logout, The Other Project, and Shop. Below the menu, a message states 'You are currently authenticated as caroline page'. The main heading is 'My Entry for Knysna Photographic Club - Monthly Club Judging'. Below this, the event administrator is listed as Eileen Covarr (Tel: 0824121549) and the closing date is 03 February 2018. A note indicates that this is a closed competition for Knysna Photographic Society Members only. The form area contains the following text: '# of Categories Entered' followed by a text input field (circled in red), 'Nominated Photo Club Knysna Photographic Society', 'Club Star Rating: 3', and 'Honours: n/a'. At the bottom of the form is a button labeled 'Save Details and Continue to Photos'.

3.6 Then click 'Save Details and Continue to Photos'. This will take you through to the following screen:



You are currently authenticated as caroline page

My Entry for Knysna Photographic Club - Monthly Club Judging

Event Administrator: Eileen Covarr (Tel: 0824121549)

Closing date: 03 February 2018

This is a closed competition for Knysna Photographic Society Members only

of Categories Entered

Nominated Photo Club Knysna Photographic Society
Club Star Rating: 3
Honours: n/a

[Update Details](#)

Click on the links below to manage your photos per category

The maximum number of entries allowed is 2 [Finalise My Entry](#)

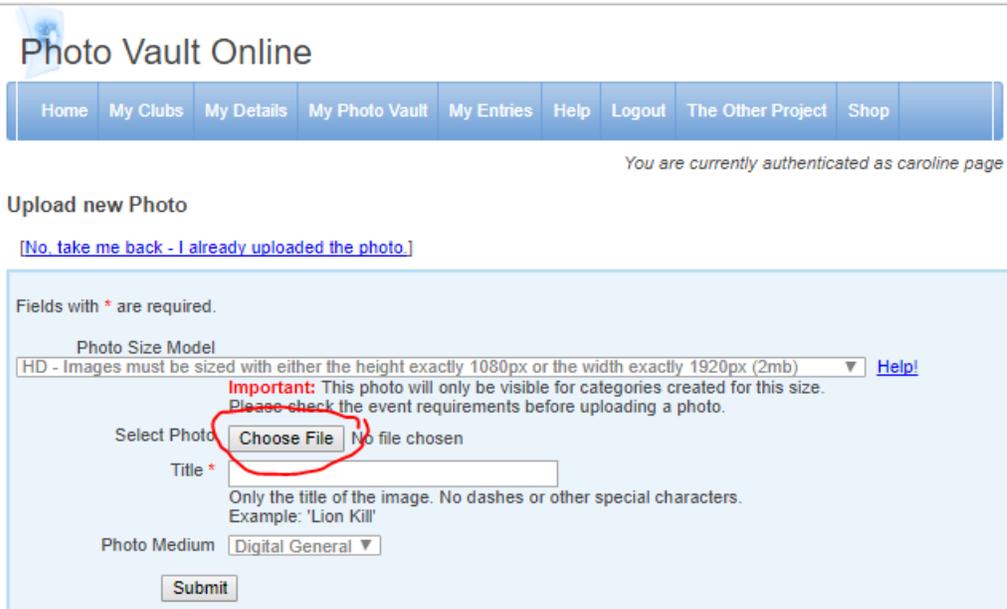
Category	Definition
Open Colour No Photos Entered (This category accepts photos in HD - Images must be sized with either the height exactly 1080px or the width exactly 1920px (2mb) format)	Any photograph not fitting the other categories
Nature No Photos Entered (This category accepts photos in HD - Images must be sized with either the height exactly 1080px or the width exactly 1920px (2mb) format)	NATURE photography is restricted to the use of the photographic process to depict observations from all branches of natural history, except anthropology and archaeology, in such a fashion that a well informed person will be able to identify the subject material and to certify as to its honest presentation. Digital manipulation is not allowed.
Visual Art No Photos Entered (This category accepts photos in HD - Images must be sized with either the height exactly 1080px or the width exactly 1920px (2mb) format)	Photography as a means of expression and as a vehicle for the author to make a personal photographic statement. Pictorial images can be Visual Art and Visual Art images can be Pictorial - the important part of the definition for Visual Art is that these images should go beyond the straightforward pictorial rendering of a scene. The image does not have to employ derivative or manipulative techniques to be Visual Art.
Photo Journalism No Photos Entered (This category accepts photos in HD - Images must be sized with either the height exactly 1080px or the width exactly 1920px (2mb) format)	An image that tell a news story. Photojournalism is distinguished from other close branches of photography by the qualities of: <ul style="list-style-type: none"> • Timeliness - the images have meaning in the context of a recently published record of events. • Objectivity - the situation implied by the images is a fair and accurate representation of the events they depict in both content and tone. • Narrative - the images combine with other news elements to make facts relatable to the viewer or reader on a cultural level. Sport photography images must depict an active pastime or recreation involving physical exertion and/or skill that is governed by a set of rules or customs of a competitive nature. Images could include a judge or referee in a sporting event. Digital manipulation is not allowed.
Monochrome No Photos Entered (This category accepts photos in HD - Images must be sized with either the height exactly 1080px or the width exactly 1920px (2mb) format)	Monochrome is a black and white image. A black and white work fitting from the very dark grey (black) to the very clear grey (white) is a monochrome work with the various shades of grey. A black and white work toned entirely in a single colour will remain a monochrome work able to stand in the black and white category. On the other hand a black and white work modified by a partial toning or by the addition of one colour becomes a colour work (polychrome) to stand in the colour category.
Photo Travel No Photos Entered (This category accepts photos in HD - Images must be sized with either the height exactly 1080px or the width exactly 1920px (2mb) format)	Photo Travel is a genre of photography involving the documentation of an area's landscape, people, culture, customs and history. Photo Travel images must express the feeling of a time and place, and portray a land with its distinctive features or culture in its natural state. Close up pictures of people or objects must include distinguishable environments. Digital manipulation is not allowed in this category.
Scapes No Photos Entered (This category accepts photos in HD - Images must be sized with either the height exactly 1080px or the width exactly 1920px (2mb) format)	A genre intended to show different spaces within the world. A landscape comprises the visible features of an area, including physical elements such as landforms, sea, living elements of flora and fauna, abstract elements like lightening and weather conditions, and cityscapes. Techniques such as HDR are allowed. Digital manipulation is allowed in this category.
Portraiture No Photos Entered (This category accepts photos in HD - Images must be sized with either the height exactly 1080px or the width exactly 1920px (2mb) format)	A likeness, personality, and mood of a living subject where that subject is dominant in the image. Portraiture is not restricted to head and shoulders and may include just a part of the face, a back view or even a full length study. Digital manipulation is allowed.
Macro and Close-up No Photos Entered (This category accepts photos in HD - Images must be sized with either the height exactly 1080px or the width exactly 1920px (2mb) format)	A photographic situation where you get close to a small subject by physical and optical means. Digital techniques such as stacking is allowed in this section. Digital manipulation is allowed.
Street Photography No Photos Entered (This category accepts photos in HD - Images must be sized with either the height exactly 1080px or the width exactly 1920px (2mb) format)	Street photography is a genre of photography that features subjects in candid/unposed situations within public spaces such as streets, malls, parks, beaches and other similar settings. Framing and timing are key aspects of street photography, with the aim of creating images at a decisive or poignant moment. Manipulation should be confined to colour correction and judical cropping.

