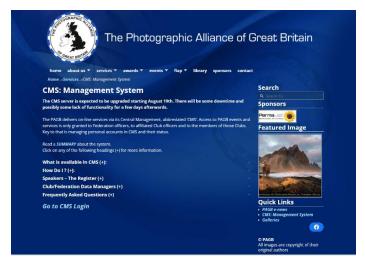
What Is Available in the PAGB CMS?

Full details about the PAGB CMS (formerly named the CES) are explained at the following page of the main PAGB website, http://thepagb.org.uk/services/cms/



We have given you an overview below.

Do I need a PAGB CMS account?

You need a CMS account if you wish to access PAGB on-line services, which are reserved for Clubs and their members who are members of the

Federations that make up the PAGB, such as the SPF. If you used the PAGB Handbook or you want to enter a PAGB Competition, you need a PAGB CMS account.

An account requires to be approved at one or more levels of Club member, Club officer or Federation officer to gain access to services reserved for each of those levels. Separately, an account can offer activities for inclusion in the Speakers' Register (containing Judges and Lecturers).

What Is Available in the PAGB CMS?

The Find A Club map and the Recorded Lecture catalogue are open access. To access additional services you require a personal CMS account as explained in full at the above webpage under the How Do I? section. Further help is available under the Frequently Asked Questions section.

Frequently Asked Questions (+)
...Who can have a CES account?
...Do I need a CES account?
...How does my CES account get approved?
...How can I buy a ticket for a PAGB event?
...How can I book a speaker for my Club?
...How can I obtain a Recorded Lecture?
...How can I list my lecture in the speakers register?

Please see the following pages for more info on creating a <u>personal CMS account</u> and additional levels of approvals that may be required for Club Committee Members depending on the services or access you require.

If you have access to Facebook links to two videos are available on our SPF webpage

https://www.scottish-photographic-federation.org/general-guidance and scroll down to the PAGB CMS sub heading -

- One shows how the PAGB CMS works and where to find things
- The second video shows you how the Judges and Speakers area works

Access the PAGB CMS at - https://pagbhost.co.uk/main/main.php



You must use a personal email address to create your login with (i.e. no secretary@clubemail addresses) as the account <u>is 'personal' to you</u>, not the Club, and you can only have one login account which can be for multiple purposes, and even more than one Club.

To create your login click on the green CES Login/Register button and complete <u>all</u> of the Registration details including entering a password of your choice. A verification email will be sent to you please ensure that you click the link to verify your email address*. You will not be able to proceed until you do. Once your Login has been verified and approved, you can login add extra levels of access as required using the 'Registrations' dropdown. *Please check your spam folder if you don't see the email

NB – You can only have one login account. If you have recently entered a PAGB Award then you will already have a login. You can use the same account for this site. If you are unsure, contact Libby and she will check for you.

What You Can Access dependent on the level of account you have (i.e. after you have created a CMS Login or Registered as above).

With your Initial Personal account:

- Edit your personal details
- Make yourself known in the Directory
- Edit any of your own personal Judges or Speaker activity records
- See digital catalogues and virtual exhibitions (example digital catalogue on right)
- Buy event tickets
- Search the image archives
- View available speaker activities from througout the PAGB (no access to contact information)



With your Club member approval, you add the following access: NB - Club

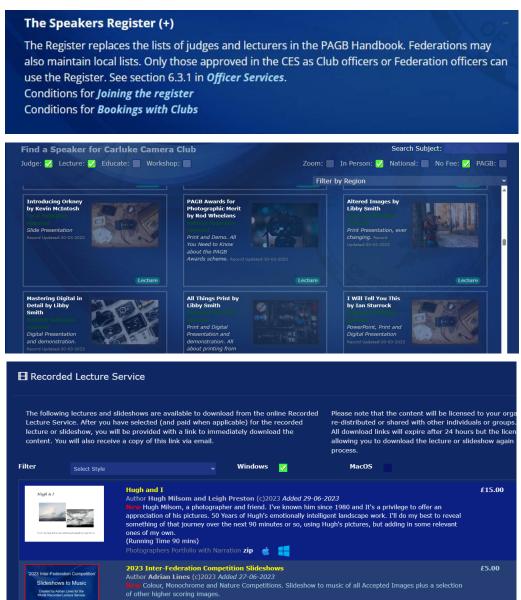
Member status requires to be confirmed before you will have access, unless you are already listed in the CMS as an author for that Club in a previous PAGB event (i.e. a competition or PAGB Awards Adjudication)

