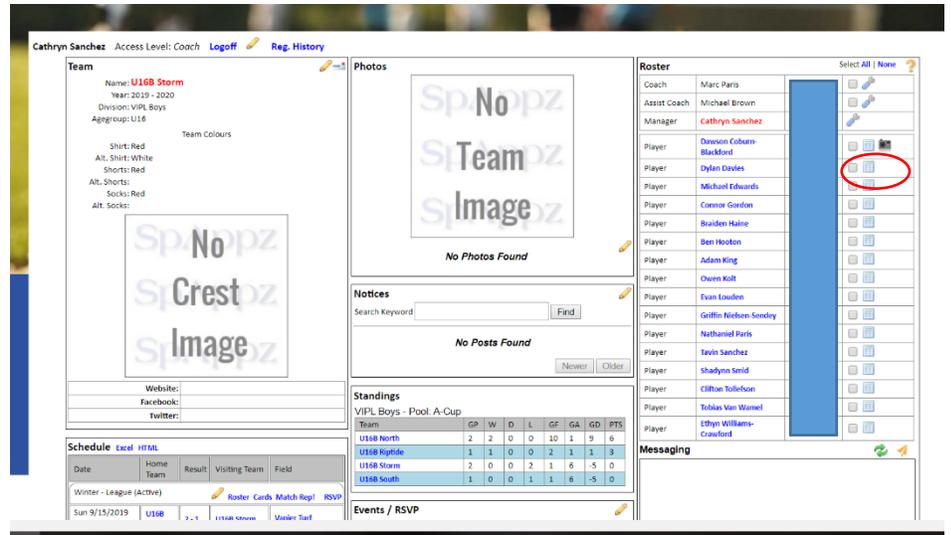# Uploading player photos and generating electronic ID cards for your match in the UISA software
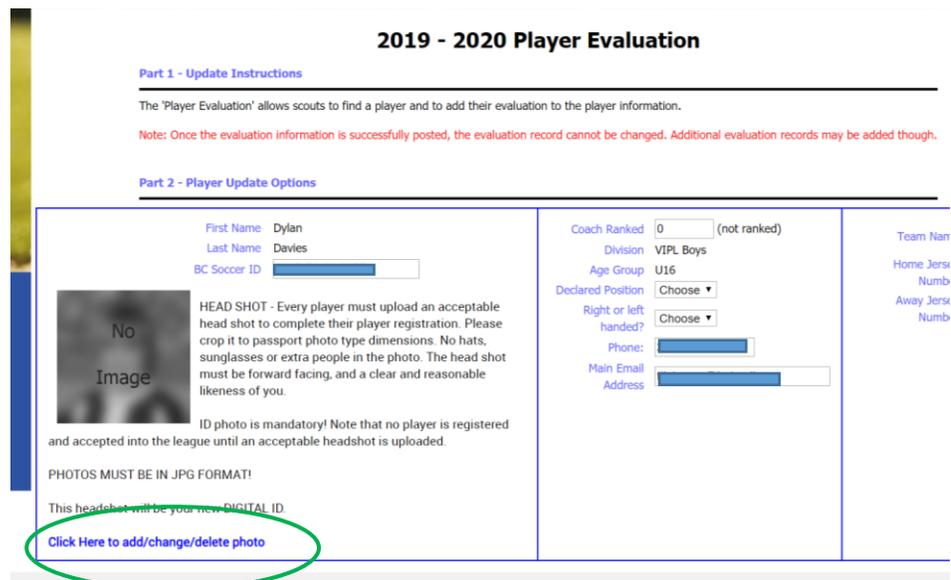
Player families may each upload their own headshots, or team staff can take on this job for the whole team after logging in to the Team page with their staff credentials

Click on the player eval icon for the player whose photo you are uploading (red circle)

The player Eval window opens.

Click on the link to add/change/delete photo (green circle)

The player photo update window opens.

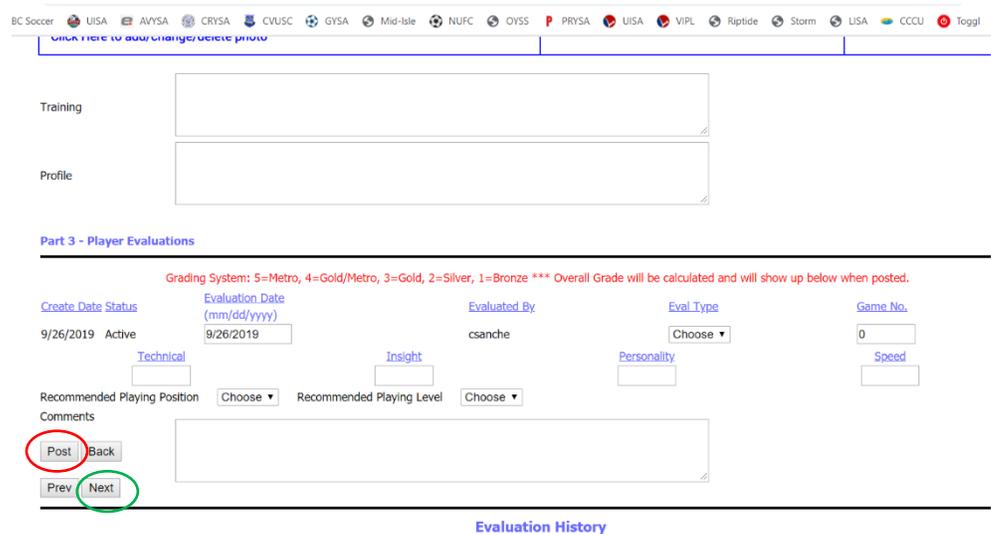Click Choose File to select your image, then Upload.

Adjust rotation if needed, then press Done to return you to the Player Evaluation window.

Very Important!

Make sure your work is saved – scroll down to the bottom of the Player Evaluation Window, and click Post (red circle) to save your changes!!

If you are uploading images for the whole team, click Next (green circle) to move to the next player on the roster

Remember, all your team staff will need headshots too!!

On game day (or the day before) team staff can download the game-specific list of ID cards for their match. Teams should use the game RSVP function in the software to get a list of cards and a game day roster that shows available players only. Once we bring discipline and permits into the software system, we will also

be able to clearly indicate suspended players on the cards, and include permitted players from other VIPL teams and potentially UISA Tier 3 teams in the electronic ID card list for each game.

To Use the game RSVP function for a match, click on the RSVP link displayed above your match on your Team Page schedule (red circle)

The RSVP window for your match opens.

Click the small select all box at the top of the team list to choose all players (green circle) and if you wish, include a note to the team in the box at the bottom of the page.

Click Send RSVP (green square) to message all players requesting their response.

Alternatively, team staff can enter RSVP responses on behalf of players by selecting the player name(s), then using the Accept/Decline/Maybe buttons to update their availability status.

To get ID cards from the software, click on the Cards link displayed above your match on your Team Page schedule (red square above) and Download the file. It is recommended/expected that you do this on your phone, so that the up-to-date cards can be displayed electronically for the ref at the field. A pdf called idcards will be created on your device, with the first page indicating the game that the cards are valid for.

Note: Although the ID cards are fully electronic, we will be continuing with printed game day rosters as our game sheets for this season.