

Oculus

Digitale

Photographic
Projects

on

the

web

Photographic Projects on

www.oculusdigitale.org

Authors' Guide

General description

This document was generated with machine translation software. The original version is the Italian language version.

Oculus Digitale is a non-profit association that has been making collective Photographic Projects since 2011 and stimulating the creation and publication of individual Photographic Projects.

Starting in June 2020, the association decided to restructure its site to turn it into a virtual showcase for photographers and to allow anyone in the world to propose the publication of their own Photographic Projects.

The site is navigable in English, French, Spanish and Italian.

You can place it on the site:

- Individual Photographic Projects
- Collective Photographic Projects

Projects, whether individual or collective, are characterized by:

- a title (up to 100 characters);
- a description (up to 255 characters);
- number of photographs at least equal to two.

Every Project has a Director. In the case of individual projects, the Director is also the Author of the Photographs. In the case of Collective Projects, the Director can also be the Author of some Photography.

There are, in principle, no restrictions on the issues that Projects develop. However, given the visibility of the site by anyone, illegal, defamatory content, which encourages hatred, harassing, threatening, disrespectful of privacy or information rights, abusive, provocative, fraudulent or otherwise reprehensible or harmful, obscene, pornographic, indecent, vulgar, sexually and containing nudity, etc.

There is no possibility to insert a written comment about individual Photographs that are part of a Project.

The process of publishing Projects to the site follows the following rules:

1. Following the Director's request for publication, the "Validators" who verify compliance with the regulation and decide whether the Project is publishable independently of any artistic evaluation. Validators are members of the Digital Oculus Board of Directors;
2. If the Validators authorize the project, it is evaluated by the Editorial Committee. The Artistic Committee finalizes an artistic evaluation of the Photographic Project as a whole without knowing the names of the Director or the participating Authors;
3. The result of the artistic evaluation places the Project evaluated in one of the following evaluation bands:
 - a. High quality: Project published;

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- b. Sufficient quality: Project published;
- c. Insufficient quality: Project not published.

The Judges belonging to the Artistic Committee are selected by the Board of Directors of Oculus Digitale among the registered users who decide to apply as a Judge.

All registered Users who have their own Photographs in at least three published projects (individual and/or collective) can apply as a Judge.

The Site is divided into two sections: a public one open to all and a private one reserved for Authors and Directors.

You can register with the site through the appropriate page of the public section.

With registration, the "Terms of Service" are accepted, which, among other things, authorizes Oculus Digitale to publish the Photographs, Projects and other data of the User.

Registration, use of the site and publication of Photographs and Projects are free and may be subject to limitations at the discretion of Oculus Digitale. You grant to Oculus Digitale the rights listed in Terms of Service relating to Projects, Photographs, and other data without any consideration.

Creating (on site) a Photographic Project

All Registered Users can create new individual and/or collective photo projects.

Once the Photo Project is created it is listed in the list of "Projects in progress" that each individual User can view to develop the work.

In the list of "Projects in progress" are listed, for each User, only:

- Individual Projects in progress of which you are the Director;
- The ongoing collective projects of which you are the Director;
- Collective Projects in progress in which you are invited to participate as An Author.

To develop a particular Project, the User must activate it by clicking on the appropriate button in the list of ongoing Projects.

All operations performed are related to the Activated Project.

Uploading Photographs

Before proceeding with the preparation and requesting the publication of a Project, the User must upload his Photographs to the site.

Or you can only upload Photographs of which you are Author.

Photographs of a particular Author can be uploaded:

- without any Project being activated;

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- while a Project is activated.

When Photographs are uploaded without any Project being activated or when an individual Project is activated, they are treated as "private" in the sense that they will not be automatically published or made visible to other Registered Users. . You can at any time make available your uploaded Photographs for any Current Project (which has not yet been requested to be published).

When, however, the Photographs are uploaded while a Collective Project is activated, the Photographs are automatically made visible to the Project Director and, in some cases, to other Users participating in the Activated Collective Project.

The Individual Project

The Individual Project is a set of Photographs of a single User linked to each other according to a theme or logic decided by the User itself.

The creator of an individual Project is the Director of the same.

The Individual Project has a title, a description, a number of Photographs not less than four and without upper limits (it is not recommended to enter more than 25/30 Photographs per Project).