- View your images and results entered into PAGB competitions
- Enter PAGB Masters of Print (as an Individual)
- Enter Awards for Photographic Merit (Only for applicants, who will receive detailed instructions)

With your Club (or Federation) officer approval, add the following access:

- View images and results from PAGB competitions Club entry (or Federation entry) respectively
- Enter PAGB competitions Club entry (or Federation entry) respectively
- View speakers (Judges & Lecturers from throughout the PAGB) and their activities and contact them
- Buy a licence and download a Recorded Lecture
- Submit a form, such as a Patronage application
- View the Directory

To gain this increased level of access use the 'Registrations' dropdown when logged in to the PAGB CMS site and select Club Officer Registration from the list. This higher level of access requires approval to be given initially by your Club, or Federation, before you will have increased level of access. (Libby can help in a number of cases as she helps administer access on the PAGB CMS site. Get a Club Officebearer to send Libby an email with details of Committee Members wishing to register on the CMS website and she will look out for, and approve their access.)



CES: Entries/Admin System

This has been published before but you may have missed it.

The PAGB Entries/Admin system is commonly referred to as the Central Entries System:

Mark Buckley-Sharp CPAGB HonPAGB ARPS (Hon)

A crisis creates opportunity and change: a realisation that, if cannot be done the same way, then other ways must be found. In recent times, on-line conference software such as Zoom have opened the opportunity for Clubs to invite speakers from distances which were previously impossible. Likewise, on-line delivery of information and services has become much more important. The PAGB is supporting Federations and Clubs in these changes using its Central Entries System (CES).

From small beginnings as an entry system for the Inter-Federation competition, the CES has grown to support entries for all PAGB events. From small beginnings as an entry system for the Inter-Federation competition, the CES has grown to support entries for all PAGB events, including our Awards for Photographic Merit, and also supports service delivery direct to Federations, Clubs and their members. To do this required a change of philosophy from a system with accounts for

roles such as 'competition secretary', to one with accounts for individuals in their own right.

The CES holds information such as contact details and Club and Federation memberships. Since anyone in the world can create an account, account holders must be specifically authorised to access only the information they require for whatever status they have as a Club member, a Club officer or a Federation officer. We call these 'approvals', which must be requested, independently verified, and then managed over time.

The PAGB has produced a printed Handbook, once every two years, which has been delivered as one copy per Club. The Handbook contains a mix of content, such as contact details and procedures, but the majority of the content is the lists of approved judges and lecturers. This made the Handbook vital to programme secretaries. However, one copy can only be used by one person. Who decides who that will be? Does anyone relevant on the Club committee know who has the copy, or even know that such a copy exists? What if it is lost? These are issues inherent in any paper-based system, quite apart from the time and effort of collation and the costs of production and distribution.

It is Federations who put the effort and resource into recruitment and training of speakers for Clubs, and who approve speakers for their own lists and for the lists in the PAGB Handbook. Following a detailed design and consultation, Federations agreed that the PAGB should create an on-line speakers register which retains Federation control over speaker approvals. It is a fine example of the PAGB role to support Federations in commonly defined aims. Judge records have been entered to the new register and the addition of lecture records is ongoing. So far the CES has over 600 judges and about 1000 lectures. More will follow.

With this on-line speakers register it is now possible for an approved CES account holder to access details of speakers without searching for the handbook, or wondering whether the information is still accurate.

So, what does 'approved' mean in this context? Just as the Handbook was available for use by any member of a Club committee or a Federation committee, the accounts in CES which can access the speakers' contact information are those approved as a Club or Federation officer (committee member). Now that the CES has evolved into a service delivery system, there is a real need for Club committee members to have a CES account with Club officer approval so that they can access services for their Club. There are still many PAGB affiliated Clubs which have no officers recorded in the CES. Those Clubs have effectively excluded themselves excluded from PAGB provided services until they have at least one account approved as an officer.