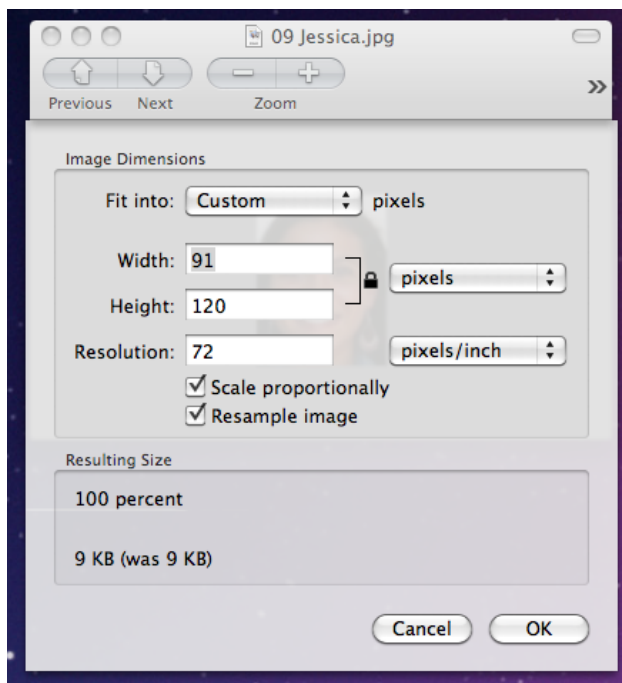


Directions for printing photos onto VYSA Passes. (For Mac users)

1. Before opening the 2011-2012 VYSA Database, start by placing all your player's and team official's digital photos in a folder on your Mac desktop.
2. All photos must be properly cropped as a headshot. Open photos on the Mac desktop and then go to Preview>Tools>Select Crop. Crop the photo to a headshot, as shown below. Once the photo has the correct headshot view, go back to Preview>Tools>Select Crop and hit the "Crop" command. This will lock the crop as shown below.

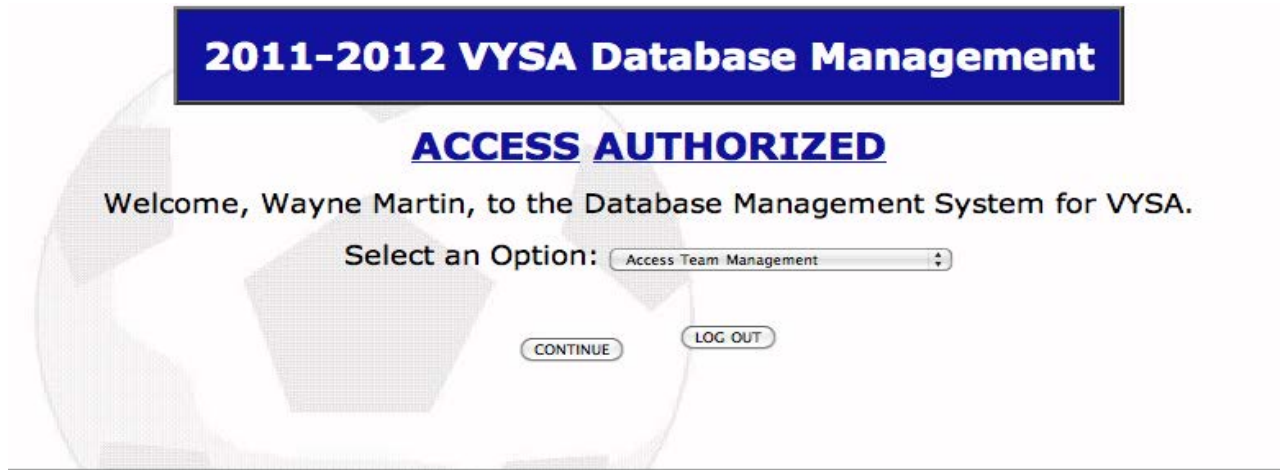


Once the photo is cropped, as shown above, it must be properly sized. The VYSA Database will not accept photos larger than 120 pixels in height and proportional in width. Click on your photo and then go to Preview>Tools>Adjust Size. Ensure the photo height is listed as 120 pixels and the "Scale Proportionally" option is selected. Adjust size within parameters and click "OK." Save the photo once correctly sized.



Directions for printing photos onto VYSA Passes. (For Mac users)

- Once all photos of players and team officials have been cropped, sized, and saved in a file on the Mac desktop, login to the 2011-2012 VYSA Database using your team username and password:



- Select "Access Team Management" and select "Continue" from the Step 3 screenshot above and then Select the "Team" option from the Team Main Page as shown below. This will give you access to all players and team officials.

Team Main Page

Data Type:

- CHOOSE
- Team
- Players**
- Officials
- Team Aides

(16 Records)

STAF Revolution 96G White
(372STAF96GW9665)

of Players Summary
 Active/Approved = 16
 Approved Transfers = 0
 Approved Adds = 0
 Pending Add/Transfers = 0
 Pending Releases = 0
 Total Players = 16

SELECT	Last Name	First Name	VYSA RM ID	Jersey #	Club	Team	League	Player Status Type	Age Group	Birthdate	Email	Gender	Category
					Chafford Area Corner	CTAF Revolution 96G							

Directions for printing photos onto VYSA Passes. (For Mac users)

5. Select one player or team official at a time and upload their cropped and re-sized photo from your saved file on the Mac desktop into the VYSA database, by following the on-screen prompts.

