INSTRUCTIONS FOR FORMATTING/EDITING WTF GMS PHOTO ID

- The photograph must be a passport-style head shot of the member, suitable for use on the WTF GMS card. The photograph must be **in colour with a white background**.
- The photo should be neatly cropped, not exceeding borders.
- The image MUST be **236x295** **in size**. (check photo properties by right clicking on photo)
- The image file must be saved in an **individual** **JPG** format.
- The image file name must be corresponded to the name of the athlete and the word photo.
  (Ex : Athlete name 'Tom Cruise', Image file name 'Tom_Cruise-photo.jpg')

PHOTO SPECIFICATIONS

No opening the mouth or smiling
Le sujet ne doit pas ouvrir la bouche ou sourire

No portrait style, face must be square to camera
Le sujet doit présenter son visage face à l'objectif.
La tête doit être droite

Background not plain light grey or cream
Le fond doit être uni gris clair ou crème

Hats are not permitted
Les chapeaux ne sont pas autorisés

Face too small
Le visage est trop petit

Hair covering the face is not permitted
Le visage ne doit pas être caché par les cheveux

Dark glasses are not permitted
Les verres teintés sont interdits

The spectacles cover the eyes
Les lunettes masquent les yeux

The photograph contains more than one person
La photo contient plus d'un visage

The image is poor quality and blurred
La photo est floue et de mauvaise qualité
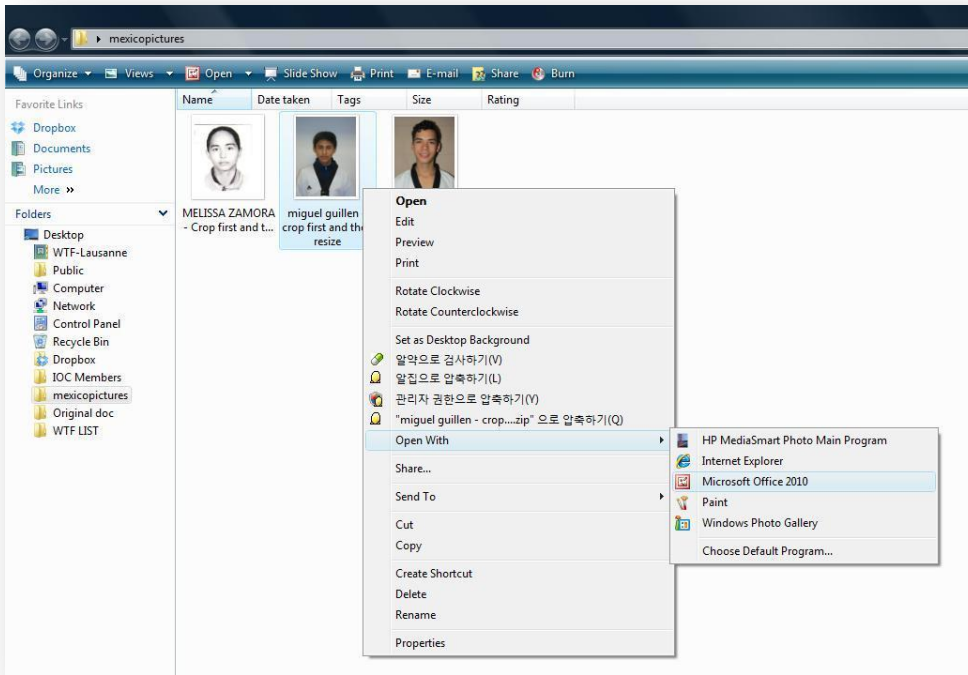
Incorrect colouring of photograph
Les couleurs de la photo n'apparaissent pas clairement

Subject too close
Le sujet est trop prêt

INSTRUCTIONS FOR CROPING AND/OR RESIZING ID PICTURES

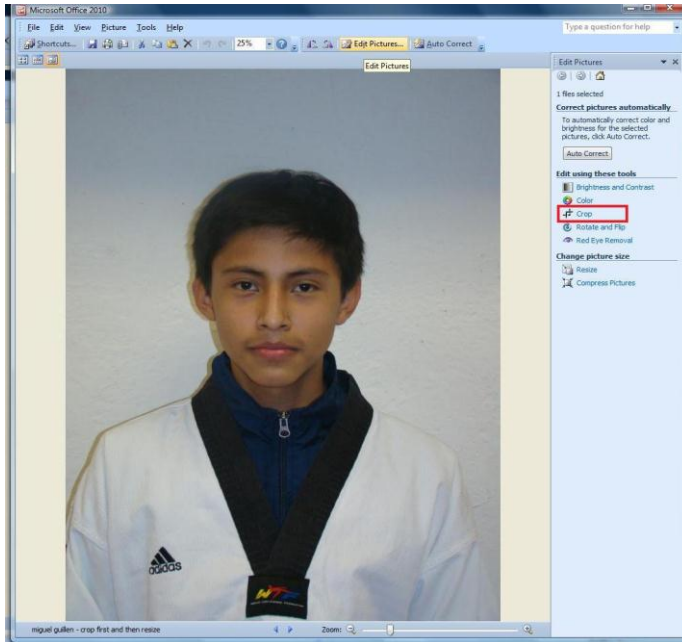**Option 1. Crop & Resize: 'Width and/or Height' is over 236 x 295 pixels**