A maximum of five "Project Tags" can be inserted, which Oculus Digitale can use even when publishing Projects.

Photographs of an individual Project have a binding order decided by the Director.

The Director must select one of the photographs of the Project as a Cover of the same. The Cover will be used for the presentation of the Project to the public along with the title and the name of the Director.

The Collective Project

The Collective Project is analogous to the Individual Project but the Photographs used must be at least two Authors.

The creator of a collective project is the Director of the same.

The Collective Project can be "open" or "by invitations", If it is "open" any registered User can propose their photographs to the Director. If it is "by invitations" only users invited by the Director can propose their Photographs to the Project.

All registered Users can create "by invitation" collective Projects in the role of Director.

"Open" collective Projects can only be created by Oculus Digitale members with the permission of the Board of Directors.

In collective Projects, the Director has the following tasks:

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- create the Project and assign a title and description;
- in the case of “by invitation” Project, invite Users to participate in the Project;
- select the Photographs to be included in the Project by choosing from those proposed by registered Users;
- sort the selected photographs;
- choose a cover of the Project;
- ask for the publication of the Project.

Registered Users, on the other hand, are responsible for participating in the Project by proposing their photographs in accordance with the title and description of the Director.

The Director can upload pdf documents with the specifics requested or with other relevant information for the participating Authors. These documents will only be available to Registered Users who can participate in the Collective Project.

The publication of Projects

Projects, individual or collective, follow the following steps:

- opening and editing of the Project by the Director;
- closing of the editing of the Project with contextual request for publication;
- verification of compliance with the rules of publication by the so-called "Validators" (without artistic evaluation);
- evaluation of the project by the Art Committee;
- publication or permanent closure of the Project.

Site navigability

The site is optimized for screens/tablets with a long side of at least 1240 pixels.

Smaller screens and smartphones have limited navigability.

Privacy policy and Terms of Service

Any Registered User is required to read the Privacy policy followed and to comply with the terms of the Terms of Service on the site.

Instructions on public pages of the site

Home

The home page of the site presents:

- a menu
- texts
- three published projects

The Main Menu has the following items:

- Home;
- Projects;
- Authors;
- Info Miscellaneous;
 - o Site Info;
 - o Info Oculus;
 - o Privacy;
 - o Contacts;
- Login;
- Language;
- Link to The Projects search page;

The texts are a slogan, a summary description of the site and a link to the research page of the published projects.

The three Projects published on the Home page are randomly selected from the published projects to which the Art Committee has attributed "High Quality";

For clarification on how Alias works, read the instructions on the "Site Settings" page.

At any time, those who browse the site can choose the language of navigation (Menù: Language) between English, French, Spanish and Italian. Language selection does not affect the titles and descriptions of Projects that are entered by Directors and are not translated.

The Project Thumbnail

You can find thumbnails of the Projects throughout the public site.

The Project thumbnail is a light gray square in the center of which the Project 'Cover' image is placed.

The Project Cover is chosen by the Director before the publication request.

At the bottom left of the Cover is a semi-transparent dark gray rectangle within which you read:

- Project title;

- Director's Alias;
- a small icon with an indication of whether it is Individual Project (i) or Collective Project (c).

Keeping the cursor inside the Cover displays a window indicating the Cover Author (which in Collective Projects can be different from the Director) and the year of realization of the Cover itself.

Clicking on the Project Cover takes you to the Slideshow page that allows you to view the full Project.

The Slideshow page

The Slideshow page is accessed by clicking on the Cover of any Project on any page of the site.

The page features:

- Project title;
- The Alias of the Project Director;
- in the case of Collective Projects, the Aliases of the Participating Authors;
- The thumbnails of the Project Photographs in the order established by the Director;

Hovering over the individual thumbnail shows the Author's Alias and the year of the single Photo.

Clicking on a thumbnail opens the pop-up that displays the image in a high size and allows you to scroll through the Photographs of the whole Project.

While the pop-up is open, clicking on the X in the upper right returns to the Slideshow page.

Projects

The Projects page can be accessed by clicking on the main menu item of the same name.

All Projects published in descending order of publication date are listed.

Clicking on the Project image takes you to the Slideshow page that allows you to view the full Project.

The list shows the last 24 projects, but at the bottom of the page you can request the full list.

