



PRIMER FOR NEW MEMBERS

(Updated: June 2020)

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 come 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 one 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 in the most recent edition of the 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 on how to participate), have the opportunity to not only hear feedback from three judges on their own submitted images, but also have an opportunity 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, ten 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 "Procedures for Submission of Images"

Scores from the Monthly Club Nights are used to help members progress up the photographic achievement ladder (see section 2 for more details).

There is a nominal fee of R20.00 (to cover venue hire and refreshments) plus an additional R10.00 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 TWICE-YEARLY CLUB COMPETITIONS

Twice a year 'themed' photographic competitions are held, usually at Knysna Golf Club, where members submit up to three images to align with a set theme. This is very much a social event, often with a guest speaker, club or external judges and lots of great prizes. Again, guests are always welcome. There is an entrance fee of approximately R90.00 to cover the cost of the event which includes a snack meal. Drinks are for own account.

Images for these events must be uploaded into and entered via Photo Vault. JPEG Images should have a pixel resolution of 1920 x 1080 and be less than 2MB in size. Colour space should be sRGB.

1.3 BI-MONTHLY SET SUBJECT AND SKILLS ENHANCEMENT 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.com. 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, members' Newsletter and on Facebook (see section 3.3).

1.5 USER 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 camera users,
- Landscape photography,
- Street photography,
- Photoshop and Lightroom skills development.
- Others may be arranged from time to time

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 www.knysnaphotosociety.com)

2. PHOTOGRAPHIC ACHIEVEMENT RATINGS

2.1 STAR RATINGS

KPS is an affiliated member of the [Photographic Society of South Africa \(www.pssa.co.za\)](http://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 under "competency categories" at [KPS Procedures Submission of Images.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 in order 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 at your previous club. 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 [PSSA Salons](#).

Anyone - of any photographic level - can enter a Salon. You do not even 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 as a senior club photographer.

Even if you are not interested in formalizing your photographic achievements with the star rating, entering a Salon is an excellent means of judging your efforts on a personal basis 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 [KPS Procedures Submission of Images.pdf](#)

All images for both Club and Salon judging are submitted via the PSSA developed and run website called Photo Vault Online which can be found at [Photo Vault Login](#)

Before your first submissions, you will need to create an ID which can be done by going to [Photo Vault Register/Create](#)

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

After monthly club judging, all participants' scores can be found at [KPS Scores](#) (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 to go through the website, especially the [KPS 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 'private' (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 learn from each other. Because it is a private group you can be confident in publishing any images on that group because it is only visible to members and will not be at risk from misuse.

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

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 Carol Phillips (pcp@futureqtn.co.za) who will then send the invite to join.

3.4 ANNUAL GENERAL MEETING

The KPS AGM takes place, in line with its Constitution ([KPS Constitution](#)) 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 elected.

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 [PSSA Apply for Membership](#).

APPENDIX A

HOW TO USE PHOTO VAULT

This guide is intended to help new members use the Photo Vault 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 a Photo Vault ID.

This can be done by going to [Photo Vault Register/Create](#)

Once you have registered, login and click on

- “My Clubs” – then,
- “Join a Club” and,
- Scroll down to Knysna Photographic Society and click on “Request Join”.

The Photo Vault Administrator will then activate your profile which allows you to enter Club events.

APPENDIX B

HOW TO ENTER YOUR IMAGES FOR MONTHLY CLUB JUDGING

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 recommended 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.photoshopessentials.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.

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'.

