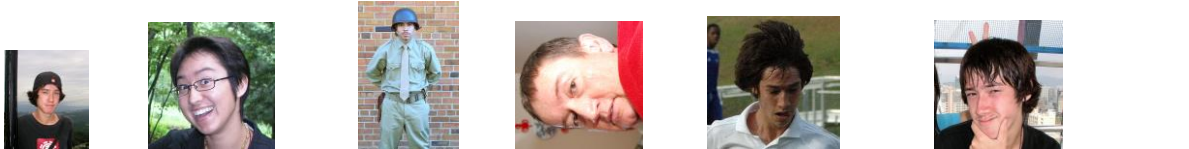


## Issues with Photos being submitted

There have been some issues and packages returned for photos. I have put together some examples of both good and bad photos and why as well as how to upload photos, check and crop them.

1. In the past VYSA has been a little flexible on pictures since the photos could be changed and new player passes printed. Because we are going to online system VYSA needs to be sure the photos meet the minimum requirements.
2. Yes, most of the photos coming over were accepted last season but since the new pictures will be good for two years for players and five years for officials and they cannot be updated once package is approved by registrar we are ensuring that we have the best pictures possible. Only VYSA can authorize a change once the team package has been approved.
3. Pictures need to be “passport like” in either black and white or color.
  - a. They must be square and between 1-1.25” x 1-1.25” in size or 120 pixels (most picture software will provide you the property of the pictures to verify).
  - b. They need to be straight on front of the face (can contain a little of top of shoulder and background).
  - c. Can’t be making silly faces or peace signs.
  - d. Can’t be wearing headgear (hats, bandanas, etc.)
4. When uploading they should appear to fill in the square for the slot of each player or official (example below).

### Bad pictures and why



Too small   Silly face & not frontal   Helmet & torso   Angle & Rotated   Angle   Peace sign & hand on chin

### Good pictures



How the picture should appear when uploaded (note white space around photo within box)

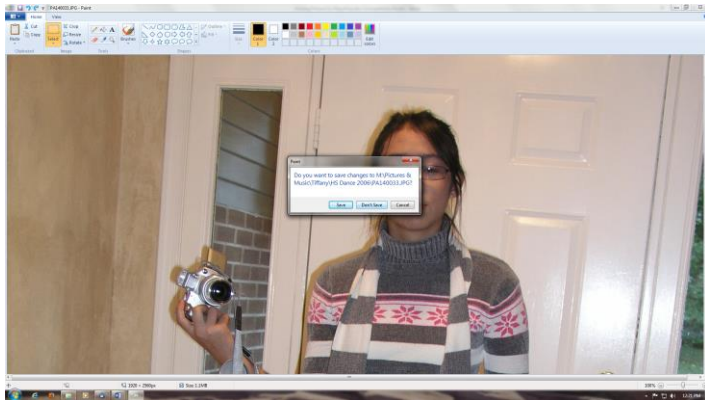
○	lessig	kyle	LESSIG	KYL1	Team Aide		
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## Steps to Crop and verify Properties of your pictures

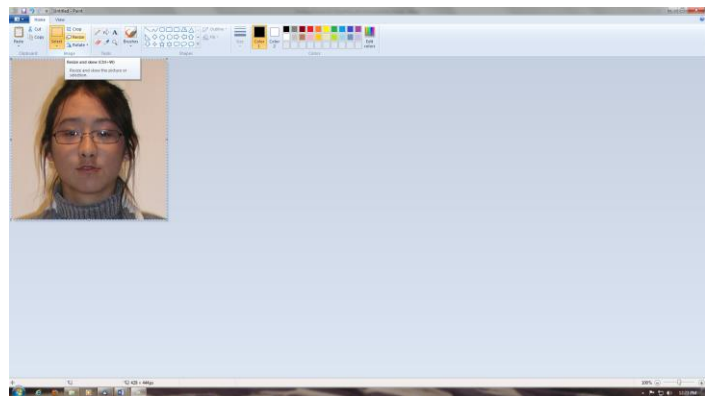
- Open up the photo in your editor (i.e. MS Paint, Photo gallery – for MAC see VYSA website for PDF file)
- Select crop and draw square (as close as you can) so the face is selected
- You can either cut or copy the selected cropped portion and then open New



