

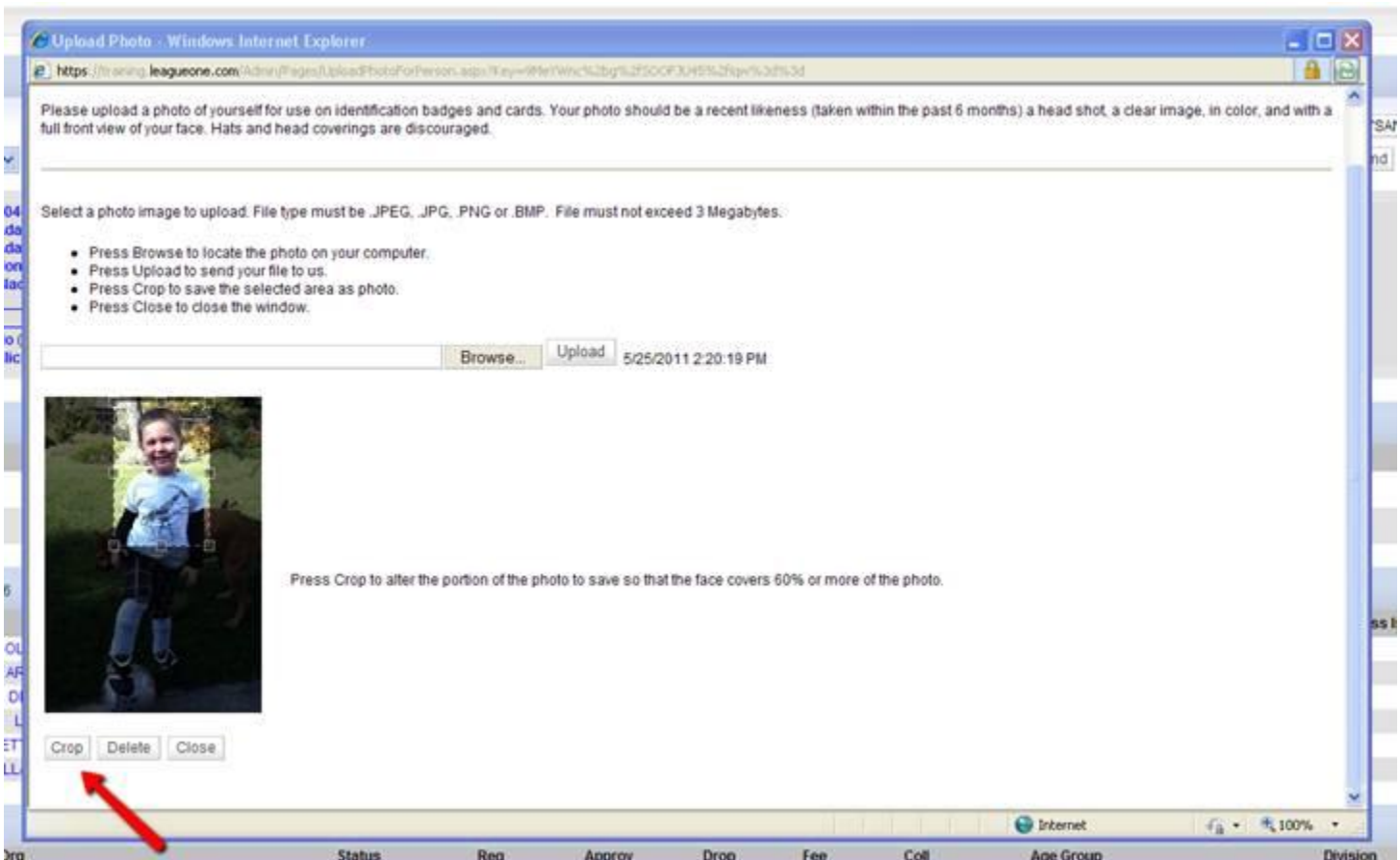
Uploading Photos for Player Pass

I. From the Team Maintenance Page

- 1) Click "Upload Photo" link

Select All	Name	Season	Home Phone	Age	Gdr	Status	Type	BC?	Xler	Assign	Approv	Drop	Eval	Jersey	Pos	Pass Req	Photo
<input type="checkbox"/>	AL-OLIMAT, ABDALLAH	Spring	(419)634-3679	4	M	Active	Primary	False		02/21	03/17		---	---		03/17	Upload Photo
<input type="checkbox"/>	ARCHER, LUKE	Spring	(419)634-5483	3	M	Active	Primary	False		02/21	03/17		---	---		03/17	Upload Photo
<input type="checkbox"/>	DEARTH, ALEX	Spring	(419)634-2842	5	M	Active	Primary	False		02/21	03/17		---	---		03/17	Upload Photo
<input type="checkbox"/>	LIMER, LUKE	Spring	(419)722-0137	4	M	Active	Primary	False		02/21	03/17		---	---		03/17	Upload Photo
<input type="checkbox"/>	PETTIGREW, HALEY	Spring	(419)634-0474	5	F	Active	Primary	False		02/21	03/17		---	---		03/17	Upload Photo
<input type="checkbox"/>	SANTILLANEZ, ANGEL MELIA	Spring	(419)634-9632	4	F	Active	Primary	False		02/21	03/17		---	---		03/17	Upload Photo

