



Pixevety User Guide CCAS Parents



About

Pixevety is a consent-driven photo management system that safely manage and share our growing photo collection with our entire school community. It allows you to search, view and download photos of your child's journey at CCAS.

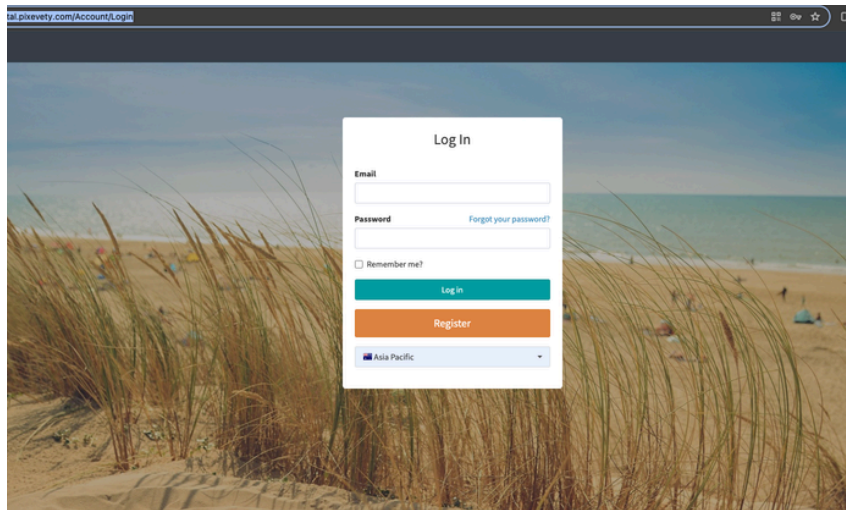
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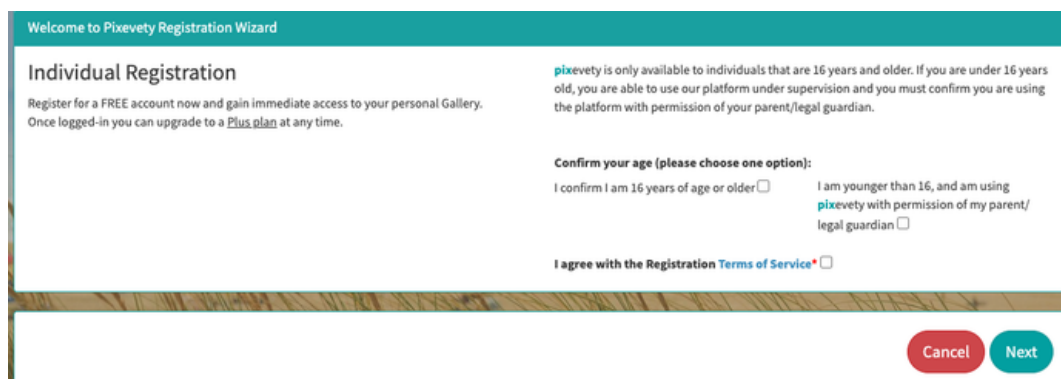
1. Pixevety Registration and Access

1. Access Pixevety website on

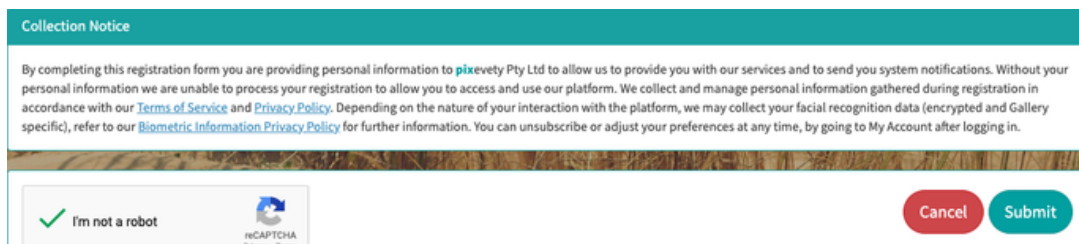
<https://portal.pixevety.com/Account/Login>