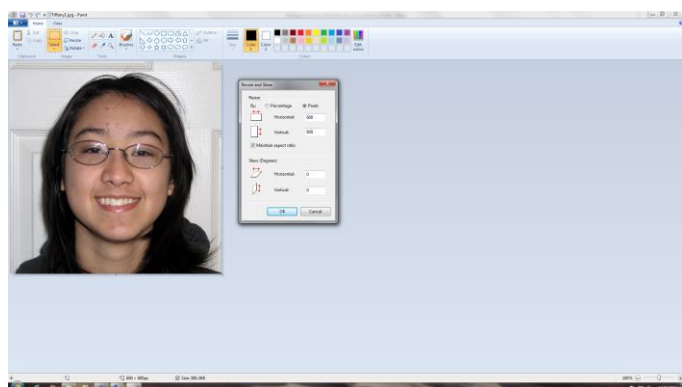
- Don't Save (just in case you have to repeat process)



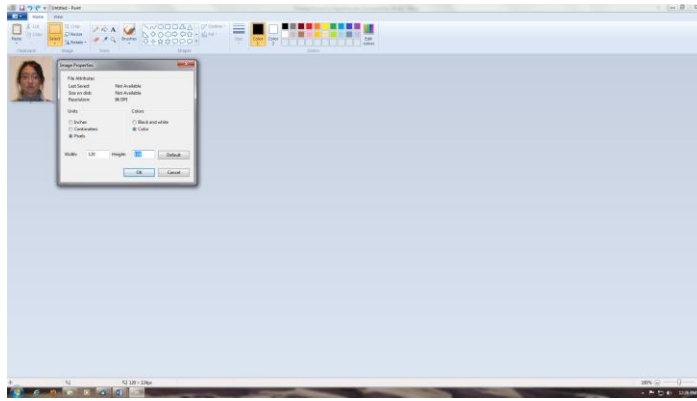
- Paste into new



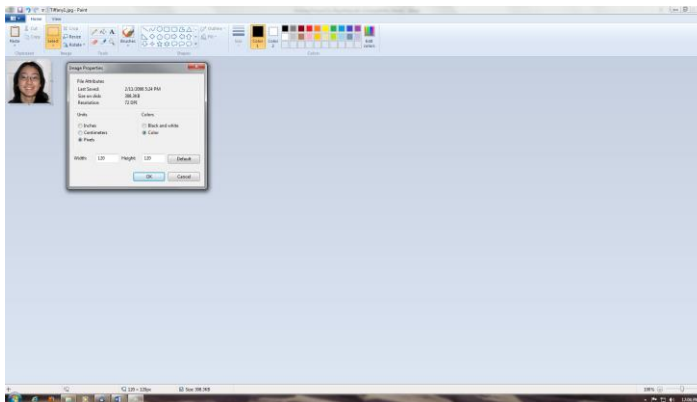
- Resize (set pixel to 120 for smaller dimension if slightly different)



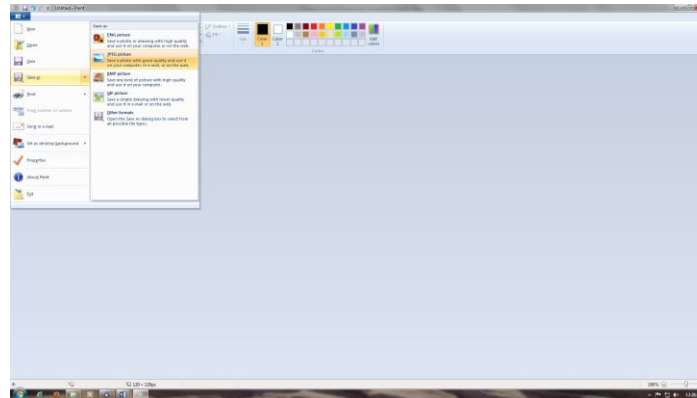
- Verify using Properties (located in first tab, drop down arrow)



