

Version 8, August 2025

What is it?

Photo Vault Online is a web-based system for managing photographic competitions. It is used in South Africa for salons, competitions and photographic clubs.

Its address is <https://www.photovaultonline.com>. PPS started using it in **2012**.

How do I use it?

For full details, you may want to see or download the user manual at

<https://www.photovaultonline.com//photovault/help/PhotoVaultOnlineUserManual.pdf>

You need to do three things:

1. Be registered on Photo Vault Online.
 - (a) If you have already registered for submission to salons, you are ready to enter our competitions. **Please register now if you are not already a user!** Click on the **Register** tab or go straight to <https://www.photovaultonline.com/photovault/index.php?r=register/create>. You will get a confirmation email back, and you need to respond to this.
 - (b) Always **ensure this profile is kept up to date with your current email address**. Photo Vault Online uses this for all communications with you!
2. Click on My Clubs and select Pretoria Photographic Society as your club. Do this a few days before entering, as it needs confirmation from the team. If you do not get a confirmation back that this has been accepted by the projection team, please contact them (the person's details are on that page and our website). Steps 1 and 2 only need to be done once.
3. Upload the photos you want to use in our competitions, monthly, year-end and any other Competition such as our entries for Interclub. If these images have been used for a salon, no need to upload again.
 - (a) Prepare your photos to the prescribed pixel size standard (max 1920 px horizontal by 1080 px vertical), 2MB file size, sRGB colour space. Note that at least ONE of the dimensions of your image must conform to the exact dimension. You do not need to aim for a 2MB file, many smaller files have quality which is quite good enough. Name them simply with any title you like, e.g. Pretty flower.jpg without any special characters.
 - (b) Log in at <https://www.photovaultonline.com/photovault/index.php?r=site/login>, which is on the **Login** tab of the home page.
 - (c) See the guide for quick entry from the note on the home page: <https://www.photovaultonline.com/photovault/index.php?r=site/index#>. This details the next steps
 - (d) Click on My Club Entries, then choose a competition. This opens the competition and showing you the categories.
 - (e) Click on one of the picture-shaped placeholders and it will prompt you for the photo. The number of placeholders is more than allowed as per PPS Competition Rules. The reason for that is, to allow judges to enter multiple entries after judging.
 - (f) If your image is in error, e.g. too large in pixel size or file size, the system will tell you there and then.
 - (g) You will get an email confirming your entries.
 - (h) After the competition you will get an email with your results, and any promotion which resulted.

It's simple, and for most people it is old news, as they are already doing it for salons.