



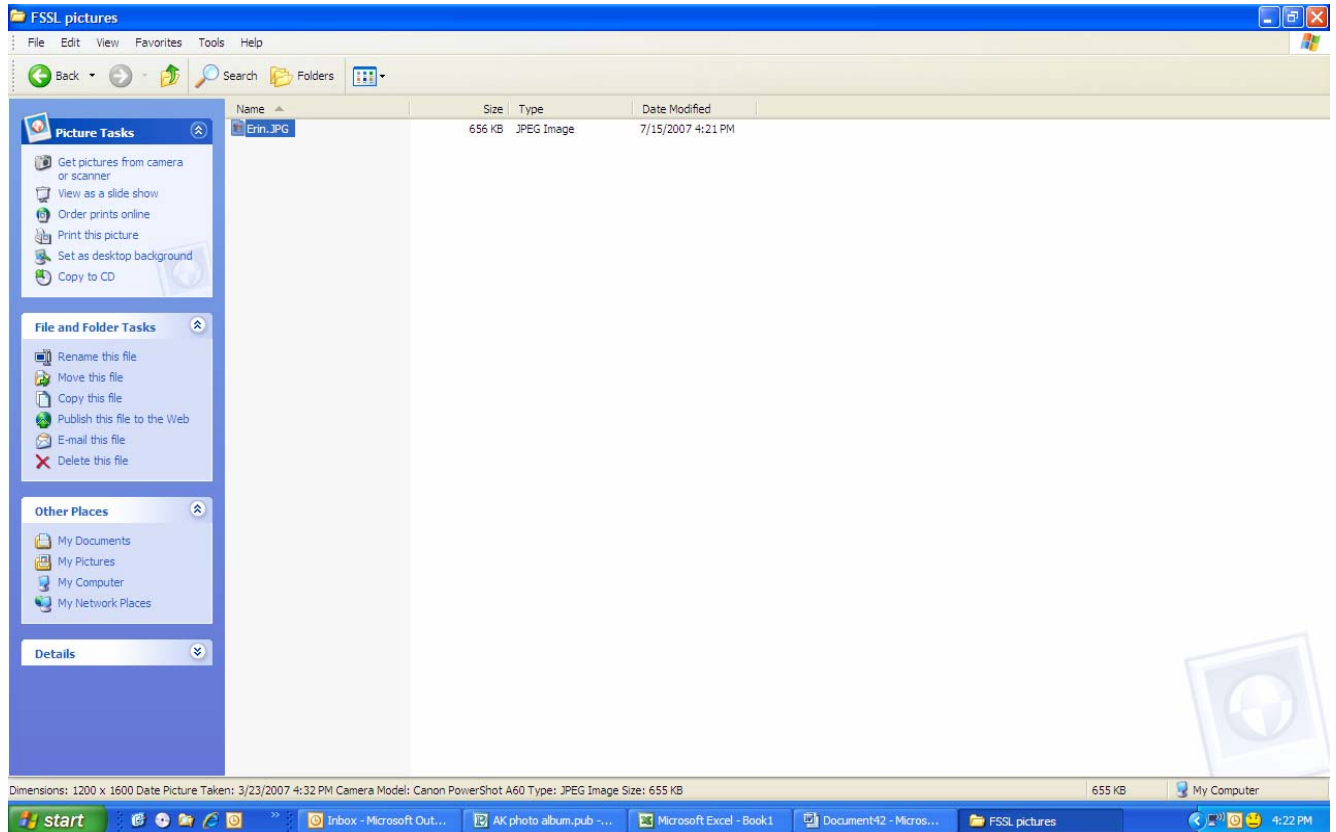
Digital Photo Requirements and Instructions – FSSL Online Registration System

- 1) Digital photos are required for player passes.
- 2) Each player must have a clear, good quality, individual head shot (no sunglasses) photo in order to produce a player pass.
- 3) Photos must be in JPG format with a maximum size of 144 pixels wide and maximum file size of 75k.
- 4) You can take photos using your own digital camera or you may purchase a disposable camera from the grocery store or drug store. When you have the photos developed request a picture CD of the photos so you will have them in an electronic format (there is an extra fee for this service).
- 5) Unless you have the ability to use photo editing software you should take a close up individual head shot of each player. Photos must be clear and taken in good light.
- 6) Most photos taken by a regular digital camera or disposable camera will be larger than the size required for the Online Registration system. You will need to resize any oversized photos using the instructions below.