2. Register as a new user by ticking the appropriate options and clicking 'Next'.

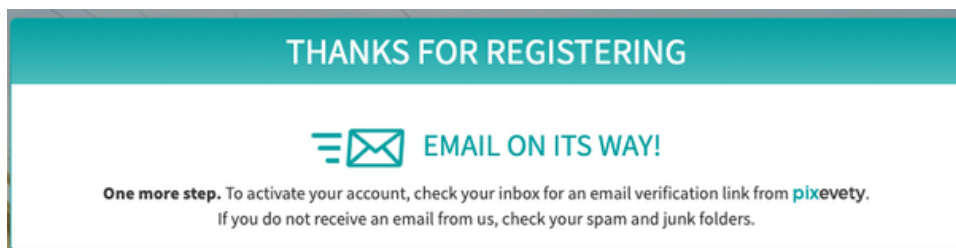


3. Add your details, choose a password and click submit.



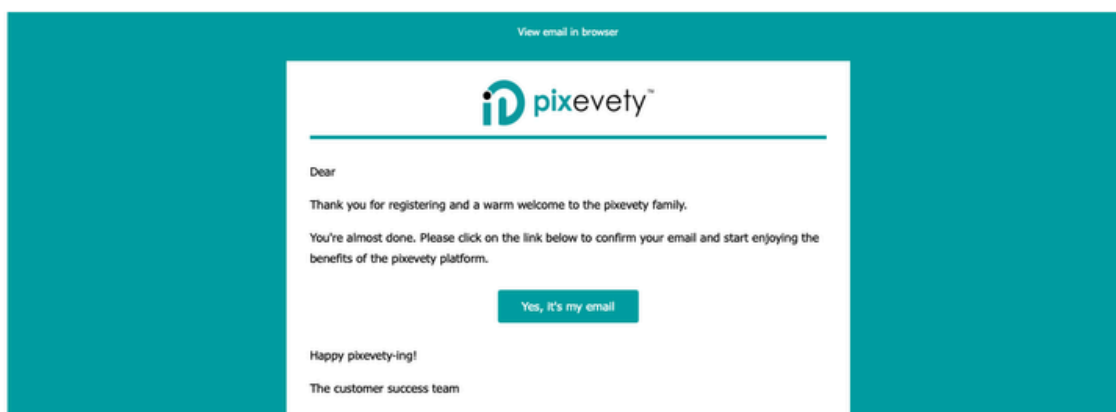
Important: You must register for an account using the same email address where you receive messages from the school, to be able to connect to the School Gallery.

4. You will receive an email to verify your account.



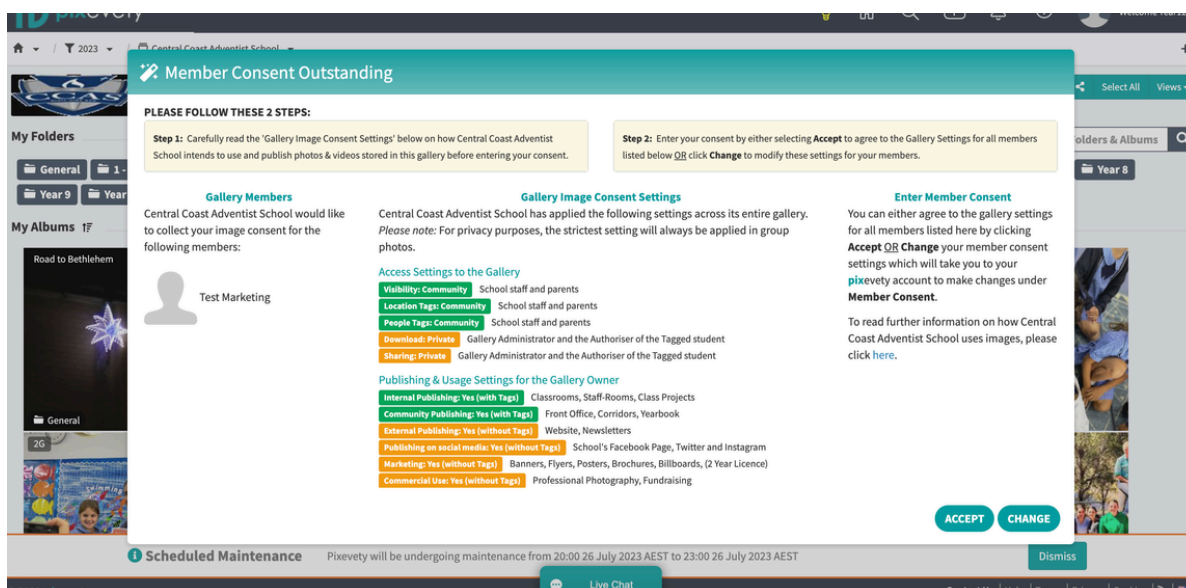
5. Click on the link and activate your account.

