

# HOW TO SUBMIT A DIGITAL IMAGE TO FOR THE PLAYER REGISTRATION SYSTEM

**ALL PLAYER IMAGES MUST BE IN COMPUTER FILE FORMAT AND NOT PRINTED HARD COPIES OR SET INTO ANY SORT OF DOCUMENT FILE INCLUDING MICROSOFT WORD OR POWERPOINT**

All players images must be taken using a digital camera, please do not scan photo booth photos and send them in. The image file name should be replaced with the players name, (First name and then surname only).

The images for that team should then be placed into a folder, using the team name as a folder name.

This folder along with any other teams folders from your club should then be cut on to a CD and sent to the league so that the images can be processed on to a plastic registration card.

Below are examples of how the image that you submit should look.

## THE EXAMPLE BELOW IS CORRECT



The picture on the left is how the image should look of the player.

We need enough room around the subject to ensure that we can manipulate the image into the size required for the player registration card.

Make sure you do not get too close, too far away, not hats or glasses should be worn and you should ensure that there is no bright light behind or in front of the player. We just want a **NORMAL PHOTO**.

## THE EXAMPLES BELOW ARE NOT CORRECT



The image on the left has the subject too far away from the person who is taking the picture. The player needs to come nearer to the picture taker.



The image on the left has the player far too near to the picture taker. We do not require a passport photo from you, only a **NORMAL** photo as the one above.



The image on the left has a bright light behind the player. As you can see you cannot see the features of the player and the image is of no use to anyone.



The image on the left has the player wearing a hat and glasses. If the player wears glasses to play in, that is OK, otherwise, **NO HATS and NO GLASSES**.

**DO NOT COPY AND PASTE YOUR IMAGES INTO A DOCUMENT, THIS IS NOT HOW WE REQUIRE THEM. IF IN DOUBT ASK, IF YOU GET IT WRONG, YOUR IMAGES WILL BE RETURNED TO YOU**

***GIVE THE JOB TO SOMEONE WHO KNOWS HOW TO DO IT,  
THERE WILL BE SOMEONE IN YOUR CLUB WHO CAN DO THE  
JOB, SO ASK THEM RATHER THAN GETTING IT WRONG***



# DEVON COUNTY FOOTBALL ASSOCIATION PLAYER REGISTRATION SYSTEM

This fully completed registration document with a CD containing digital photo files MUST be returned to The DCFA as soon as possible

Please complete this form in BLOCK CAPITALS only!

Name of League: .....

Full address, including Town, City and Postal Code must be stated for each player.

Club Name:	Team Name:	Age Group:
------------	------------	------------

**Player Detail:** (Please complete this section in full.)

<u>System ID: (Leave Blank)</u>	<u>First Name:</u>	<u>Surname:</u>	<u>Date of Birth:</u>
.....	.....	.....	.....
<u>Address</u>			<u>Post Code:</u>
.....			.....
			Digital photo file supplied? <b>YES / NO</b>

**Player Detail:** (Please complete this section in full.)

<u>System ID: (Leave Blank)</u>	<u>First Name:</u>	<u>Surname:</u>	<u>Date of Birth:</u>
.....	.....	.....	.....
<u>Address</u>			<u>Post Code:</u>
.....			.....
			Digital photo file supplied? <b>YES / NO</b>

**Player Detail:** (Please complete this section in full.)

<u>System ID: (Leave Blank)</u>	<u>First Name:</u>	<u>Surname:</u>	<u>Date of Birth:</u>
.....	.....	.....	.....
<u>Address</u>			<u>Post Code:</u>
.....			.....
			Digital photo file supplied? <b>YES / NO</b>

**Player Detail:** (Please complete this section in full.)

<u>System ID: (Leave Blank)</u>	<u>First Name:</u>	<u>Surname:</u>	<u>Date of Birth:</u>
.....	.....	.....	.....
<u>Address</u>			<u>Post Code:</u>
.....			.....
			Digital photo file supplied? <b>YES / NO</b>

**Player Detail:** (Please complete this section in full.)

<u>System ID: (Leave Blank)</u>	<u>First Name:</u>	<u>Surname:</u>	<u>Date of Birth:</u>
.....	.....	.....	.....
<u>Address</u>			<u>Post Code:</u>
.....			.....
			Digital photo file supplied? <b>YES / NO</b>