

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

The screenshot shows the CloudBadging interface. On the left, the 'Records' tab is selected (1). The table lists participants, with 'LAST NAME' selected as the sort order (2). The 'edit' button for the first participant is circled (3). On the right, the 'PHOTO' section is shown. The 'Choose File' button is circled (5), and the 'CROP' button is circled (6). The 'APPLY ADJUSTMENTS' button is circled (7). The 'UPDATE' button is circled (8).

	EDIT	PRINT	ID NUMBER	FIRST NAME	LAST NAME	DOB	TITLE	LEVEL	ASSOCIATION	PHOTO	TO PRINT	PRINT COUNT
<input type="checkbox"/>	edit	print	33003-921029	Jordan	Oruche			14U	Algonquin		false	1
<input type="checkbox"/>	edit	print	68119-257878	Jason	Schumann		ASST COACH	14U	Algonquin		false	1

EXAMPLE OF PROPER CLOUDBADGING CROP LEVEL