How to resize digital photos so they are the correct size to upload to FSSL Online Registration System (for Microsoft Office users)

Save the pictures from your digital camera to a CD or file on your computer. If you used a disposable camera put the photo CD into your computer.

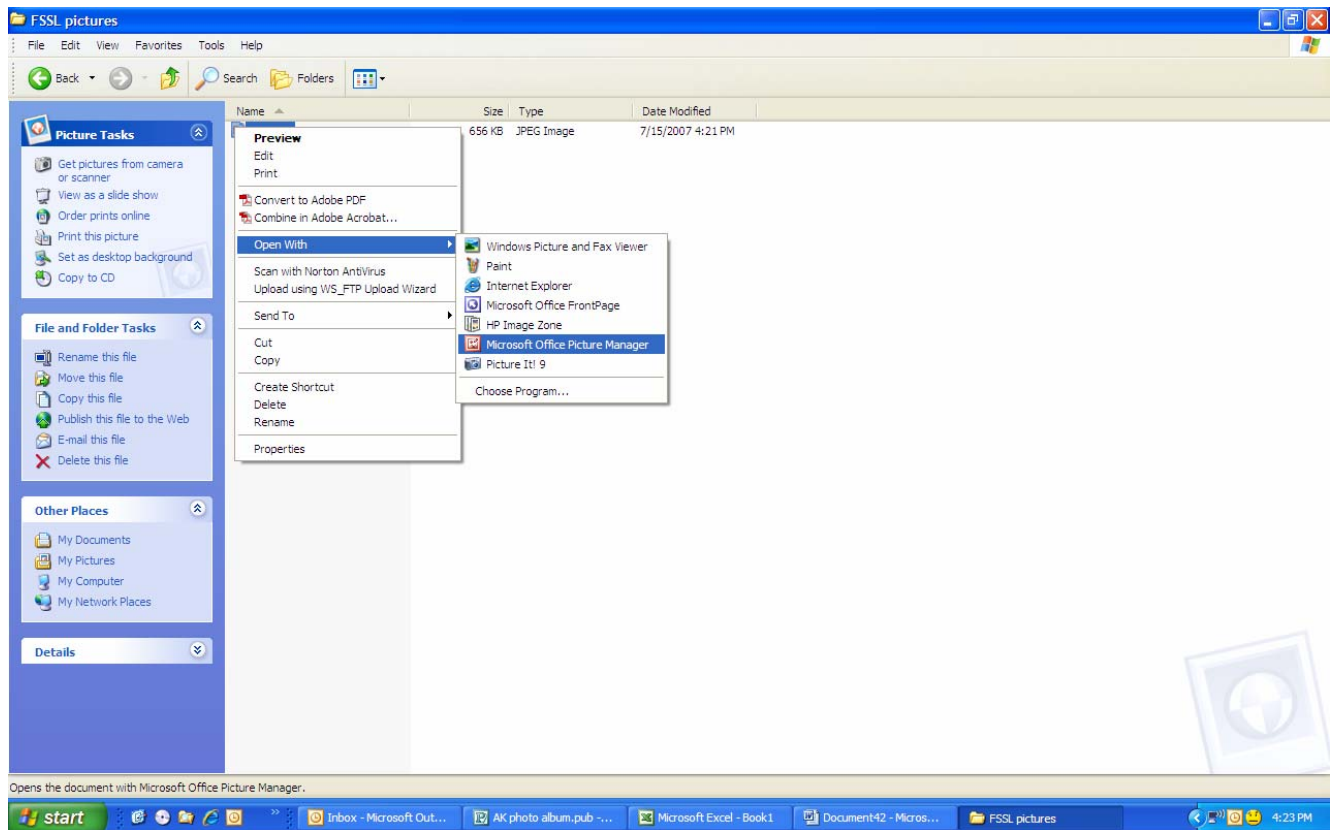
Go to “My Computer” and open the CD or file where the pictures are saved (screen shot #1)



