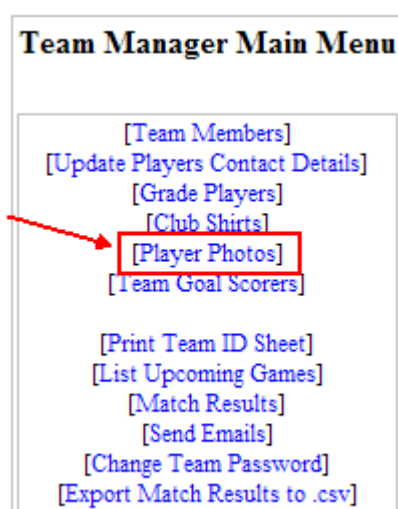




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HOW TO UPLOAD PLAYER PHOTOS

1. Login to Team Admin
2. Choose "Player Photos" from the main menu:



3. Locate the players photo (which is a jpeg smaller than 1MB) :
Step 1: Browse

Select a Photo to upload:

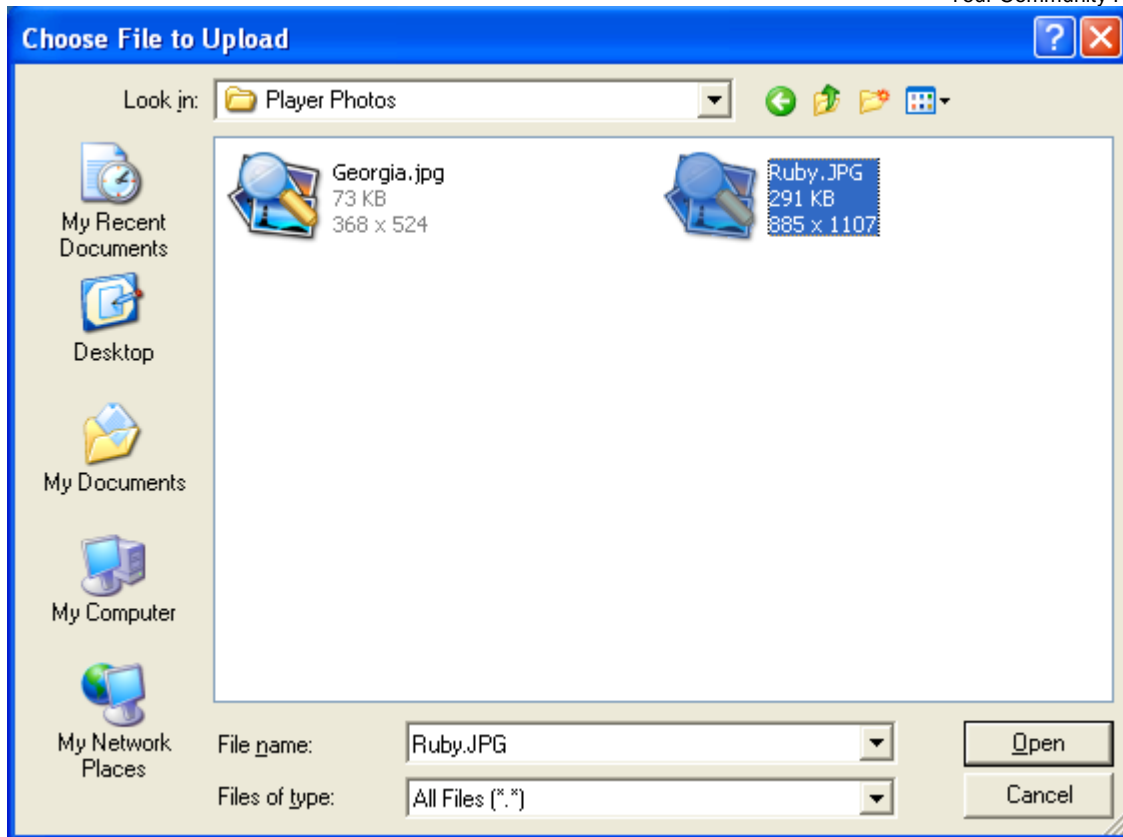
**** Please note the following points before uploading a file.**

- 1: **Only JPG images can be used** - Please do not upload other file types
- 2: If the width or height of your photo is bigger than 90% of your monitor then you may need to scroll left, right, up or down
- 3: If the size of your photo is more than 1MB please make sure you have a fast internet connection or be patient....
- 4: Once your photo is uploaded you will have a chance to "crop and resize" the section of the photo you want displayed on your Photo ID Card
- 5: Please be careful as these photos will be used on Player ID cards and you are responsible for getting this right...
- 6: These Photos will not be put on the public website, they are for the purpose of Player ID cards only

Step 2: Choose the relevant file and press and press OPEN



Your Community Football Club!