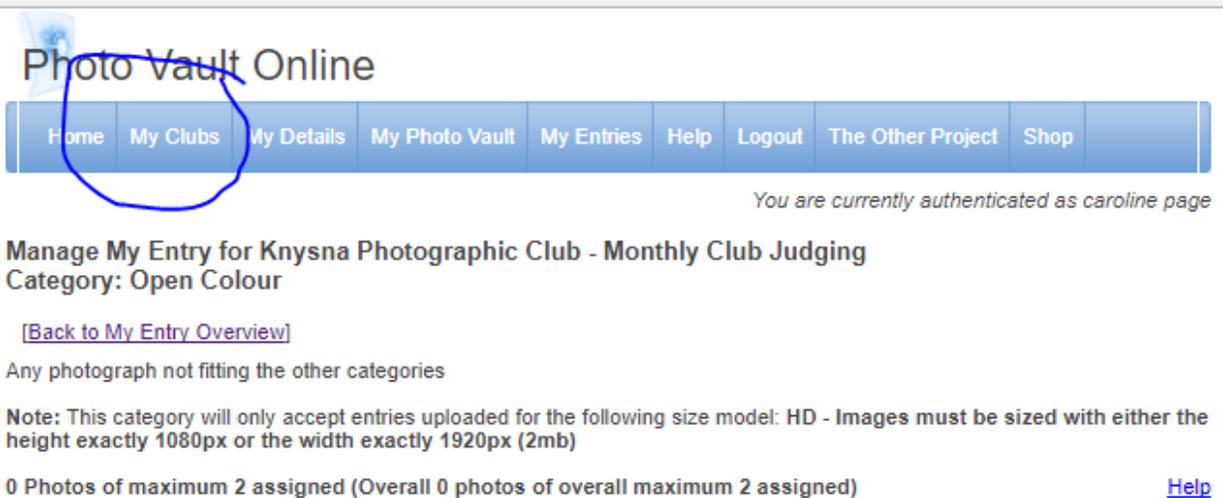


Photo Vault Online

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)

0 Photos of maximum 2 assigned (Overall 0 photos of overall maximum 2 assigned) [Help](#)

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

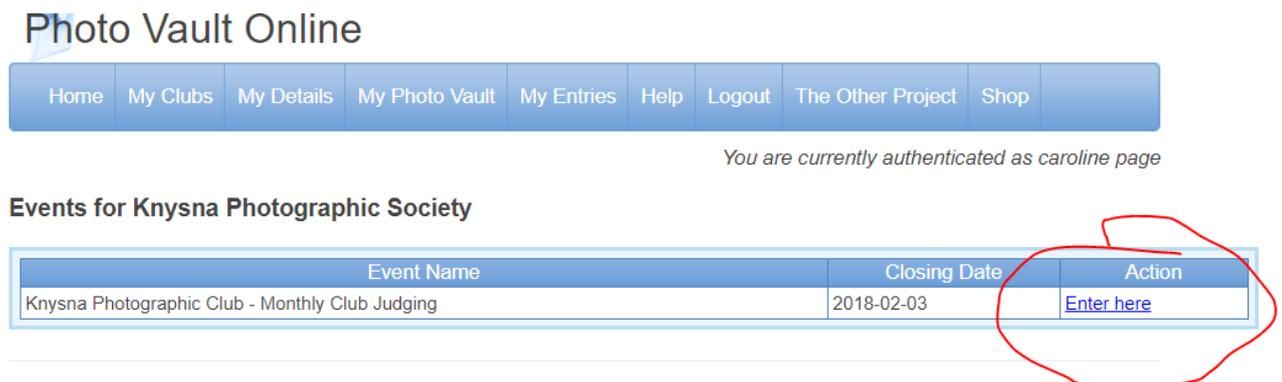


Photo Vault Online

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

You are currently authenticated as caroline page

Events for Knysna Photographic Society

| Event Name | Closing Date | Action |
|---|--------------|----------------------------|
| Knysna Photographic Club - Monthly Club Judging | 2018-02-03 | Enter here |

