

GUIDELINES FOR SOCCER PLAYER PHOTOS

1. **Player and Coach Pictures** – Pictures must be head shots only – no lower than the top of the shoulders. No hats or other head coverings will be allowed. Pictures must be uploaded each year and should be done before turning in registration materials. Picture size is 100 pxls by 120 pxls. Once a picture is uploaded only the state office or a Certified Registrar may change the picture.



Unacceptable



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Acceptable

INSTRUCTIONS FOR SAVING A PICTURE TO MICROSOFT PICTURE MANAGER

1. Save the picture onto Microsoft Picture Manager
2. Right click on the picture.
3. Click on “Edit Picture” on the drop down menu.
4. At the right of your screen click on “Crop” in the edit box.
5. Move the borders of the picture in so that all that is showing is the face. (See examples below)
6. Click on “OK” button in the edit box at the right of your screen.
7. Click on the arrow at the top of the edit box on the right of your screen.
8. On the drop down menu click on “Resize”.
9. Click on the button by “Custom width and height”.
10. Enter 100 in the first box and 120 in the second box
11. Click on “OK” at the bottom of the edit box.
12. Save the changes

INSTRUCTIONS TO UPLOAD A PICTURE TO A PLAYERS SOCCER REGISTRATION

1. When you are registering (#11 on the registration instructions) and are on the page where you are reviewing your player’s personal information (Personal Information page), click on “click here to show photo or birth certification upload.”
2. Click on the box with a silhouette of a person’s head.
3. Click on the “browse” button in the pop-up box.
4. In the next box, go to where the picture is saved onto your computer.
5. Click on the picture and then on the “open” button.
6. In the next window, click on “OK”.
7. The picture will appear in the box where the silhouette of a person was.
8. Fill in the remaining information on the “Personal Information” page.
9. Click on the “Save” button at the bottom of the box.
10. If you have already registered your player and are going back to your soccer account to upload a picture, go to www.uyasa.affinitysoccer.com and enter your username and password that you used to register your player.
11. A Player Information page should pop-up. Click on the box with the silhouette of a person’s head and then follow instructions #3 through #7 above. Click on “Update” at the bottom of the page after you have uploaded the picture.