Subject: Confirm your account



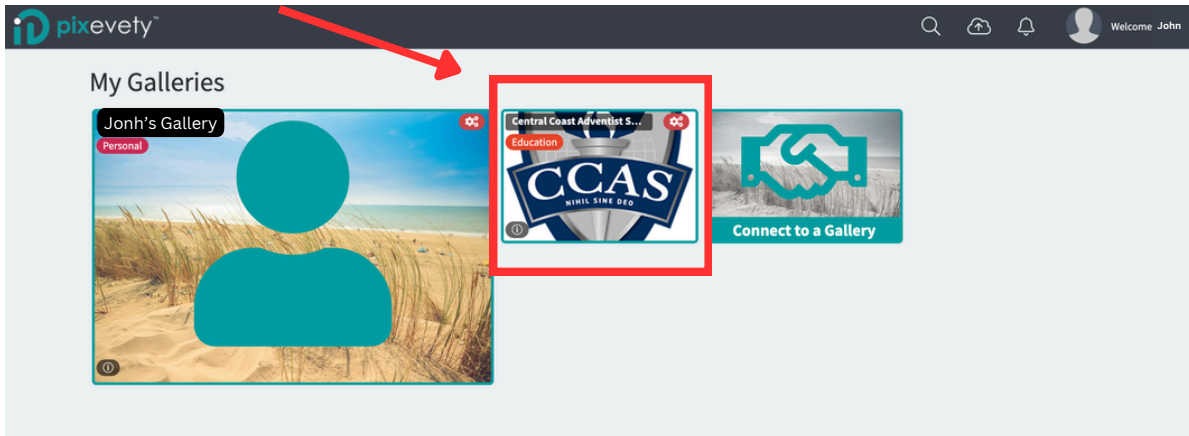
6. You can now access your Pixevely account using the login details you have registered.

When you log in for the first time, you will be prompted to review/accept the School's image permissions for your child(ren).



2. Homepage View

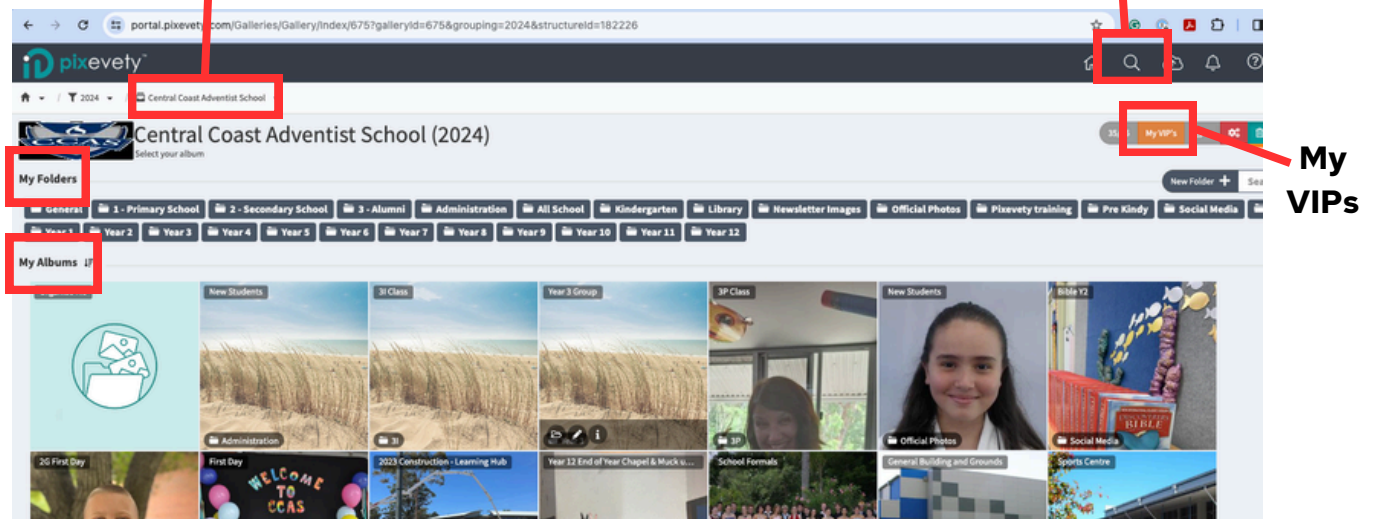
Below is a screenshot of the homepage view. Click on the Central Coast Adventist School gallery (1) to view the School's images.