Clicking on the Project image takes you to the Slideshow page that allows you to view the full Project.

Authors

The Authors page can be accessed by clicking on the main menu item of the same name.

Aliases of all Registered Authors are highlighted, even if they do not have Projects already published. Alongside the Alias is indicated, in part, the number of published Projects in which

there are Photographs of the Author (all individual Projects of the Author published plus all published collective projects in which there is at least one Photograph of the Author).

Authors are shown in Alias order.

For clarification on how Alias works, read the instructions on the "Site Settings" page.

Clicking on the Author's Alias takes you to the author's card.

Author tab

The Author Tab page is accessed by clicking on its Alias on the "Authors" page.

On the Author tab, you can see:

- on the left side, information about the Author and his photographic CV;
- on the right side the thumbnails of the published Projects in which the Author participated (all the individual projects of the Author published plus all the published collective projects in which there is at least one Photograph of the Author).

The information on the left is entered by the Author itself according to the standard of Digital Oculus. They show:

- at the top it appears:
 - o the flag of the country of birth;
 - o year of birth
 - o The city and country of residence ();
 - o The e-mail (-);
 - o The address (link) of the web page, if entered by the Author;
 - o The links of the Facebook, Instagram and Flickr pages, if entered by the Author.

Information that has an asterisk (-) can be obscured by the Author on the "Site Settings" page.

- At the bottom appears a submenu that displays:
 - o The photo prizes received, if entered by the Author;
 - o The photographic exhibitions created, if inserted by the Author;
 - o The published photo books, if entered by the Author;
 - o The photographic awards received, if entered by the Author;

Info Site, Oculus Info, Privacy and Contacts

Clicking on the main menu item: "Miscellaneous Info" opens a submenu that allows you to access the Pages Site Info, Oculus Info, Privacy and Contacts.

The "Site Info" page explains how the site works.

The "Oculus Info" page lists the members of the Digital Oculus Board of Directors and lists the text of the current statute.

The "Privacy" page displays the site's Privacy Policy and terms of service that are in place at the time of signing in.

The Contacts page highlights the Digital Oculus email.

Login

The Login page allows Registered Users to access the confidential part of the site after entering emails and passwords.

From the same page you can access the "Password Recovery Page" and the "New User Registration" page.

Password recovery

On this page, the User can ask you to recover your forgotten password.

To proceed, you must enter your e-mail with which you are registered. The page then allows you to enter a new password. The new password you enter generates an email message. You will need to read the received email and click on the link in it to activate the password change.

New User Registration

On this page, you can register on the Oculus Digital website. The purpose of the registration is to allow you to propose your own Photographic Projects for publication on the public site.

For this purpose, some personal data may be provided.

To proceed with the recording Oculus Digital requires that you sign a contract that allows Digital Oculus to publish the uploaded photographs and to use some personal data.

For this reason, you must be identified and provide your personal information.

You subscribe to the Online Agreement. The Agreement is available for download on the registration page and is sent via e-mail to the User from Digital Oculus. nella pagina di registrazione e viene inviato via e

In addition, on pages reserved for Registered Users, the Agreement is still available in the various languages of the site.

You must provide Oculus Digitale with an e-mail address. To verify the validity of the email, Oculus Digitale sends a message to that address that contains a link. To complete the registration, the User must click on the link.

Registration is free. With registration, the User does not become associated with Oculus Digitale.

All data provided during the registration process can be modified by the User by accessing the private part of the site.

Projects search page

You can access the Project Search page from the magnifying glass to the far right of the Main Menu.

On this page the visitor can search for the photographic projects published based on a thematic-photographic classification set by Oculus Digitale.

On the left side of the page, the visitor finds the classification entries of Oculus Digitale with the number of published photo projects contained in the same.

The active classification entry is highlighted in bold. The click makes its rating entry active

Thumbnails of published Photo Projects inserted in the active classification entry are displayed on the right side of the page.

A click on a Project thumbnail takes the navigator to the Slideshow page.

The classification is structured "tree" for which a higher rank entry includes all lower-ranking entries.

Classification navigation is dynamic. By clicking on a particular entry, the higher rank entries remain displayed (all) and all rank classification entries immediately below the active one will appear.