- In Properties window change larger pixel to 120 so now both are 120

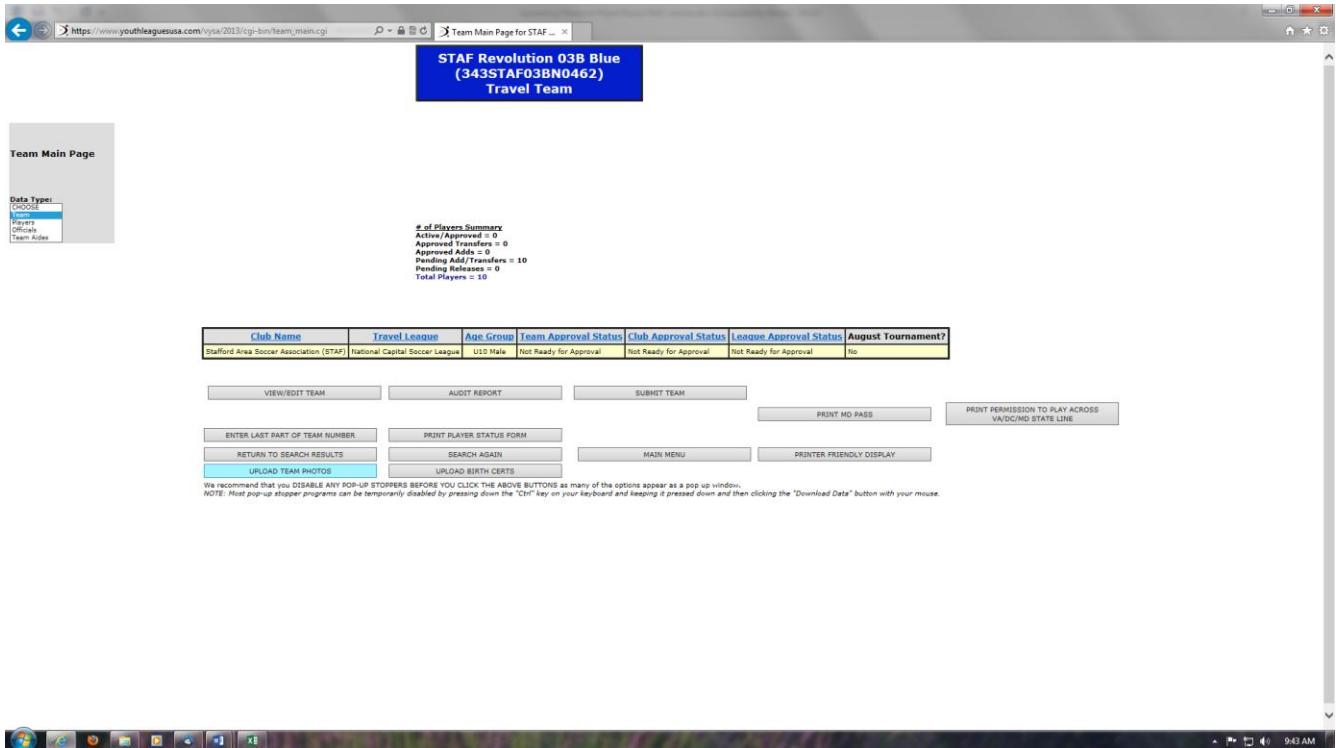


- Make sure to save as different name and JPG on your computer

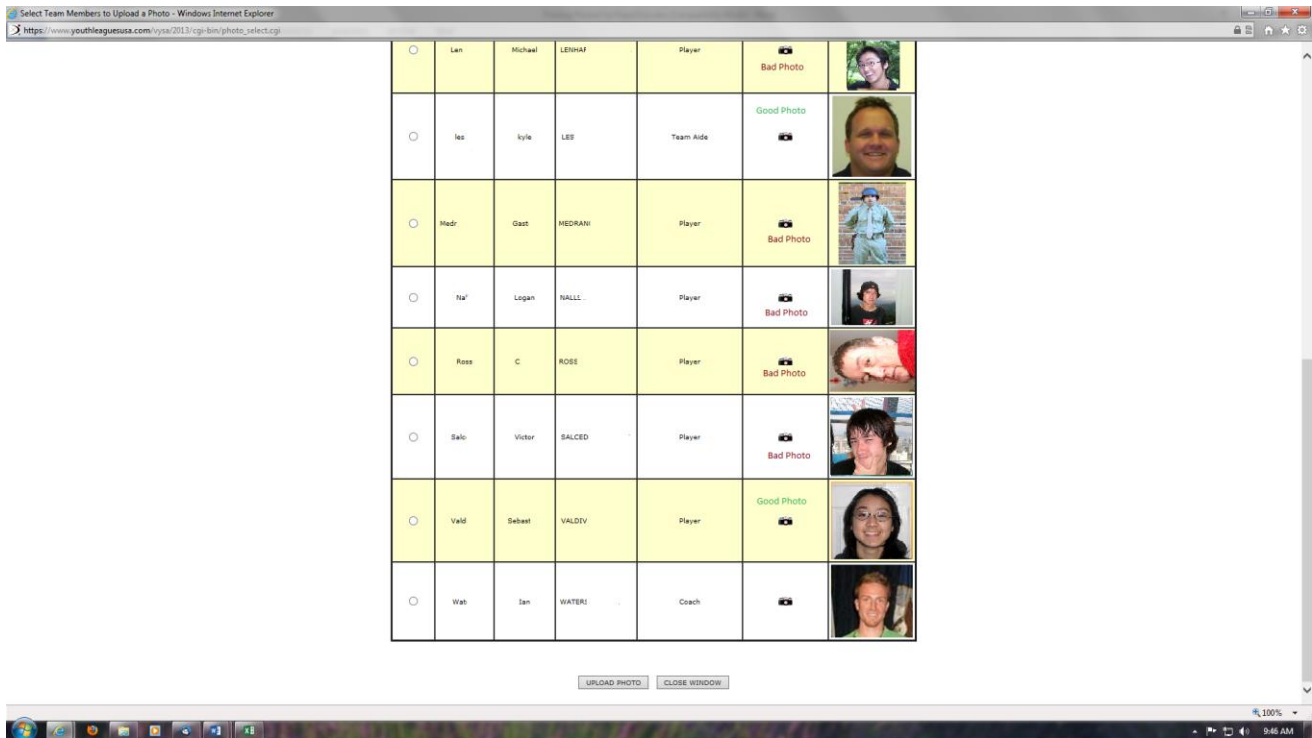


# Step to Upload Your Pictures and Print on Player Passes

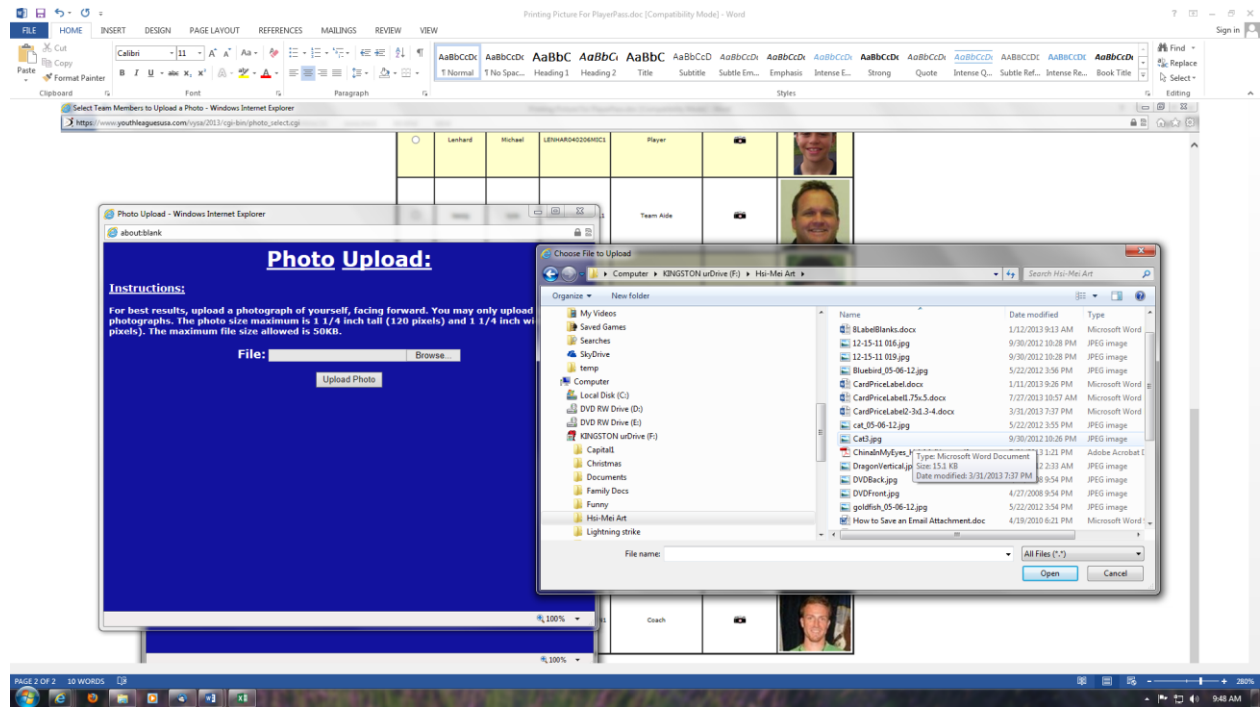
- Open up your team on VYSA database
- Click on Upload New Photos button



- New window should open with everyone's name listed. If picture came across from last season it will appear in the last box. If not it will be blank.
- Click in the radio button in the first column and select Upload Photo button to add a photo or change a bad photo (take note of examples of both good and bad photos)



- A new popup window should appear where you will click Browse button and then find the picture you have cropped and rotated it so it is ready to be uploaded.
- Click on the file and Open button. Name of file and path should appear in File: section
- Click on Upload Photo and blue popup should disappear once complete. If there is any issues (i.e. file too big) you may receive another popup with error message



- Wait about a minute and then making sure the List of team photo window is on top and active window.
- Refresh your photo window by pressing F5
- You will get warning, which is OK, click on Retry. This will force your browser to go back and get the latest information from the web sit. You should now see your new pictures.

