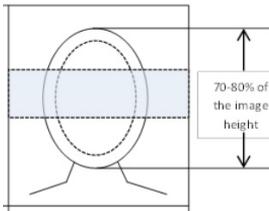**PLEASE NOTE THAT ACCREDITATION WILL ONLY BE ISSUED TO THOSE PARTICIPANTS WHO HAVE SENT THEIR HEADSHOT PICTURES. NO ACCESS TO FIELD OF PLAY WILL BE POSSIBLE WITHOUT ACCREDITATION.**

## 01
## HEADSHOT GUIDELINES



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|---|---|
| **Summary** | A headshot is needed for all participants who will need access ot the Field of play (athletes and coaches). The headshots will be used on our new accreditation cards which participants will need to keep with them during the event.<br><br>We highly suggest taking a headshot picture of all your participants at the same time using a simple cell phone, which will provide ample quality. This will ensure consistancy across the pictures, will give you control over background and will make things much easier than having to hunt down a picture from everyone. |
| **Size and format** | • In colour (avoid black and white if possible)<br>• Minimum size of 425x566 (most cell pictures will be much larger than this)<br>• Portait orientation (vertical)<br>• **Format *.jpg**<br>• You should ideally aim to have the face of the participant take up about 70%-80% of the image height. We are also able to crop the picture in the system, so pictures taken from a bit further away are ok. |
| **Other considerations** | • if possible, taken against a plain white, light grey or light cream background<br>• free from shadows<br>• taken in full-face view directly facing the camera, chin and shoulders must be visible<br>• smiling is ok and even encouraged!<br>• taken with the eyes open looking straight at the camera and clearly visible (with no sunglasses or tinted spectacles, and no hair across the eyes)<br>• in sharp focus and clear<br>• of each person on their own (no objects, chair backs or other people visible) |
| **Labelling** | **Headshot_ClubName_AthleteLastName_AthleteFirstName.jpg** |

## 02
## SUBMISSION

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|---|---|
| **Dropbox File Request** | All files must be submitted through a Dropbox File Request, using the link below:<br><br>*https://www.dropbox.com/request/iN9JWBHNsTJcBespqJ51*<br><br>Note that you will not be able to see or modify your files once they have been uploaded. |
| **Labelling & uploading by folders** | If you are comfortable doing this, we would very much appreciate if you could put all your files in one folder, labeled **ClubName_Headshots**, and drop this folders into the Dropbox File Request. This would save a bunch of filing work on our end! |
| **Deadline** | As soon as possible, **but before Saturday, April 30, 2022**. |