Instructions on the private pages of the site

General information

The private site has:

- at the top, the Menu bar;
- below the Menu bar:
 - o Oculus Digital logo;
 - o The Alias of the Linked User;
 - o The current active project;
 - o The language selection submenu;
- center, the operating area;
- at the bottom, the work bar.

As soon as the login is complete from the public page, the private home page is loaded, showing the site in the language set by the User on the "Change site settings" page that can be called up by the "MyData&Settings" menu item.

You can at any time set a different language by clicking on the flags below the Menu bar on the right.

The language change lasts until the logout or until another language is selected.

Home page (private)

The private home page is accessible from the "Home page" menu entry of the private part of the site. It is the page that is uploaded when logged in.


The Home page presents a synthetic help of operation of the private part of the site.

Photographs&Projects

Projects in progress

The Current Projects page can be retrieved from the icon at the bottom of the work bar or from



the icon () "Photographs&Projects" menu by clicking on the "Projects in progress" item.

The Projects Situations page presents a list of photo projects that are being edited or for which publication has been requested without the outcome of the request already available.

Photo Projects published, rejected or withdrawn from publication are not visible.

The Photo Projects listed are only those in which the User is Director or Participant as Author. In particular, the following types of Projects are listed as long as they have not already been rejected or evaluated:

- User's Individual Projects;
- Open Collective Projects;
- Collective Invitation Projects of which the Connected User is the Director;
- Collective Invitation Projects in which the Linked User has been invited by the Project Director.

The page shows:

- Project title;
- the project activation date (sortable field);
- Director's Alias (sortable field);
- Project type;
- Project status;
- Total Photographs selected by the Director;
- Photos of the Linked User selected by the Director;
- Project to activate button to allow editing.

The toggle button is disabled if you are prompted to publish.

When a Project is activated:

- the background of the corresponding row turns green;
- in the work bar at the bottom appear a series of icons that allow you to upload Photos, edit texts, select and sort Photos, choose cover and other features;
- in the horizontal bar at the top, below the menu, the Project Title activated is displayed.

History of my Projects

The “History of My Projects” menù page can be accessed from the “Photographs&Projects” menu by clicking on the relevant item.

The page lists existing Photo Projects, excluding those being edited, in which the Author is a Director or co-author.

For each Project, you can view them:


- title;
- creation date;
- Director;
- Project type;
- Project status;
- publication date;
- termination date, if the Project is no longer published.

Projects that have been requested to be published but which have been rejected by the Validators or the Art Committee are also visible.

Creating new individual and/or collective projects

In the “Photographs&Projects” menu entry, you can create a new individual or collective invitational Photography Project by clicking on the relevant entries.

Immediately after the creation is confirmed, the Created Project is automatically set as The Project

Active and the text editing page () is loaded, allowing you to enter the title and description

as well as upload new Photographs ()

The creation of new Open Collective Projects is only possible for members of Oculus Digital subject to the approval of the Board of Directors.

Upload Photographersand

On this page, you can upload your photographs to the Digital Oculus website.

You can upload multiple files up to 10 files per upload.

Files must have the following characteristics:

- must comply with the rules in the Terms of Service;
- must be in 'jpg' format (no matter whether the file extension is uppercase or lowercase);
- must have the longest side (or both sides in case Of Photography in square format) exactly equal to 2500 pixels;
- must have the sRGB color profile with all three channels (even for black-and-white photographs). If the color profile is not embedded, the photographs will be displayed on the site according to thatprofile;
- must be no larger than 5 Mb;
- when loading multiple, the overall size of all uploaded files should not exceed 50MB;
- must include all EXIFdata.

Photographs can be uploaded while there are no Active Projects or while a Project is active (to understand the meaning of Active Project see the description of the "Projects in progress" page).

Uploading new photographs behaves differently in both cases:

- When there are no Active Projects, the uploaded photographs are not assigned to any Project;
- When there is an active Project, uploaded Photographs are automatically assigned to the active Project.

During the upload, the file checks are carried out and the following EXIF data of the Photographs: is read (and stored):

- the size of the sides of the Photography in pixels;

- the camera used to take the photograph;
- the focal length of the lens used to shoot photography;
- the exposure time used for the photograph;
- the diaphragm used for the photograph;
- ISO used for the photograph;
- the color space of the .jpg file;
- Gps coordinates of the Photograph, if any;
- the title of the Photograph, if it exists;
- the date of the photograph. If the shooting date of the Photograph is missing, the date of upload to the Site is assigned as the date of the shooting.