- 2) An Upload Photo box will pop-up (Pop-up blockers must be disabled)
- 3) Click Browse
- 4) Select the photo file from your computer
- 5) Click Upload
- 6) If the photo needs to be adjusted, click Crop
- 7) Click and drag your cursor to center the square over the area of the photo you would like to use - click Crop again



- 8) Click Close
- 9) The picture will appear in the Photo column where the Upload Photo link used to be

II. From the Person Maintenance Page

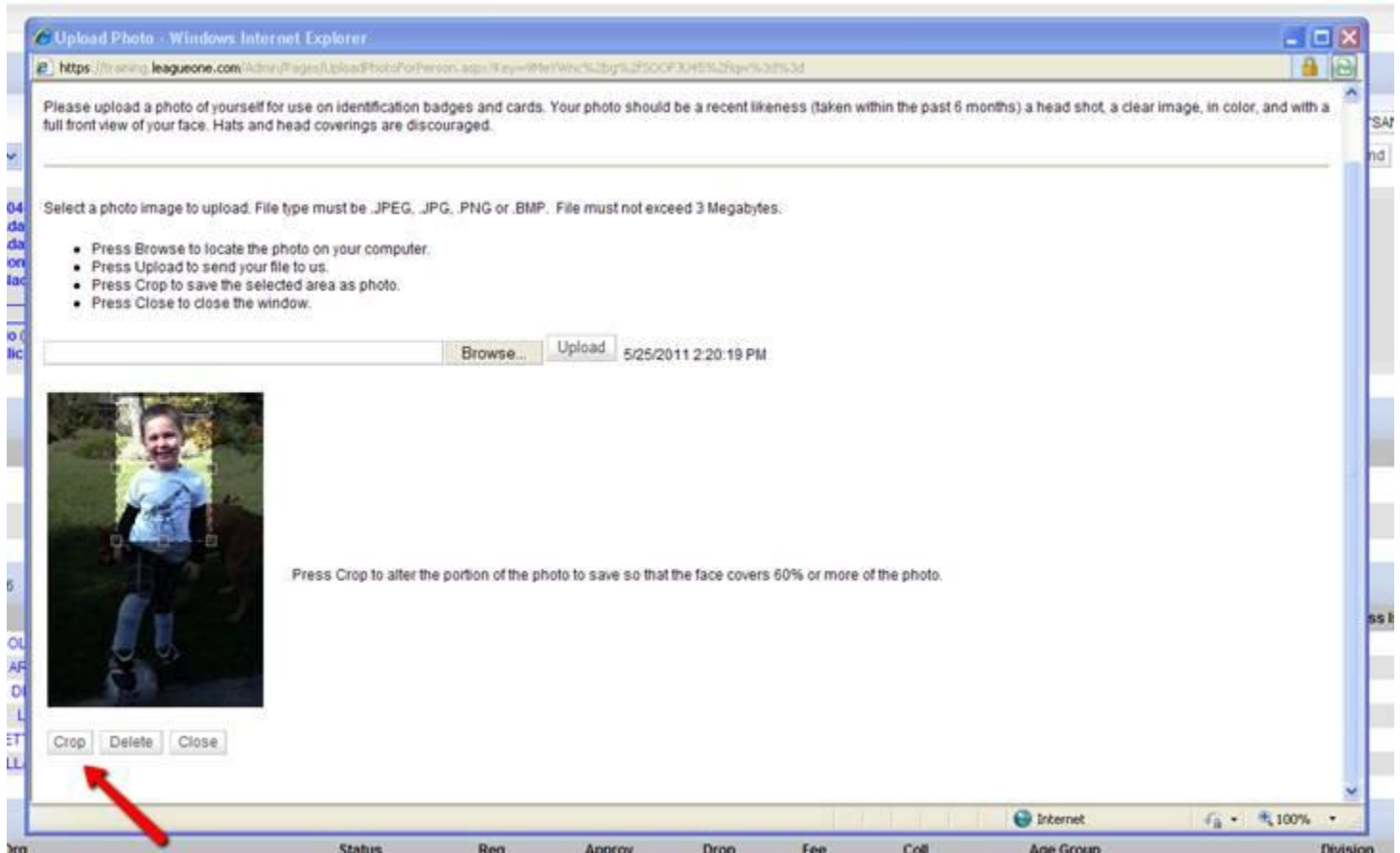
- 1) Click the picture icon

PERSON MAINTENANCE

Last Name: First Name: Type:
Player Id: Person Id: Scope:

 Last Name: **ARCHER** First Name: **LUKE** M.I.: **A**
Member ID: **LA0201070121** Birth Date: **02/01/07** Prevent Reg?: **No**
Grad Year: **Unknown** US Born: **Unknown** Gender: **M**
Medical Condition: BC Verified By State: **False** Birth Country:
Emergency Contact: Doctor:
Updated: 02/11/11 Updated By: **LONG** 1st Year In US:
Phone:
Created: 02/11/11

- 2) An Upload Photo box will pop-up (Pop-up blockers must be disabled)
- 3) Click Browse
- 4) Select the photo file from your computer
- 5) Click Upload
- 6) If the photo needs to be adjusted, click Crop
- 7) Click and drag your cursor to center the square over the area of the photo you would like to keep - click Crop again



- 8) Click Close
- 9) The picture will appear where the picture icon used to be