Navigation Overview

Return to Home

Advanced Search



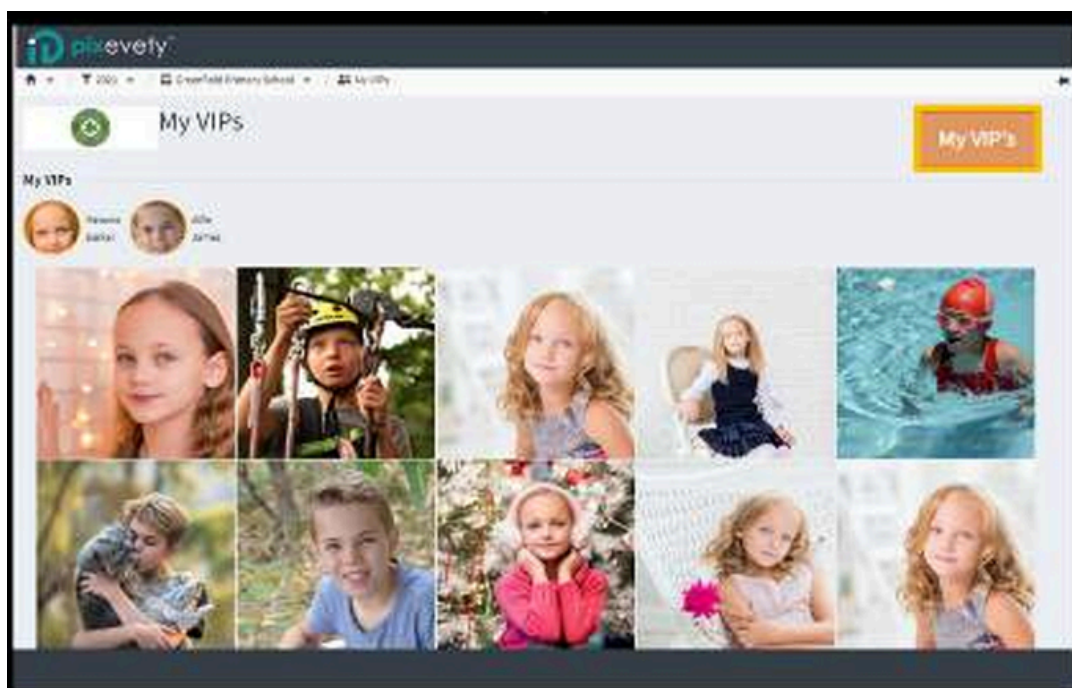
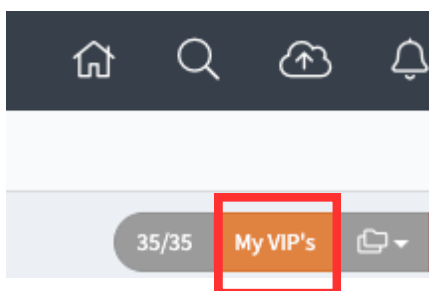
To open and view an Album, double-click on the Album cover or click the icon  at the bottom of the Album window.

To see an image in full view, double-click it.

3. My VIPs View

Easily access all the photos of your child(ren) in one location by clicking on the orange My VIPs button in the top right of your screen.

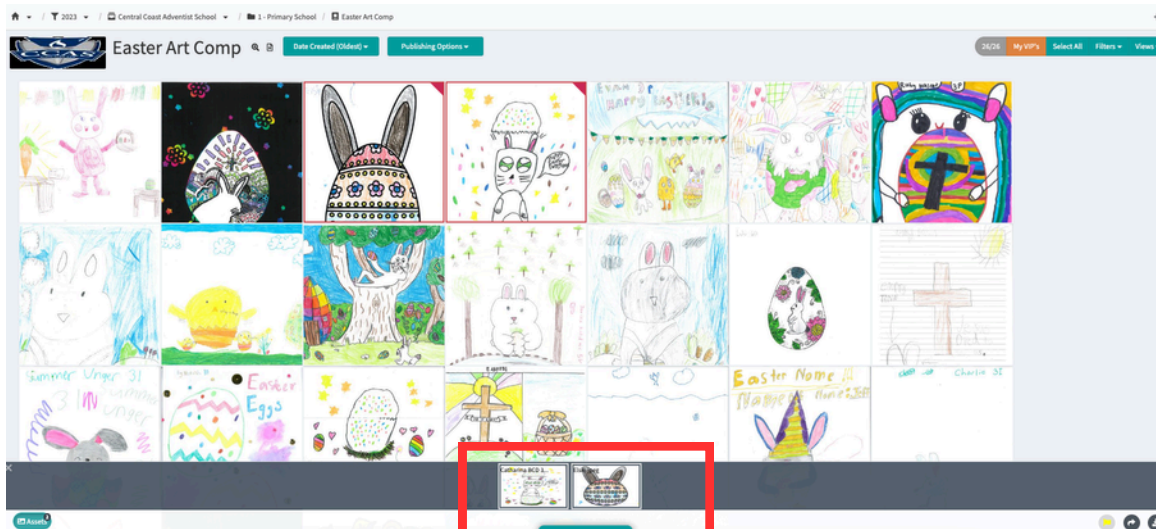
The 'My VIPs' view lets you view all photos that have identified your child via facial recognition.