Photographs List

The photo list page can be recalled from the “Photographs&Projects” menu by clicking on the “Photo List” item.

On this page the User has a situation of all their Photographs uploaded to the site. A uploaded Photograph is not published or visible to other Users until it is included in a Project. It is the Author who decides whether to make it visible. If the Photograph is inserted into a Project, it may be published.

Photographs that are inserted by the Director in an individual project or in a collective project become visible to visitors not registered only if, and since, the Project is published.

All Photographs uploaded by the Author and not deleted are listed. They can be sorted by date taken and/or by upload date, and filters can be applied based on chromatism, orientation and publication.

The following can be viewed:

- Photography;;
- the shootingdate;
- uploaddate;
- Projects in which the Photograph has been inserted.

From this page you can also:

- recall, per-photograph, the Photo EditingPage;
- delete photographs that have not already been entered in one or moreProjects;
- new Photographs upload page.

Edit Photography

The "EditPhotography" page can be recalled from the "Photo List" page by clicking on the edit icon.

During the process of loading each Fotography the site reads from the photo file the following information (which should always exist in the EXIF or IPTC information):

- horizontal and vertical pixels;
- the shooting date;
- the color of the image (black-and-white or color);
- orientation of the image (horizontal, vertical, or square);
- the camera model with which the image was made;
- the focal point of the shot in millimeters;
- exposure time;
- the exposure diaphragm;;
- exposure ISO;
- the color space of the image (which should always be sRGB));
- GPS coordinates;
- the shooting date (if absent equal to the upload date);
- The title of the Photograph;
- notes.

In addition to this information, the following data is calculated by the system when uploading the Photograph to the site:

- the name of the photo file calculated automatically by the system;
- the date the Photograph was uploaded to the site.

The User, on this page, can:

- add or change the title of the Photography
- add or edit notes
- delete the photograph that has not already been included in a Project;
- new Photographs upload page.

You cannot change the data calculated by the system automatically. If this data is missing, it is recommended that you delete the photograph and reload it to include EXIF data, color space, and GPS coordinates.

Once photography is used, it is no longer possible to delete or replace it.

The Photography included in a Collective Project cannot be subsequently withdrawn by it.

Project Director and Work bar Icons - Individual Project

The Direct Individual Project page is loaded by clicking on the Direct icon located on the work bar (



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The page allows:

- to select and insert in the Project their own Photographs uploaded to the site;;
- to sort the selected photographs;
- choose, from the selected Photographs, the Project Cover;
- excluded selected photographs from the Project.

To include a Photograph in the Project, simply drag it from the right block to the left block (drag & drop).

A new Photograph included in the Project is inserted as the last Photograph. To change its position, simply drag it to the desired location (drag & drop) while keeping it inside the left block.

To exclude a Photograph from the Project, simply drag it from the left block to the right block. Photographs excluded from the Project are not deleted and remain available to the Author.



The text editing page is loaded by clicking on the text edit icon ().

It allows:


- to change the Title of the Project;
- to edit the Project description;
- to insert and delete project tags (max 5 tags);
- to upload new Photographs to be automatically inserted into the active Project;
- to check whether publication can be requested;
- to request publication of the Project;
- delete the Project.

Tags are registered:

- lowercase all characters entered
- eliminating inserted spaces
- converting accented characters to non-accented characters.

Only letters and numbers can be entered in tags.




The upload page for new photographs is loaded by clicking on the new photo icon (). The same page can be loaded from the text editing page or the "Upload New Photography" item that appears by clicking on the "Photographs&Projects" menu item.

Photographs uploaded while a Project is active are automatically inserted into the Project, placing them at the bottom of the already selected Photographs.

If you upload new Photographs when no Project is active, they are regularly uploaded and will be available for individual or collective Projects to be inserted on the right side of the Project Director page.



The Project slideshow display page is loaded by clicking on the screen icon ().

The slideshow opens on a new browser tab and displays the selected Photos in the current order. When you have finished viewing the slideshow tab, you can close it.


By clicking on any thumbnail, the relevant Photograph is enlarged and you can scroll the slideshow back and forth manually. Clicking on the X in the upper right returns to the thumbnail page.