Screen shot #1

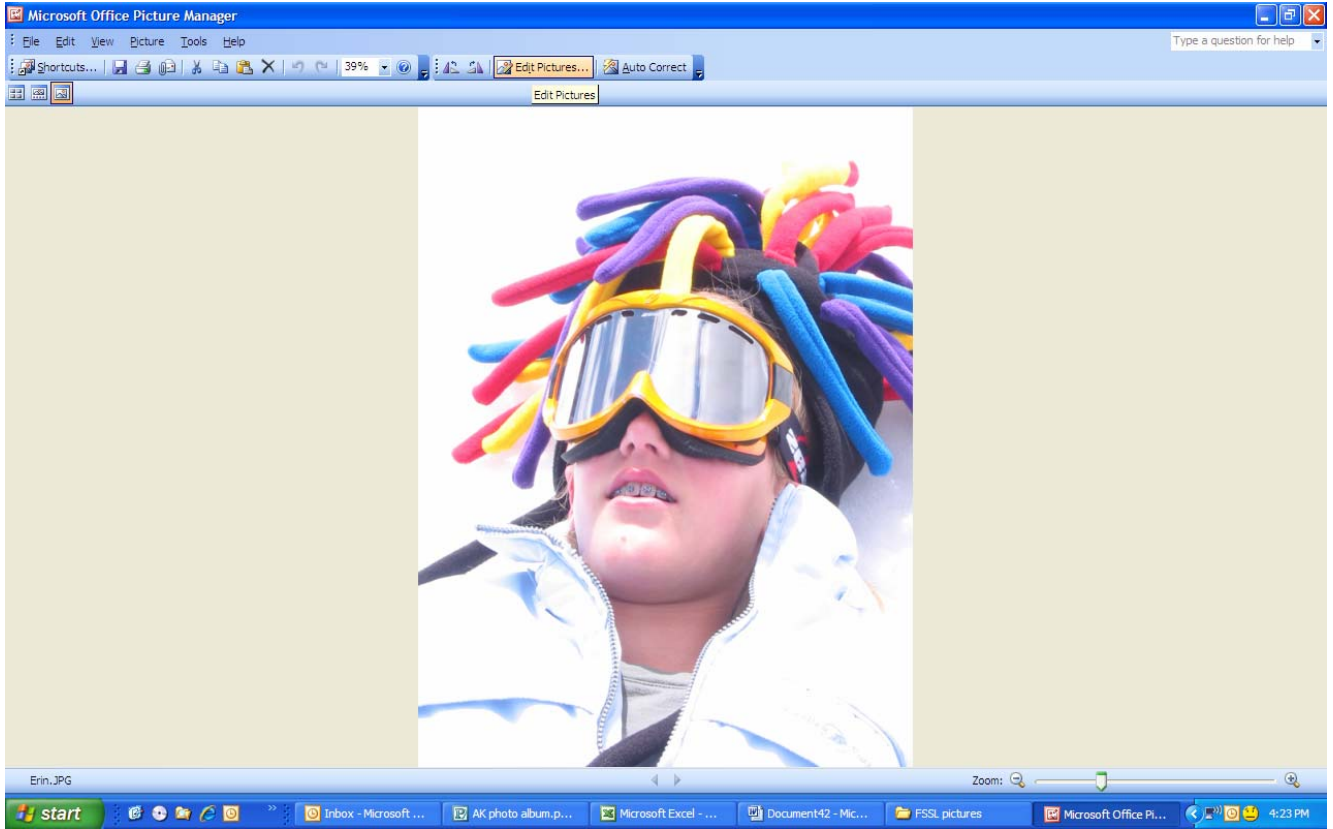
Right click on the file name of the picture you want to work with.

Click on “Open With” and select “Microsoft Office Picture Manager” (screen shot #2)



