PSA and FIAP reports

What you will need

- The PSA EDAS excel spreadsheet template for your exhibition. You download this from The PSA website. This template is specific to this exhibition
- The FIAP excel spreadsheet template sent to you when you received FIAP accreditation. This template is specific to this exhibition.
- For each judge, their title (Mr/Mrs etc), first name, last name, photographic honours, country, and additionally for FIAP, their email address and telephone number

Using PhotExResults, click "Other reports and lists and then click "PSA and FIAP reports"

Tick the report or reports you want to produce. Create or choose a folder for the results – this must be a different folder than the one that contains your template or templates.

FIAP

Some of the Exhibition data will have been completed using your Organisation data and Exhibition data. Check this and complete the missing fields.

There may be more than one candidate for the "FIAP Best Author" (Blue badge) - you will be asked to select the winner. Also indicate whether the results are in a catalogue or on CD/DVD.

Make sure the details for <u>all</u> the judges of the exhibition appear on the list. Tick the judges for this section (the section name is shown in red).

Click "Create" and locate the FIAP report template. You will see a list of FIAP section names. Select the one that matches the current section – shown in red.

The report will be produced and the next section will be shown. Tick the judges, click "Create" and select the matching the FIAP Section.

Repeat for all the sections. A single workbook with the same name as your FIAP template will be produced in the results folder.

PSA

You will have provided much of the information needed when you applied for PSA patronage. Check this is still correct in the PSA EDAS site and download the Excel workbook for your exhibition.

You will be shown a table with each of your classes alongside a dropdown list. Select the appropriate PSA category for each class from its corresponding list.

1) Visit the PSA EDAS site and make any adjustments necessary to the Judges' information.

2) Download your EDAS workbook

3) Use the "Browse" button to locate the workbook file   Browse

4) Use the dropdown lists to match each of your Medium/Class names to its PSA Category

Medium	Your Class name	PSA Category
Digital	Open	PID Color Class/open
	Landscape	PID Color Class/landscapelandsc...
	Nature	Nature Digital/nature
Print	Mono	Large Monochrome Prints/Large ...
	Colour	Large Color Prints/color prints
	Nature	Nature Prints/nature

Cancel   Make report

Click "Make report" and the EDAS template will then be completed with the results. A single workbook with the same name as your EDAS template will be produced in the results folder.