The Slideshow page can be viewed:

- Director
- invited users in the Collective Invitation Projects
- users in Open Collective Projects

Project Director and Workbar Icons – Collective Project

All the icons available on the work bar described for the Individual Project are also available for

Collective Projects (    ).

The only page that works slightly differently for Collective Projects is that of Regia (). For Collective Projects, in fact, on the right of the Regia page, where the Photographs not included in the Project are shown) not only the Photographs uploaded by the Director appear but also the Photographs uploaded by other Authors and that they have decided to make available by assigning them to a certain Project. In the case of Open Collective Projects, any Author can assign their own Photographs to the Project. In the case of Collective Projects by invitation only the Authors invited by the Director can assign Own Photographs to the Project.

The page allows:

- to select and insert in the Project the Photographs assigned to it by the Authors;
- to sort the selected photographs;
- choose, from the selected Photographs, the Project Cover;
- excluded selected photographs from the Project.


To include a Photograph in the Project, simply drag it from the right block to the left block (drag & drop).

A new Photograph included in the Project is inserted as the last Photograph. To change its position, simply drag it to the desired location (drag & drop) while keeping it inside the left block.


To exclude a Photograph from the Project, simply drag it from the left block to the right block. Photographs excluded from the Project are not deleted and remain available to the Author and the Director.


If the Director wants to include his own Photographs in the Collective Project, he must:


- If the Photographs have already been uploaded, assign the already uploaded Photographs

to the Project using the assignment page ();

- If the Photographs have not yet been uploaded, upload new Photographs () while the

Project is  active (in which case the assignment of Photographs to the Project is

automatic) or upload the Photographs when there are no active Projects and assign them to the Project using the appropriate page ().

Always at the bottom center, for Invitation Projects, you can call up the invitation management page ().


The 'Invitation Management' page is only available to Invite Collective Project Directors.

There are two blocks on the page.

The left block lists the Registered Users who have already been invited to the Project. If an invited User has entered their own Photograph in the Project, they cannot be removed from the invitees.

The right block lists the Users who are not yet invited to the Project.

The names shown are aliases.

The document upload page is activated by clicking on the document upload icon in the work bar ().

The Director can upload documents in pdf that all authors (in the case of the Open Collective Projects) or only the invited Authors (in the case of the Collective Invitation Projects) can view and download.

Notifications

By clicking on the "Notifications" menu item, the Author can view the messages that the system has generated for the Linked Author.

When there is at least one message on the "Notifications" menu item, a red circle appears with the number of messages logged inside.

You can delete messages. When all messages are deleted, the red notification circle disappears.

MyPhotoCV

By clicking on the menu item "MyPhotoCV" each Author can feed their own photographic CV that will be shown to the public even in the absence of published photo projects.

From the menu page you can select the following pages:

- inserting and deleting the photo prizes received;

- insertion and deletion of photographic exhibitions;
- inserting and deleting published photo books;
- insertion and deletion of the photographic honours received.

MyData&Settings

By clicking on the "MyData&Settings" menu item, each Author can:

- change your personal data;
- change site settings;
- view all versions of the Terms of Service and Privacy policy that have occurred over time.

The personal data that can be modified is the data entered during the registration.

It is possible, but not mandatory (except for the associates of Oculus Digital), to upload and edit your ID with its expiration.

You can also enter:

- your website;
- your Facebook page;
- Instagram page;
- Flickr page.

This last data, if entered, is made available to the public who can then access these internet addresses with a simple click.

On the edit site settings page, you can change your Alias and decide whether each of the following information should be made visible to the public and other Registered Users:

- date of birth;
- e-mail;
- phone number;
- address of residence.

Finally, you can set the default language that the system will automatically set after login.

Logout

Clicking on the "Logout" menu item returns to the public site.

Statistics

Activity log

The activity log page lists messages about the activities that the linked user has in place.

The same page also lists messages related to other Users' activities that in some way affect the logged-in User.

Messages are listed from newest to most remote.

Each message can be deleted by clicking on the appropriate icon. If deleted the message is no longer recoverable.

Links are inserted on some messages that lead to a page related to the message.