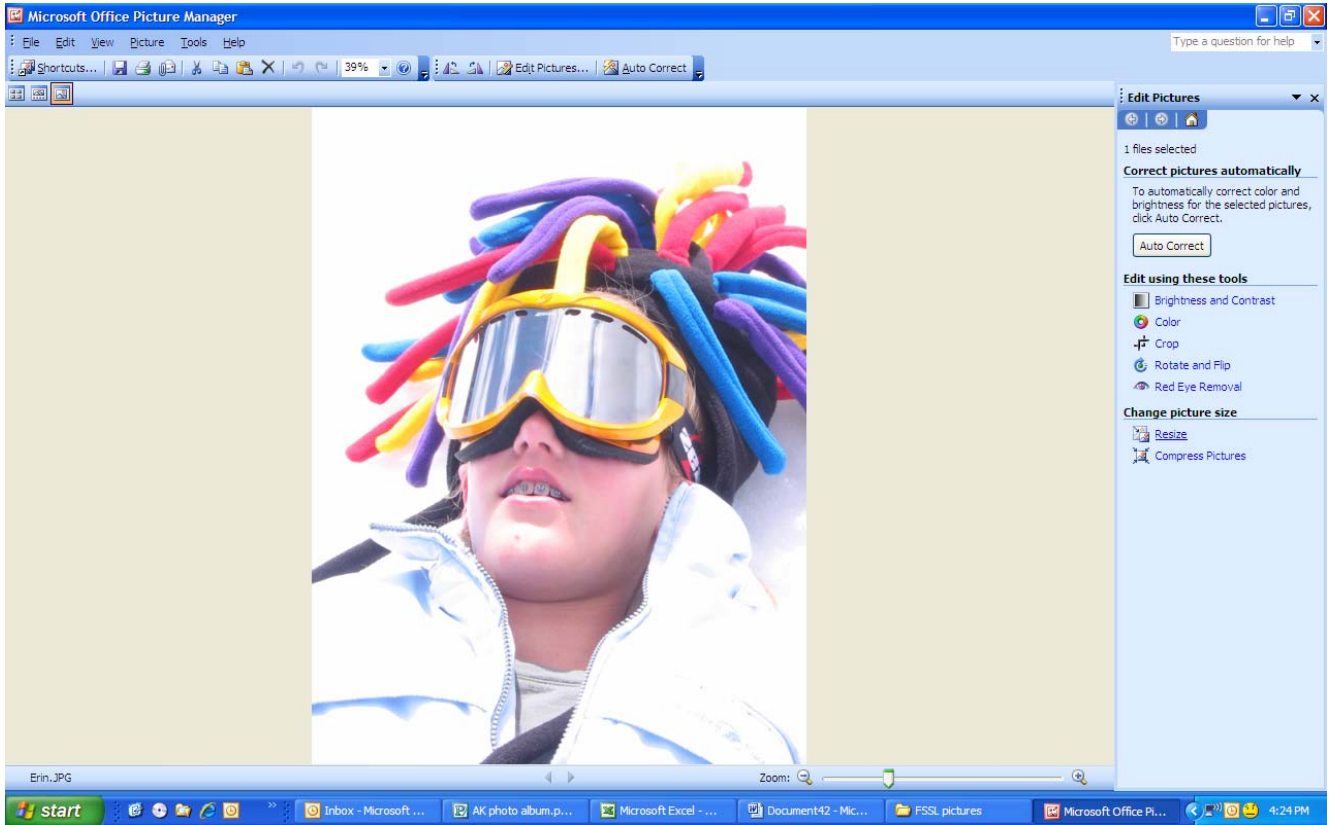
Screen shot #2

Click on edit pictures. (screen shot #3)