4. Download Images

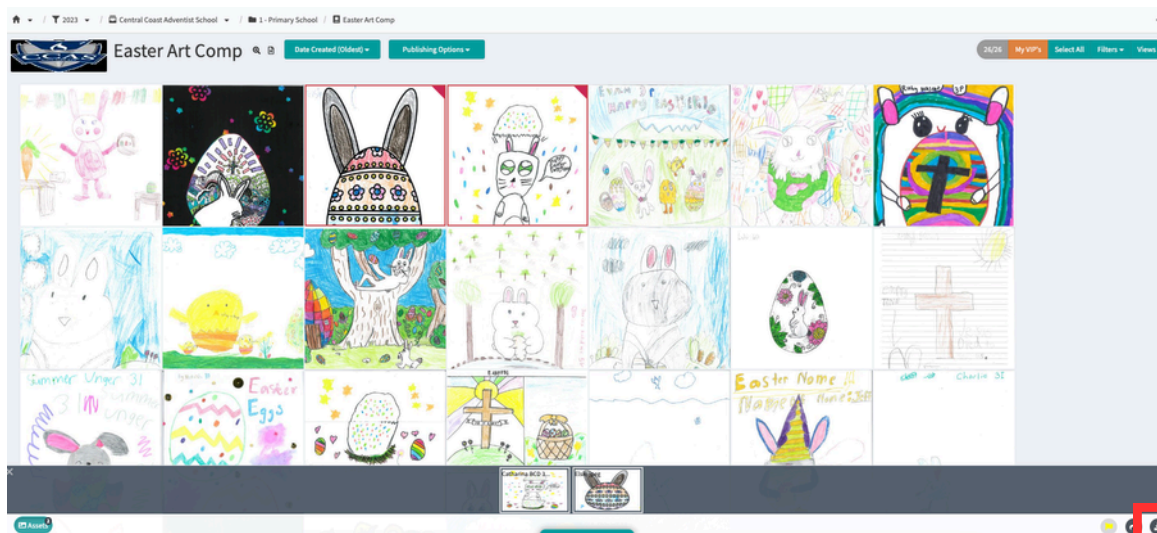
Step 1: Click on all images you would like to download

Selected images will have a red box around them and appear in the work tray at the bottom of the screen. To download an entire album, click 'select all' in the top right blue menu bar.



Working Tray

Step 2: Click the 'download' icon (bottom right)

