

# PLAYER PHOTO UPLOAD FORMAT

The photos that are loaded into the player account using the “upload photo” function within the GotSoccer database **ARE** the photos that will print on the player ID cards. These photos should be passport/headshot style photos with a CLEAR VIEW of the players face cropped **TOP OF HEAD TO BOTTOM OF CHIN, EAR TO EAR WITH A CLOSE UP OF THE FACE. See below:**

Here are some examples of actual photos  
In the database from previous seasons:



Here is what they are supposed to look like:



While we have seen a dramatic increase in properly uploaded photos, last seasonal year we still altered approximately 1700 photos out of 9300 players by deleting, re-cropping and re-uploading them into the system. This task takes an enormous amount of manpower during a very critical time and we are no longer able to allocate resources to this project.

Therefore, if a photo is not properly uploaded, it will be deleted and the entire team or possibly club could be put on a “**printing hold**” until such time the photo(s) are properly uploaded into the team account ALL photos can be uploaded, viewed and even fixed by logging into the team account but this must be done no later than 10:00pm July 24th. Should you have an issue uploading a photo please do not hesitate to contact us!



# MANAGER INSTRUCTIONS...

## How To Upload Photos in GotSoccer

Make Your Job Easier, Upload Player Pictures Into GotSoccer & They WILL BE PRINTED on the Player ID Cards

Want to save some time and have an easier check-in at the fields?

Tired of chasing players & parents gathering up pictures?

then...**UPLOAD YOUR PHOTOS!!** Learn How In 3 Easy Steps

**THIS YEAR ALL U11-U19 TEAMS: MANDATORY PARTICIPATION**

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**DEADLINE FOR UPLOAD: MONDAY, JULY 24<sup>th</sup> 10:00pm**

(All pictures should be uploaded by the team manager to ensure uniformity of photos - size, backdrop, etc.)

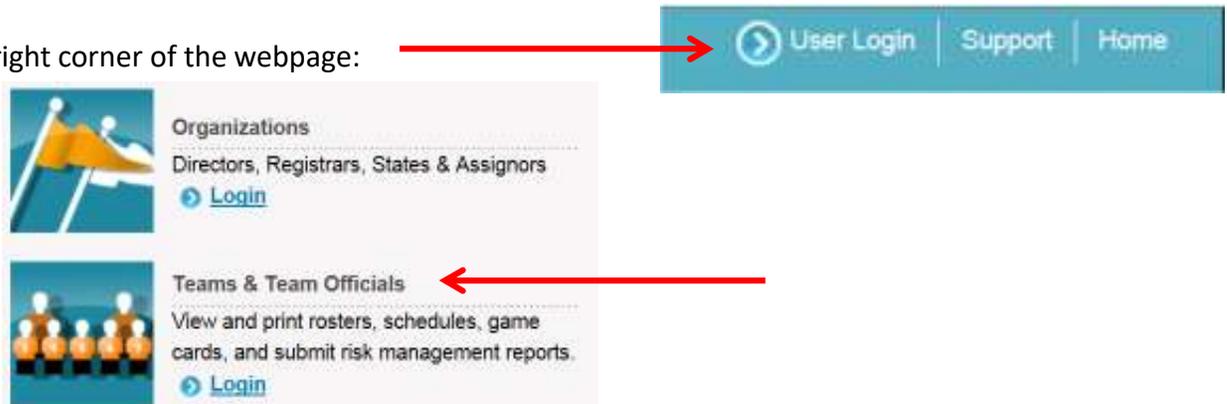
### FILE SIZE:

The GotSoccer website suggests that you use .jpeg or .gif files recommended smaller than 500KB. Most digital cameras produce a bigger file. If you open the file with a common MSOffice application you will be able to *"COMPRESS or RESIZE" and "CROP" the picture. Then be sure and save your work!*

### Picture Uploading Procedure

#### Step 1: Log into GotSoccer

1. Go to [www.gotsoccer.com](http://www.gotsoccer.com)
2. Select the USER LOGIN in the top right corner of the webpage:
3. Log into TEAMS / TEAM OFFICIAL



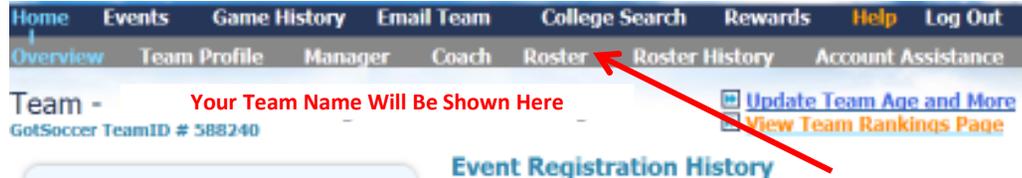
## Step 1 cont: Complete Login

- Log into your TEAM ACCOUNT using the Username and Password provided by **YOUR CLUB REGISTRAR**  
If you are an independent team please contact WDDOA at 512-278-9898



## Step 2: Update or Add Player Photos

- Select ROSTER (on grey menu bar)



After the roster tab has been selected, photos will appear as thumbnails in the “photo” column of the primary roster. If a photo has already been uploaded by a parent and you want to replace it, you can delete and upload another photo. If the photo is acceptable (appropriately sized, clear view of the players face, etc) you may wish to leave it loaded as is. Photo should be an **in-focus portrait (passport / headshot style)** in order to be acceptable.

Player’s face should be shown from **TOP OF HEAD TO BOTTOM OF CHIN, EAR TO EAR**

- Select a player by first or last name from the list and click on it. This will bring up the player record
- Select UPLOAD (if the player has no photo loaded) and follow prompts or the DELETE/CHANGE button beneath the PLAYER PHOTO



## Step 2 cont: Update or Add Player Photos

4. Browse for the file, once found, UPLOAD IMAGE

Upload Photo

Player Name & Number Will Be Shown Here

Upload a .jpg or .gif file from your computer:  
1 MB maximum file size. (500 KB or less is recommended.)

Browse...

Upload Image Cancel

## Step 3: Verify Your Work

1. You should see the photo on the next page. If not, click the delete button and do it again. Note: Sometimes the system takes a little time to refresh /display the new photo (especially if you have clicked the “change” button) so give it a little time before you repeat the process.



**IMPORTANT NOTE: Once the official roster is generated, the photo upload option is disabled.**

### **U11-U19 TEAMS: MANDATORY PARTICIPATION**

It is MANDATORY that all player photos be loaded into GotSoccer by Monday, July 24<sup>th</sup> 10:00pm. We suggest that **ONLY** team managers upload photos into the player accounts but remember parents have the ability to change the photo as well so please make sure that they understand not to alter the image as this will affect their player's ID card.