3.4 Click on 'Enter here' to come to the next screen:

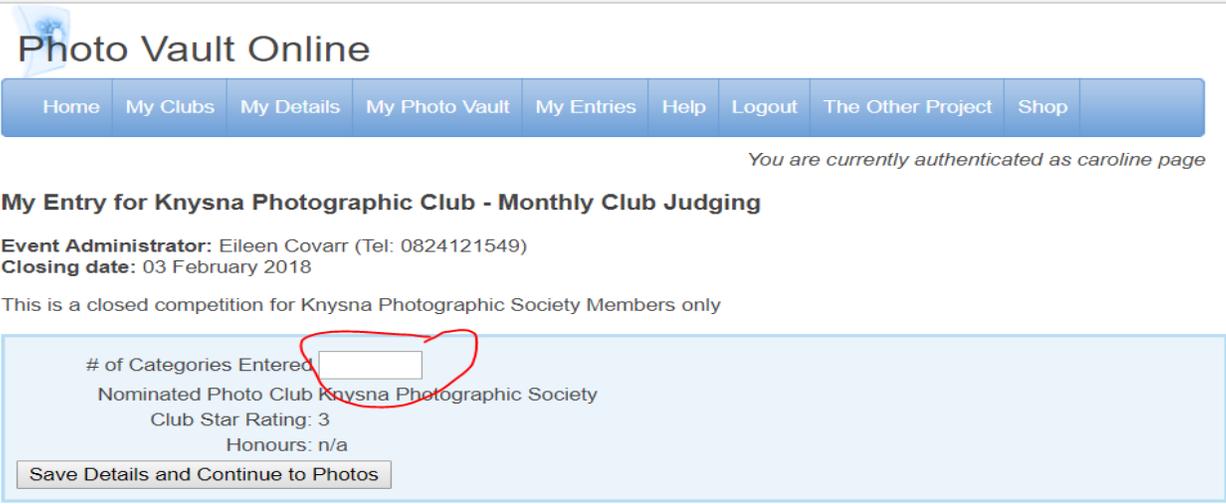


Photo Vault Online

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

You are currently authenticated as caroline page

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

Save Details and Continue to Photos

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'.

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

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 |
|--|--|
| <p>Open Colour</p> <p>No Photos Entered</p> <p>(This category accepts photos in HD - Images must be sized with either the height exactly 1080px or the width exactly 1920px (2mb) format)</p> | Any photograph not fitting the other categories |
| <p>Nature</p> <p>No Photos Entered</p> <p>(This category accepts photos in HD - Images must be sized with either the height exactly 1080px or the width exactly 1920px (2mb) format)</p> | 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. |
| <p>Visual Art</p> <p>No Photos Entered</p> <p>(This category accepts photos in HD - Images must be sized with either the height exactly 1080px or the width exactly 1920px (2mb) format)</p> | 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. |
| <p>Photo Journalism</p> <p>No Photos Entered</p> <p>(This category accepts photos in HD - Images must be sized with either the height exactly 1080px or the width exactly 1920px (2mb) format)</p> | <p>An image that tell a news story. Photojournalism is distinguished from other close branches of photography by the qualities of:</p> <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. <p>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.</p> |
| <p>Monochrome</p> <p>No Photos Entered</p> <p>(This category accepts photos in HD - Images must be sized with either the height exactly 1080px or the width exactly 1920px (2mb) format)</p> | 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. |
| <p>Photo Travel</p> <p>No Photos Entered</p> <p>(This category accepts photos in HD - Images must be sized with either the height exactly 1080px or the width exactly 1920px (2mb) format)</p> | 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. |
| <p>Scapes</p> <p>No Photos Entered</p> <p>(This category accepts photos in HD - Images must be sized with either the height exactly 1080px or the width exactly 1920px (2mb) format)</p> | 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. |
| <p>Portraiture</p> <p>No Photos Entered</p> <p>(This category accepts photos in HD - Images must be sized with either the height exactly 1080px or the width exactly 1920px (2mb) format)</p> | 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. |
| <p>Macro and Close-up</p> <p>No Photos Entered</p> <p>(This category accepts photos in HD - Images must be sized with either the height exactly 1080px or the width exactly 1920px (2mb) format)</p> | 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. |
| <p>Street Photography</p> <p>No Photos Entered</p> <p>(This category accepts photos in HD - Images must be sized with either the height exactly 1080px or the width exactly 1920px (2mb) format)</p> | 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 judicious 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)

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)

0 Photos of maximum 2 assigned (Overall 0 photos of overall maximum 2 assigned) [Help](#)

My Entry for Open Colour

[Sort](#)

Click to Upload New Photo

Click to Upload New Photo

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

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

Upload new Photo

[\[No, take me back - I already uploaded the photo.\]](#)

Fields with * are required.

Photo Size Model [Help!](#)

Important: This photo will only be visible for categories created for this size. Please check the event requirements before uploading a photo.

Select Photo No file chosen

Title *

Only the title of the image. No dashes or other special characters.
Example: 'Lion Kill'

Photo Medium

- 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 a navigation bar with the following items: Home, My Clubs, My Details, My Photo Vault, My Entries, Help, Logout, The Other Project, and Shop. Below the navigation bar, it states "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 says "This is a closed competition for Knysna Photographic Society Members only". There is a form with the following fields: "# of Categories Entered" with a value of 2, "Nominated Photo Club" with the value "Knysna Photographic Society", "Club Star Rating" with the value 3, and "Honours" with the value "n/a". There is an "Update Details" button. Below the form, it says "Click on the links below to manage your photos per category". At the bottom, it says "The maximum number of entries allowed is 2". There is a "Finalise My Entry" button circled in blue. At the bottom of the page, there is a table with two columns: "Category" and "Definition".