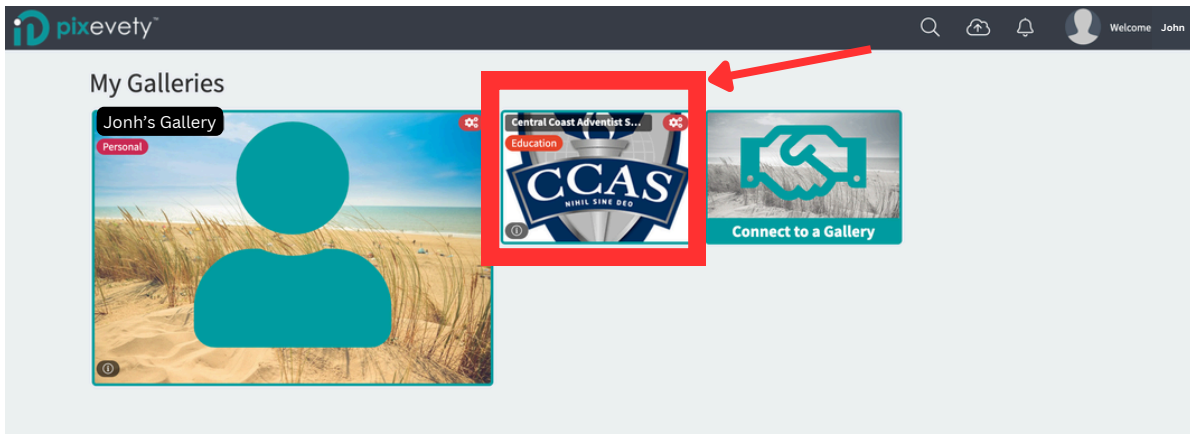


Download

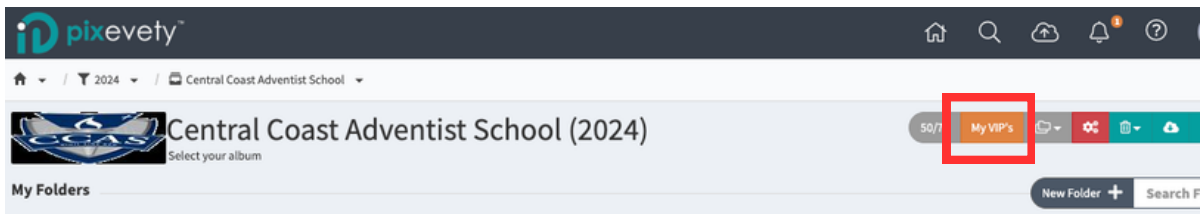
5. Review and Update Image Consent

Image consent can be reviewed and updated at any time in Pixevely. To access the consent page:

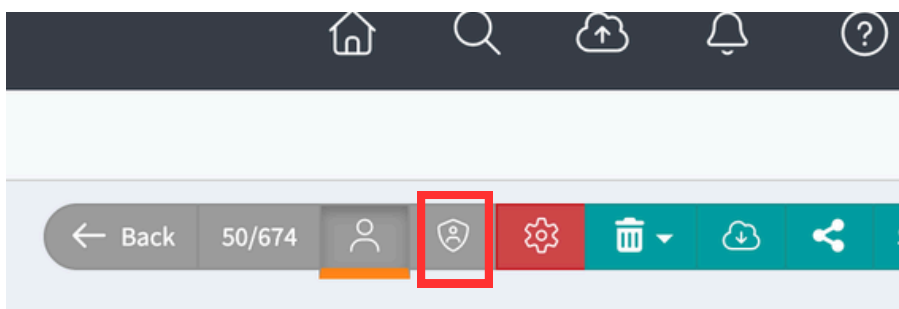
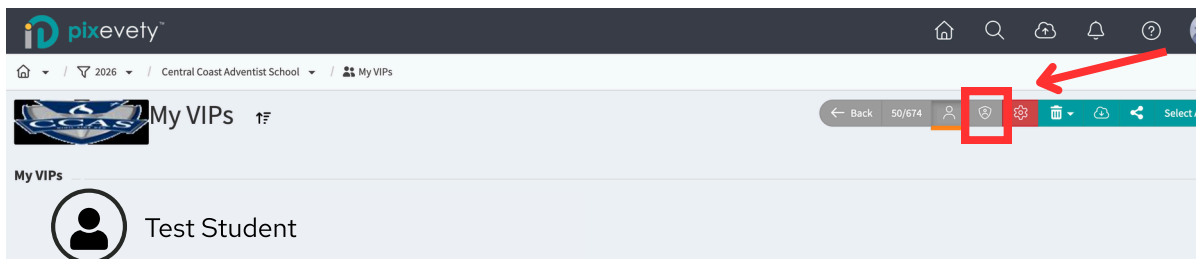
- Log into Pixevely using your credentials (email and password).
- Select the School's Gallery