Step 3. "Click to Upload". Be patient, the upload time will depend upon the size of the file.

Select a Photo to upload: C:\Documents and Settings\... Browse...

**** Please note the following points before uploading a file.**

- 1: **Only JPG images can be used** - Please do not upload other file types
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- 6: These Photos will not be put on the public website, they are for the purpose of Player ID cards only

Click to upload selected JPEG player photo

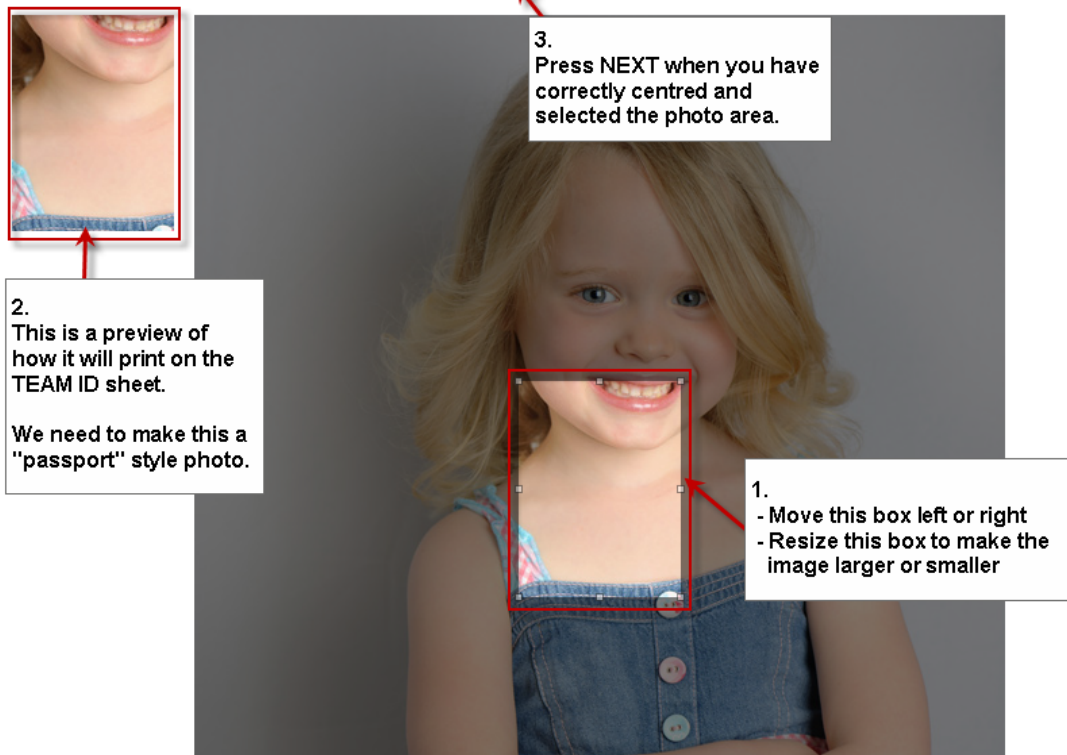
Click to Upload



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4. Now, we need to resize the photo

Click and drag your mouse within the image so that just the players face is visible. The Image on the left will show you what the final photo will look like. Click **Next >>** to save the photo when you are ready.



There are three parts to the above image above:

1. Drag this box to select the area of the photo to keep.
(you can make it bigger, smaller, move left, move right, etc)
2. This area is a preview of how it will appear on the TEAM ID SHEET. Adjust the image until you get a "passport" suitable preview like the following:





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3. Press "Next >>" button when you have finished selecting the photo area.

5. Confirmation of photo uploaded and resized

A final page confirms the uploaded photo as it will appear on the Team ID Sheet.

Photo has been uploaded successfully



[Click here to upload more Player Photos.....](#)

6. Continue the above steps with other player photo uploads as required.