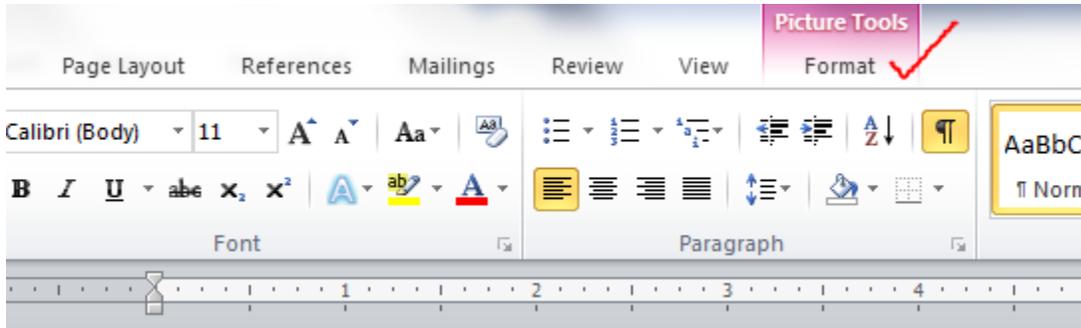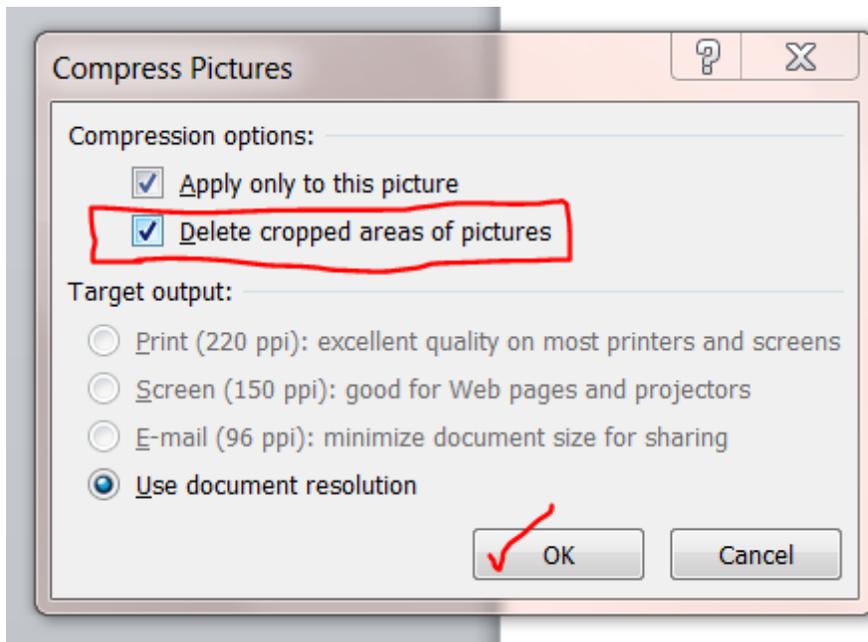## Adjusting pictures

Copy the photo to a Microsoft Word document.

Click on the photo to see the Picture Tools area on the upper toolbar (highlighted in pink). Click on "format".

Click on "crop" (far right of the page). Crop the picture to be a Passport Style Headshot (from the 4 sides, not the corners).

After cropping the picture, click on "Compress Picture". In the box that opens make sure the boxes for "Apply only to this picture" AND "Delete cropped areas of pictures" are checked. Click OK.

You can also click on the "Corrections" button to modify the contrast and brightness (has sun symbol above it).

You can modify the size of the photo by clicking and dragging on the small circle in one photo corners.

After you are finished modifying the photo, right click on the photo and "Save as Picture" (jpeg format). The photo will now be available to upload to a Player/Coach/Team Manager account.

To Add or Change a Coach or Team Manager picture:
Go into the coach's account from Club Tab, Coach's, click on the coach's ID number
First click "Detach Report"
If there is a picture in the account, remove the old picture, click save at the bottom of the page
Now click upload
Browse to the picture you want to upload
Upload the picture
Return to Coach
Click "Check Reports" to reattach the Background Check
CLICK **SAVE** at the bottom of the coach's profile page

To Add or Change a Player's Picture:
Go into the player's account from Club Tab, Players, click on the player's ID number
If there is a picture in the account, remove the old picture, click save at the bottom of the page
Now click upload
Browse to the picture you want to upload
Upload the picture
Return to Player
CLICK **SAVE Player** at the bottom of the player's profile page.