1) Click on the right mouse button and Choose '**Open with'** then Click on '**Microsoft Office**'.
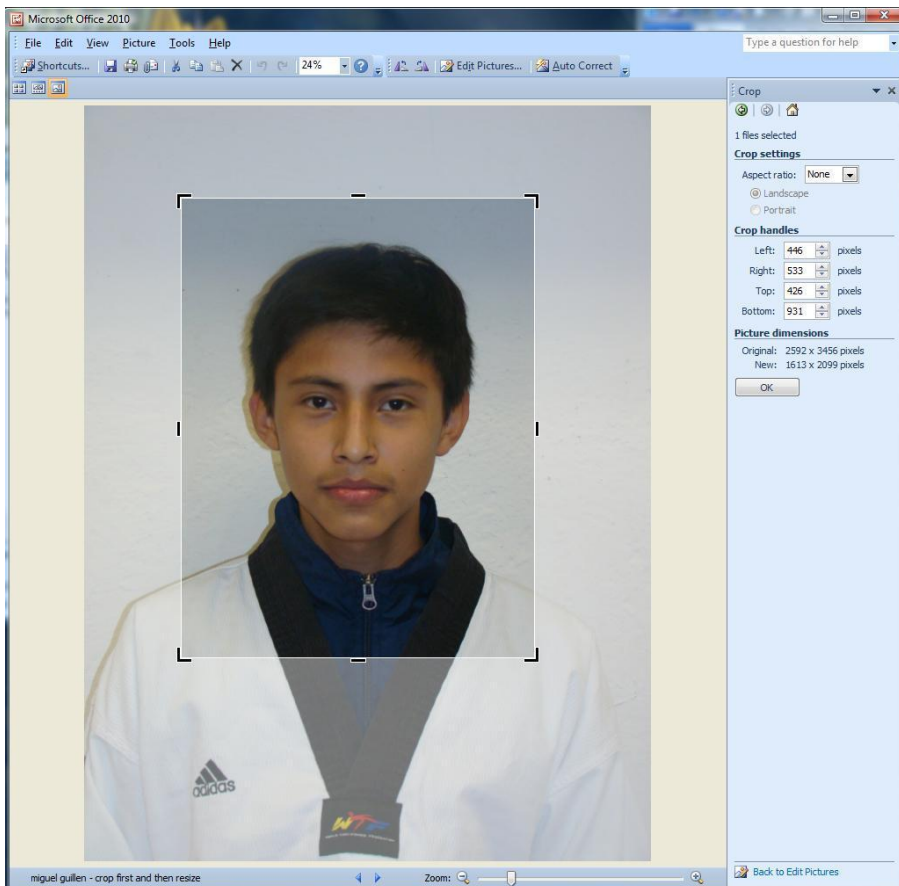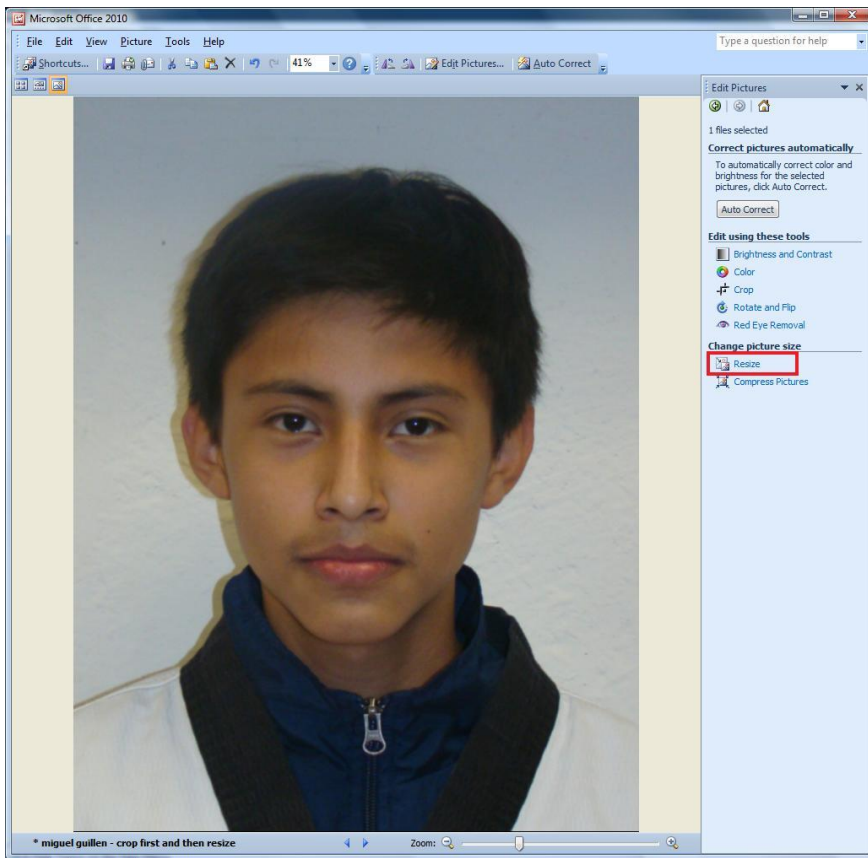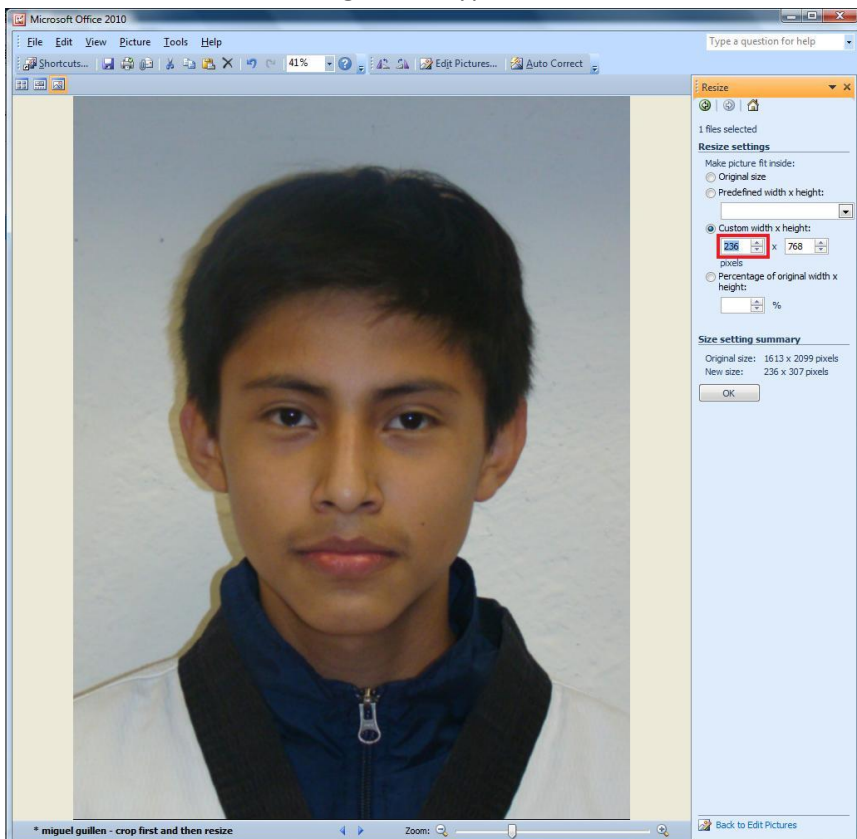