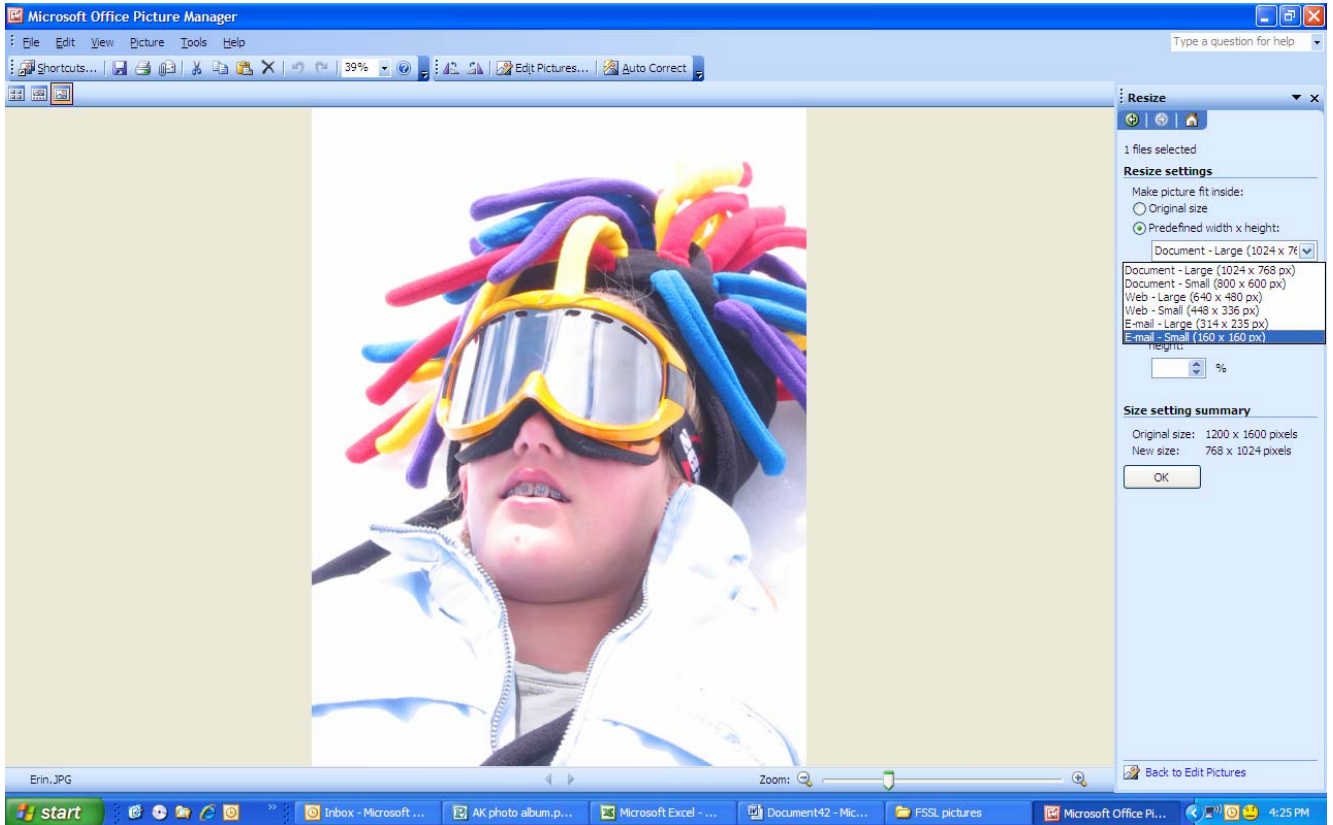
Screen shot #3

On right side of the screen a window pops up. Go to the bottom of the menu, “Change Picture Size” and click on “Resize” (screen shot #4)