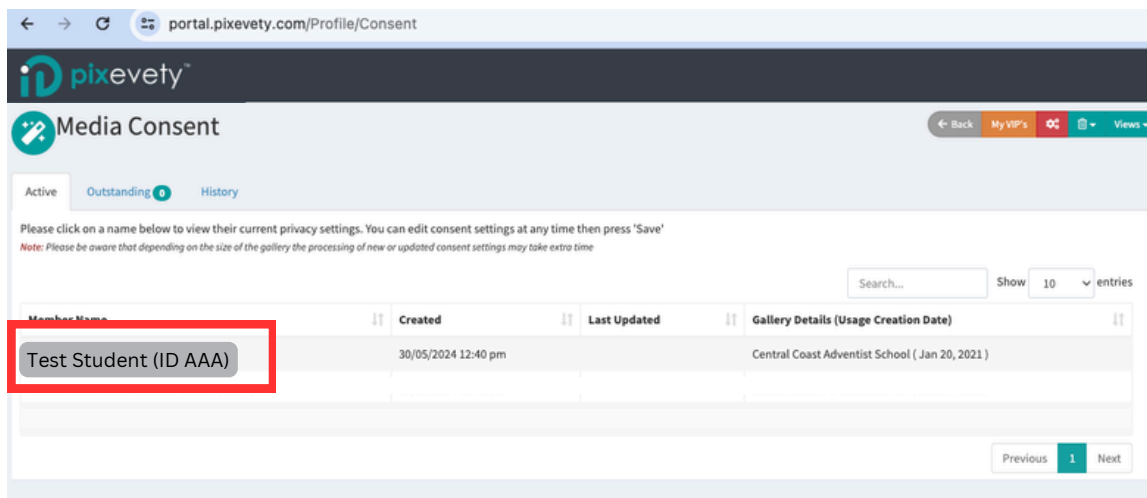
- Select My VIP's on the top right corner



- Select the media consent button at the top corner.



- Click on the student for whom you want to check /update image permission.



- The Image Access and Permission form will open, displaying the consent options.