Here is the list of tasks that, if put in place, generate a message for the Linked User. Please note that the Director is always the creator of the Project (in parentheses the User who has completed the task):

Type of messages to a Non-Executive User

1. Creating a New Individual Project (Linked User)
2. Request to publish an Individual Project (Linked User)
3. Deleting an Existing Individual Project (Linked User)
4. Create an Open Collective Project (Linked User or Other Project Director User)
5. Request to publish an Open Collective Project (Project DirectorLinkedUser)
6. Deleting an Open Collective Project (Linked User or Other Project Director User)
7. Create an Invitation Collective Project (Linked User)
8. Invitation to the Linked User to participate in a Collective Invitation Project (Project Director User)
9. The revocation of the invitation to the linked User to participate in a Collective Invitation Project (Project Director User)
10. Request to publish an Invitation Collective Project of which the Linked User is Director or to which the Linked User is invited (User Linked Project Director)
11. Deleting an Invitation Collective Project of which the Linked User is Director or to whom the Linked User is invited (Linked User or other Project Director User)
12. Assigning Photographs of Other Users to an Open Collective Project of which the Linked User is the Director (Assigning User)
13. Assigning Photographs of Other Users to a Collective Project to Invitations of which the Linked User is the Director (Assigning User)
14. Project rejected by the Validators (System)
15. Admission to the judgment of a Validated Project (Validators Users)
16. Judges voting and publication (System)

MyPhotoCV

Each User has the opportunity to feed their photographic resume by entering the system information related to the photographic prizes received, the published photo books, personal or collective, photographic, personal or collective exhibitions, in which their photographs and photographic honors received (FIAP, GPU, PSA, etc.) have been exhibited.

The information is made available on both public pages and pages reserved for Registered Users. The curriculum, in this last area, will facilitate the involvement in new collective photo books by other registered users.

Please note that you can also enter the reference to your website and your FB, Instagram and Flickr pages in the private part of the site under the menu item "MyData&Settings".

Photo Awards

For each prize must be entered:

- The date;
- The description of the prize (remember that no translation of the description will be made);
- The country where the award was awarded.

You cannot change the prizes you entered. To change them delete and re-enter the prize.

Photo books

For each book must be entered:

- The date;
- The title;
- The publisher.

You cannot edit the books you entered. To change them delete and re-enter the book.

Photographic exhibitions

For each exhibition must be entered:

- The date;
- The title;
- The exhibition structure where the exhibition was held;
- The country where the exhibition was held;
- Whether it was a collective or personal exhibition.

You cannot edit the inserted exhibitions. To change them delete and re-enter the exhibition.

Photo Honours

For each award must be entered:

- The date;
- The description of the award;
- The issuing body the award;
- The country of the issuing body.

We recommend that you use abbreviated descriptions.

It is not possible to change the decorations entered. To change them delete and re-enter the award.

MyData&Settings

On these pages, you can view and/or edit data about your user location. This is:

- personal personal master data;
- identity document (required for only those associated with Oculus Digital);
- websites used to display their own photographs;
- The contract with Oculus Digital.

You can also change your Email (not recommended) and password in these sections.

Personal data

Master data

Please note that the data entered here must be truthful and related to the User who uses the site.

They can be inserted and editable:

- Name
- Surname
- Date of birth
- Place of birth
- Country of birth
- The address, zip code, city and country of residence
- The phone with the country code and phone number

Identity document

The ID is not required for registration but is required for Users associated with Digital Oculus.

They can be inserted and editable:

- The pdf file of the document;
- The document type;
- The document number;
- The expiration date;
- The issuing body;
- The issue date;

If you have entered your ID, the system verifies the expiration date of the same every time you access the reserved area and, if it expires, writes a message to the User in the activity log.

Websites

You can enter your own websites, Facebook, Instagram and Flickr. The links are made available to the public and registered users who view the user's profile.

Site settings

On this page, you define your personal settings for your site.

You can decide:

- Alias;
- whether or not the Email used for access is visible to the public and other registered users;
- whether or not your home address is visible to the public and other registered users;
- whether or not your phone is visible to the public and other registered users;
- whether or not your date of birth is visible to the public and other registered users;
- The default language of the site, between English, French, Spanish and Italian.

When registering, the system records the first and last name as Alias. The Alias is always and only highlighted on the pages of the site. Changing it will change all references to the User on the site accordingly.

For private communications between Digital Oculus and the User, Digital Oculus can also use the user's first and lastname.

Logout