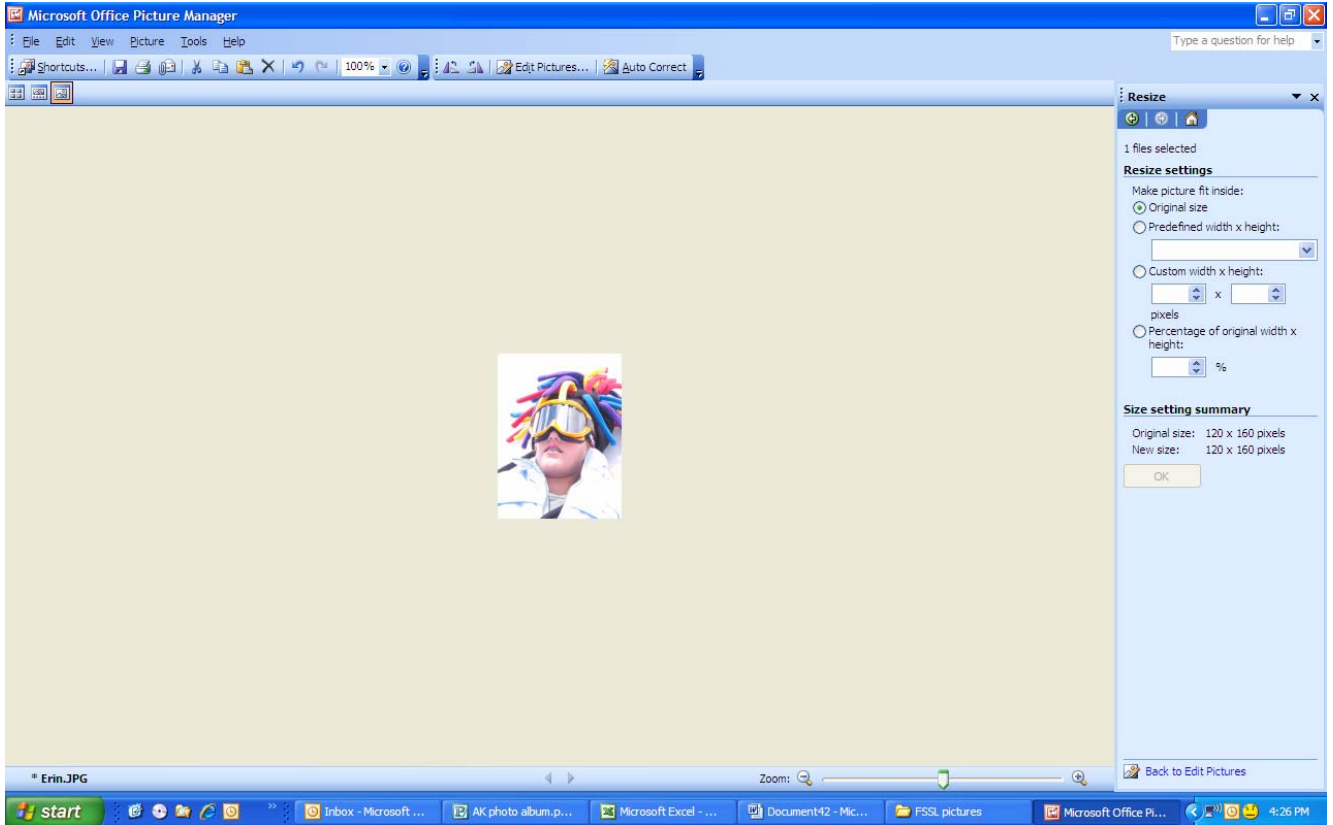
Screenshot #4

Click the button beside “Predefined width x height”. Click on bottom selection of drop down menu “Email – small” (screen shot #5).



