ID PROCESS OVERVIEW

1) PHOTOS

- a. Associations should take **HEADSHOT** photos of ALL players and coaches (Admins)
 - i. Each photo (headshot) should be similar to a DMV photo
 - ii. Headshots need to be clear, facing forward, eyes open, no shadows
 - iii. Each headshot needs to be in front of a solid, clean, white background
 - iv. Headshots cannot contain anything on the head/face (hats, do-rag, masks, etc.)
- b. Any picture that cannot 100% clearly identify the participant and does not meet these requirements should be discarded. Non-conforming photos will not be issued an ID and NO ID, NO PARTICIPATION!!
- c. Photos should be exported and stored in a secure location. Files should be organized & named by; last name, first name, DOB (year.month.day). Ex. Smith-Joseph-2010-10-01

2) ROSTERS

- a. Players and Admins (Coaches) should to be added to Affinity
- b. Players and Admins (Coaches) should then be assigned to team rosters
- c. All players must be age/weight eligible for their level
- d. All players must have a jersey number assigned to them
- e. All admins (coaches) must have taken Heads Up Football Training (confirm with Date)
- f. All admins (coaches) must have had backgrounds completed (status changed to "accepted") with an expiration date through end of the season (through end of year).
- g. Once rosters are complete they are ready be to activated and LOCKED.
- h. Associations should contact VP of IT or SECRETARY and we will activate rosters.
- i. Rosters for ALL teams in the association will be exported to Cloudbadging at one time.

3) CLOUDBADGING

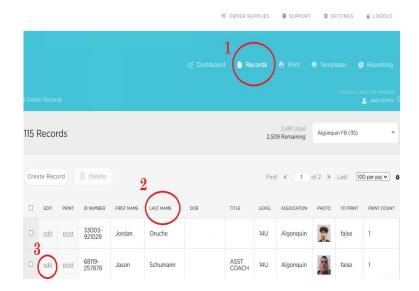
- a. Once rosters are complete and exported to Cloudbadging, programs will be allowed to add photos for all eligible players and coaches.
- b. Teams may only add photos, not add, edit or change any of the fields or data. There is a record of exactly what was uploaded and violators will be subject to severe penalties.
- c. All photos should be cropped in Cloudbadging so that only a HEADSHOT remains
- d. Any player or admin (coach) that is requested to be added AFTER teams have been exported to Cloudbadging MUST follow the GOOGLE DOCS/FORMS process which will require a compliant photo as part of the doc review. This will be done on a first come, first served basis as time permits.

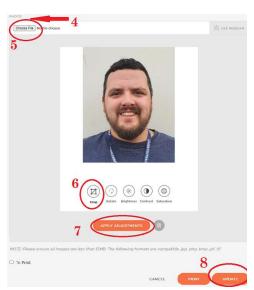
4) IDs

- a. Association makes VP of IT aware that all photos are complete and IDs are ready to print
- b. Eligible IDs will be printed and given to Football Commissioners for Certification
- c. Late roster adds will go through the google forms/docs site and IDs will be printed and participants will still need to be certified IN PERSON with that program's Commissioner

CLOUDBADGING 101

- 1) Once logged in, click "Records"
- 2) Sort by "Last Name" (makes finding records easier)
- 3) Find participant looking to upload and click "Edit"
- 4) Scroll down to **PHOTO** section
- 5) Click "Choose File" to upload and select photo
- 6) Once uploaded, select "CROP" to zoom in and crop photo
- 7) Click "Apply Adjustments" to show any editing changes
- 8) You must click "UPDATE" when complete to save changes





EXAMPLE OF PROPER CLOUDBADGING CROP LEVEL





CROP TO HERE