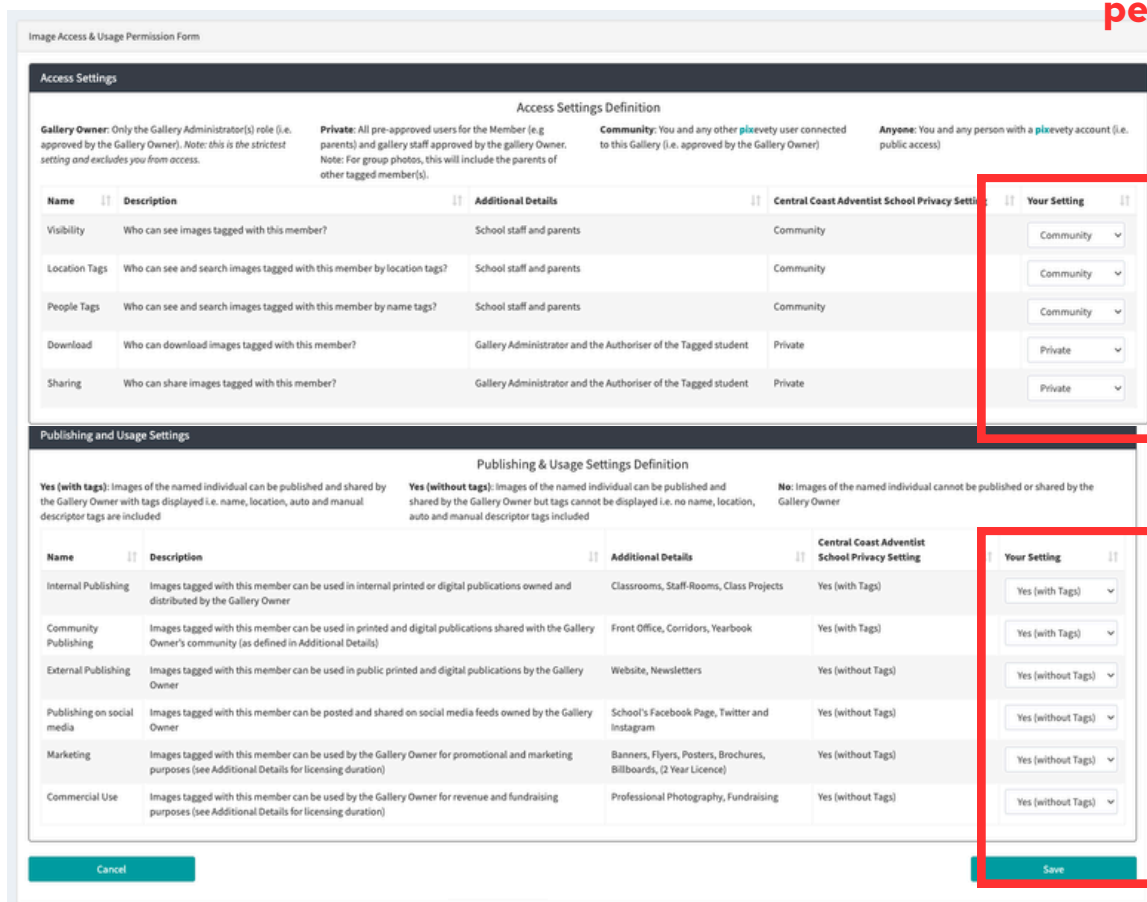


Image Access & Usage Permission Form

Access Settings

Access Settings Definition

Gallery Owner: Only the Gallery Administrator(s) role (i.e. approved by the Gallery Owner). Note: this is the strictest setting and excludes you from access.

Private: All pre-approved users for the Member (e.g. parents) and gallery staff approved by the gallery Owner. Note: For group photos, this will include the parents of other tagged member(s).

Community: You and any other pixevely user connected to this Gallery (i.e. approved by the Gallery Owner)

Anyone: You and any person with a pixevely account (i.e. public access)

Name	Description	Additional Details	Central Coast Adventist School Privacy Setting	Your Setting
Visibility	Who can see images tagged with this member?	School staff and parents	Community	Community
Location Tags	Who can see and search images tagged with this member by location tags?	School staff and parents	Community	Community
People Tags	Who can see and search images tagged with this member by name tags?	School staff and parents	Community	Community
Download	Who can download images tagged with this member?	Gallery Administrator and the Authoriser of the Tagged student	Private	Private
Sharing	Who can share images tagged with this member?	Gallery Administrator and the Authoriser of the Tagged student	Private	Private

Publishing and Usage Settings

Publishing & Usage Settings Definition

Yes (with tags): Images of the named individual can be published and shared by the Gallery Owner with tags displayed i.e. name, location, auto and manual descriptor tags are included

Yes (without tags): Images of the named individual can be published and shared by the Gallery Owner but tags cannot be displayed i.e. no name, location, auto and manual descriptor tags included

No: Images of the named individual cannot be published or shared by the Gallery Owner

Name	Description	Additional Details	Central Coast Adventist School Privacy Setting	Your Setting
Internal Publishing	Images tagged with this member can be used in internal printed or digital publications owned and distributed by the Gallery Owner	Classrooms, Staff-Rooms, Class Projects	Yes (with Tags)	Yes (with Tags)
Community Publishing	Images tagged with this member can be used in printed and digital publications shared with the Gallery Owner's community (as defined in Additional Details)	Front Office, Corridors, Yearbook	Yes (with Tags)	Yes (with Tags)
External Publishing	Images tagged with this member can be used in public printed and digital publications by the Gallery Owner	Website, Newsletters	Yes (without Tags)	Yes (without Tags)
Publishing on social media	Images tagged with this member can be posted and shared on social media feeds owned by the Gallery Owner	School's Facebook Page, Twitter and Instagram	Yes (without Tags)	Yes (without Tags)
Marketing	Images tagged with this member can be used by the Gallery Owner for promotional and marketing purposes (see Additional Details for licensing duration)	Banners, Flyers, Posters, Brochures, Billboards, (2 Year Licence)	Yes (without Tags)	Yes (without Tags)
Commercial Use	Images tagged with this member can be used by the Gallery Owner for revenue and fundraising purposes (see Additional Details for licensing duration)	Professional Photography, Fundraising	Yes (without Tags)	Yes (without Tags)

Cancel Save

Update permissions here

- Adjust your preferences for Accessing, Publishing, and Usage settings.
- Click "Save" to confirm your choices.

Understanding Consent Options

Consent should be given for Accessing (View and Share) and Publishing & Usage.

Accessing Settings: Determines who can see your child's/dren's images.

- **Gallery Owner:** visible Only to the School Gallery Administrator (not even parents/guardians).
- **Private:** Parents and guardians, school staff and gallery administrator.
- **Community:** all CCAS community (parents/guardians) connected to this Gallery.
- **Anyone:** Any person with a Pixevely account (Please DON'T use this option).

Publishing and Usage Settings: Control how and where images can be displayed or printed.

- **Yes (with tags):** The school can publish and share images with the name displayed. For example, we might mention your child's name when publishing a photo.
- **Yes (without tags):** The school can publish and share images without mentioning /displaying the name.
- **No:** Images cannot be published or shared by the School. That may result in your child's face blurred on a social post or not being included in group photos during class and activities.