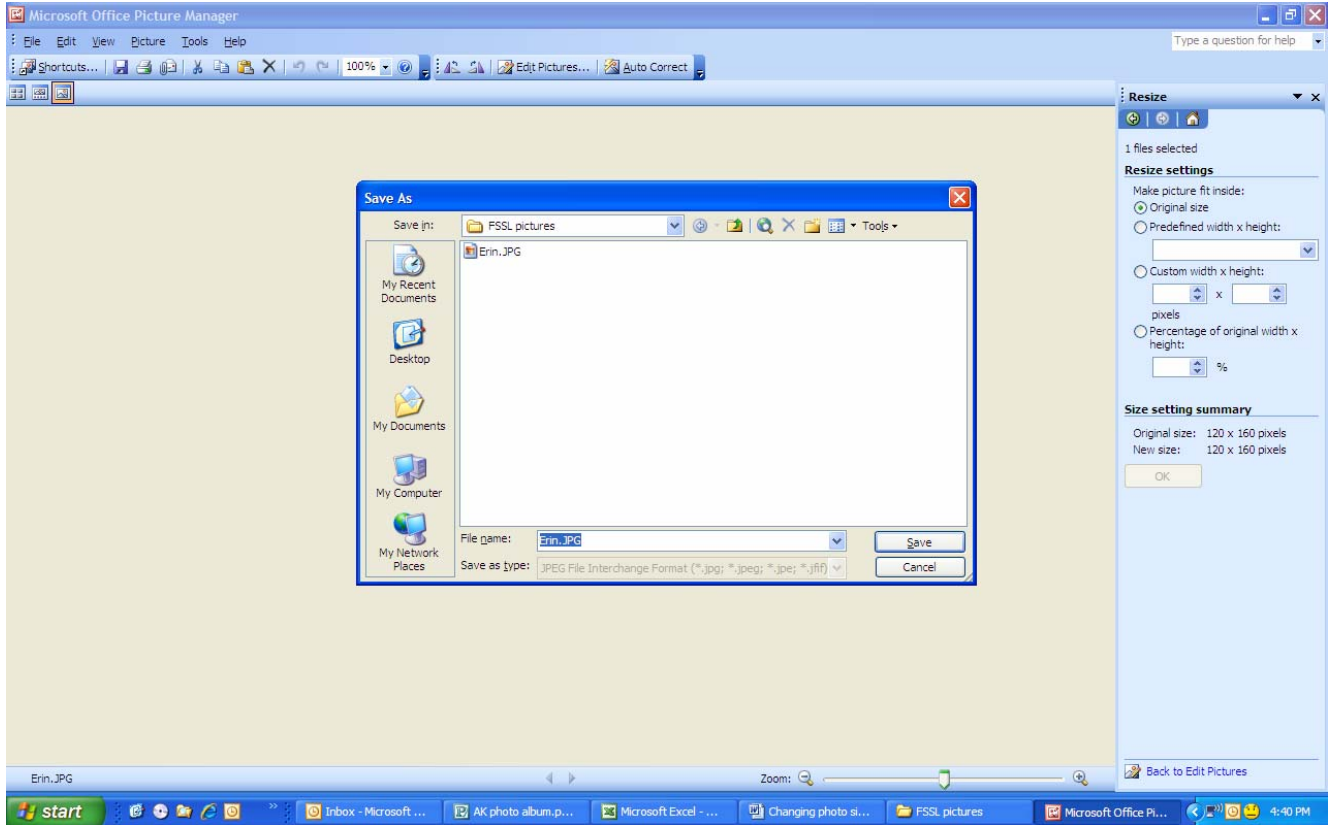
Screenshot #5

Click “OK” (screen shot #6)



Screen shot #6

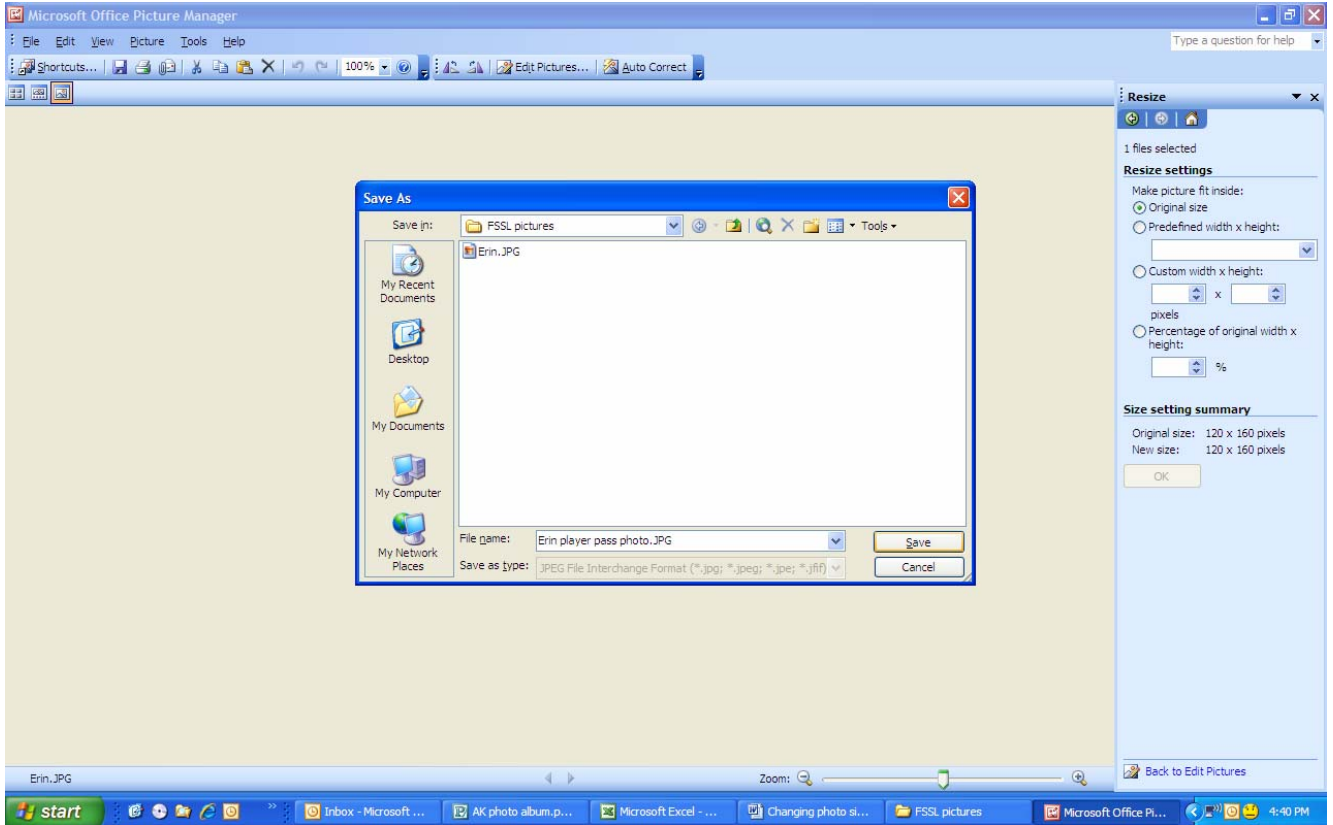
Click on “File” and “Save As” (screen shot #7)