- 3.7 To enter your first image, click on the blue text of the category that you wish to enter which will take you to the following screen (in this example Open Colour was clicked on when at the previous screen)



- 3.8 Click on 'Upload New Photo' and the following screen will appear:

- 3.9 Click on 'choose file' and you can then select the image from the appropriate folder on your



computer. Double click chosen image in order to upload to Photo Vault.

3.10 Type in the image name and then click 'submit'. If your image is not properly prepared (see previous section) you will receive notification of same and will need to start at the beginning to upload an image in the correct format.

3.11 If your image is in the right format you will then see the following screen:

Photo Vault Online

Home My Clubs My Details **My Photo Vault** My Entries Help Logout The Other Project Shop

You are currently authenticated as caroline page

Manage My Entry for Knysna Photographic Club - Monthly Club Judging
Category: Open Colour

[Back to My Entry Overview](#)

Any photograph not fitting the other categories

Note: This category will only accept entries uploaded for the following size model: HD - Images must be sized with either the height exactly 1080px or the width exactly 1920px (2mb)

1 Photos of maximum 2 assigned (Overall 1 photos of overall maximum 2 assigned) [Help](#)

My Entry for Open Colour

Sort

Salt of the earth
Entry: 1

Click to Upload New Photo

Available Photos from my Vault
Click on a Thumbnail below to assign previously uploaded photo or click on Upload Icon above to upload a new photo

Filter on: July June May Pictorial **Waiting**

Show only photos where the Title of the photo contains: [Filter](#)

Go to page: < Previous 1 2 3 4 5 6 Next >

Lazy Lizard Heroin Hell Hounded Painter Tanje Half Way White Light

Bright Eyes Soweto Living Lions in Love Behind the veil

Go to page: < Previous 1 2 3 4 5 6 Next >

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(Note that all closing dates on this site is based on SAST (UTC+02:00))

3.12 At this point you can do one of two things:

- a) If you are entering both of your images in to the same category then click the other 'upload new photo'.
- b) If you are entering your second image into a separate category then click 'Back to my Entry Overview' and enter the second image in a different category as per step 3.7 onwards.

3.13 When you have submitted your second image, click 'Back to my Entry Overview' and if you are happy with your submissions click on 'Finalise my Entry'

The screenshot shows the 'My Entry' page for the Knysna Photographic Club. At the top is a navigation menu with links: Home, My Clubs, My Details, My Photo Vault, My Entries, Help, Logout, The Other Project, and Shop. Below the menu, it says 'You are currently authenticated as caroline page'. The main heading is 'My Entry for Knysna Photographic Club - Monthly Club Judging'. Below this, it lists 'Event Administrator: Eileen Covarr (Tel: 0824121549)' and 'Closing date: 03 February 2018'. A note states 'This is a closed competition for Knysna Photographic Society Members only'. There is a form with the following details: '# of Categories Entered: 2', 'Nominated Photo Club: Knysna Photographic Society', 'Club Star Rating: 3', and 'Honours: n/a'. An 'Update Details' button is present. Below the form, it says 'Click on the links below to manage your photos per category'. At the bottom, it states 'The maximum number of entries allowed is 2'. A 'Finalise My Entry' button is circled in blue. At the very bottom, there are two columns labeled 'Category' and 'Definition'.

Always check you have received a confirmation email from Photo Vault and also check the contents are correct.

3.14 Should you at any time before the 'cut off' date for monthly submissions wish to change your entry you can go back into Photo Vault and change your image. Simply go to your entered image and click on it (it will disappear). Select your new image in the same way as before and don't forget to click on 'Re-finalize'. You will then receive another email from Photo Vault giving the new details of your entry. Always check this is correct.

Don't be concerned if you do this a couple of times in one month as nobody can see what you have done until the images are downloaded after the closing date, and only your last entry will be visible.