**STAF Revolution 96G White
(372STAF96GW9665)**

Select a Team Member to Upload a Photo

SELECT	Last Name	First Name	Virginia Youth Soccer Association ID	Team Member Type	Photo
<input type="radio"/>	Ammons	Madeleine	AMMONS960908MAD1	Player	
<input type="radio"/>	Bousquet	Leanne	BOUSQU960915LEA1	Player	
<input type="radio"/>	Curtin	Katlyn	CURTIN961018KAT1	Player	
<input type="radio"/>	Deluca	Sydney	DELUCA970421SYD1	Player	
<input type="radio"/>	Eby	Dakota	EBY##970416DAK1	Player	
<input type="radio"/>	Hablas	Samantha	HABLAS961113SAM1	Player	
<input type="radio"/>	Harrison	Lauren	HARRIS970524LAU1	Player	
<input type="radio"/>	Hernandez	Gabriela	HERNAN961204GAB1	Player	
<input type="radio"/>	Lessig	Kyle	LESSIG740410KYL1	Team Aide	
<input checked="" type="radio"/>	Martin	Jessica	MARTIN970127JES1	Player	
<input type="radio"/>	Martin	Leslie	MARTIN630811LES1	Team Manager	
<input type="radio"/>	Martin	Wayne	MARTIN630601WAY1	Coach	
<input type="radio"/>	Martin	Wayne	MARTIN630601WAY1	Primary Team Contact	
<input type="radio"/>	Meservey	Nicole	MESERV970530NIC1	Player	
<input type="radio"/>	Poppe	Peter	POPPE#650419PET1	Assistant Coach	
<input type="radio"/>	Portell	Claire	PORTEL970711CLA1	Player	
<input type="radio"/>	Reckard	Haley	RECKAR970202HAL1	Player	
<input type="radio"/>	Sanborn	Emily	SANBOR970303EMI1	Player	
<input type="radio"/>	Sullivan	Brianna	SULLIV970602BRI1	Player	
<input type="radio"/>	Tate	Sheila	TATE#970106SHE1	Player	
<input type="radio"/>	Wineinger	Kara	WINEIN970326KAR1	Player	

6. After selecting a player or a team official, then select the “Choose File” button as shown below.

Photo Upload:

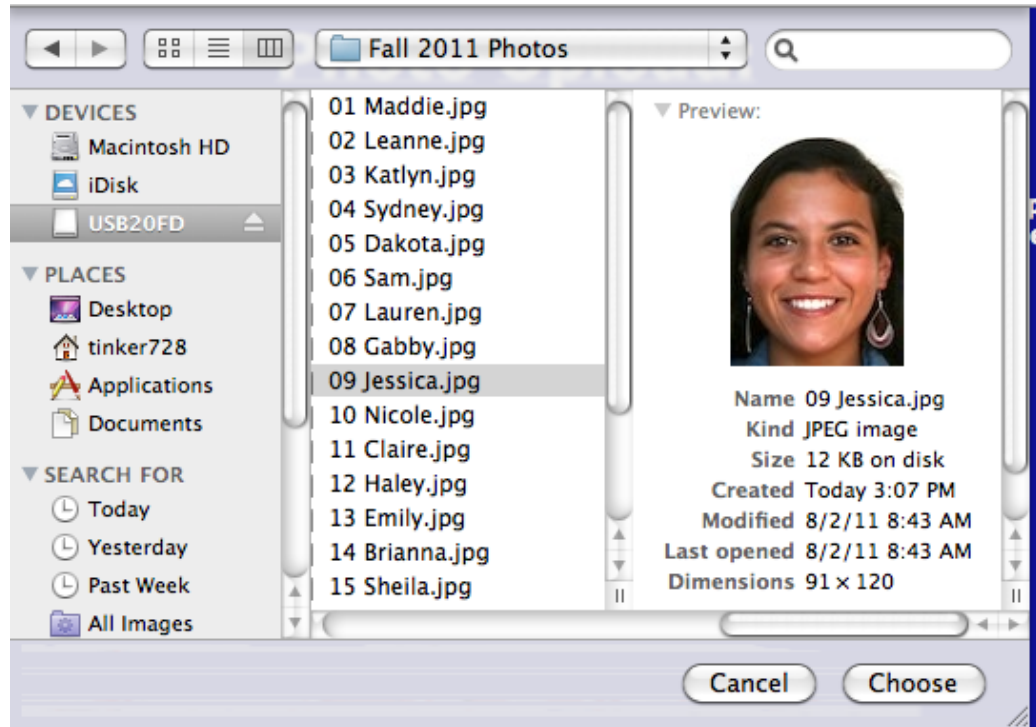
Instructions:

For best results, upload a photograph of yourself, facing forward. You may only upload jpg photographs. The photo size maximum is 1 1/4 inch tall (120 pixels) and 1 1/4 inch wide (120 pixels). The maximum file size allowed is 50KB.

File: no file selected

Directions for printing photos onto VYSA Passes. (For Mac users)

7. Locate the correct, matching photo from your saved file on the Mac desktop, and then select “Choose” as shown below.



8. The file name will then appear beside the “Choose File” button as shown below. Now select “Upload Photo.”



Directions for printing photos onto VYSA Passes. (For Mac users)

9. The following response is provided when all steps are completed correctly. If the photo is not properly cropped and sized before the upload step is attempted, it will not upload into the VYSA database.



10. Close the window and move on to the next player or team official until all have been uploaded. Once all player's and team official's photos have been uploaded into the VYSA Database, you are ready to print your player passes in two steps:

Step 1: Load a full player pass sheet into your printer and print the passes for the information on the front of the pass by following the prompts on the VYSA Database under "Print Passes."

Step 2: Reverse the sheet and print the photos on the back of the player pass by following the prompts.

Recommend users test their print functions and margins on a blank sheet of paper before printing on the actual player pass.