Screen shot #7

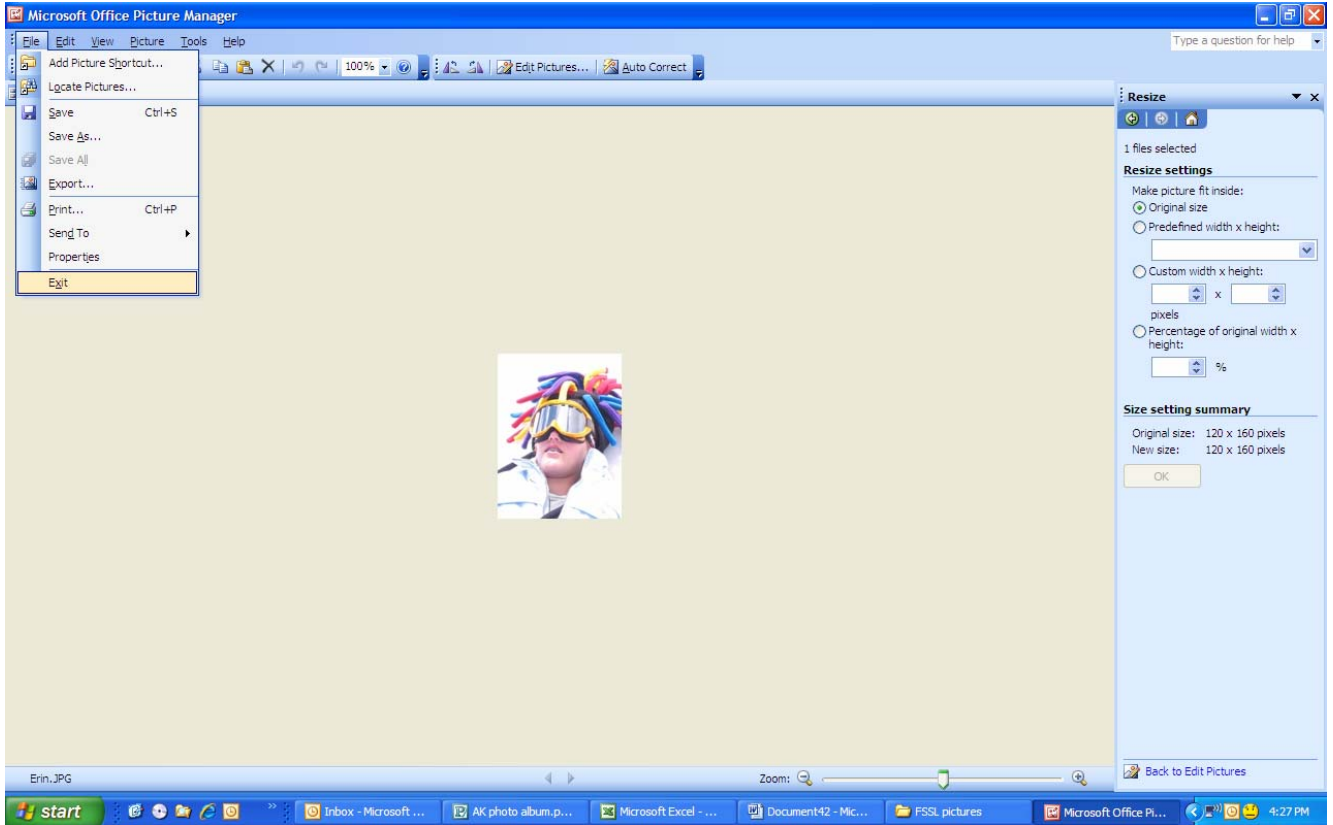
Rename the file with the player’s name and the word “player pass photo” or something similar so you’ll know exactly which photos to use when you go to this file again. Example below file is renamed “Erin player pass photo” (screen shot #8).

Click on “Save”



Screen shot #8

Click on “File” and “Exit” (screen shot #9)



Screen shot #9

Repeat as necessary with each player’s photo.