2) Click on '**Edit Pictures'**.
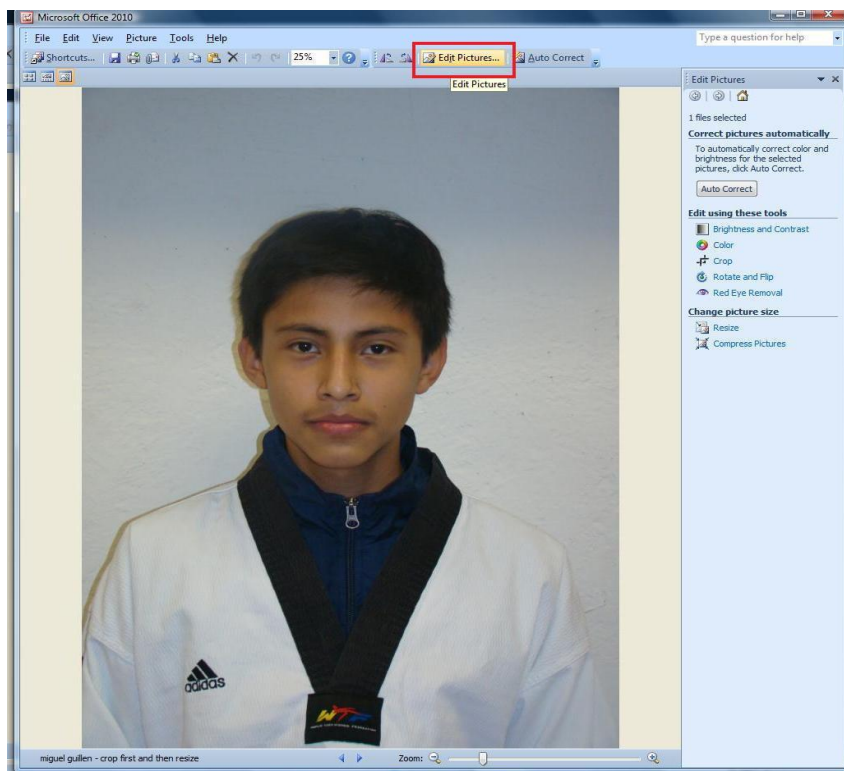
3) Click on '**Crop'** button.

4) Cut out extra space then Click on '**OK'** button.

5) Click on '**Edit Pictures'** and Click on '**Resize button'.**

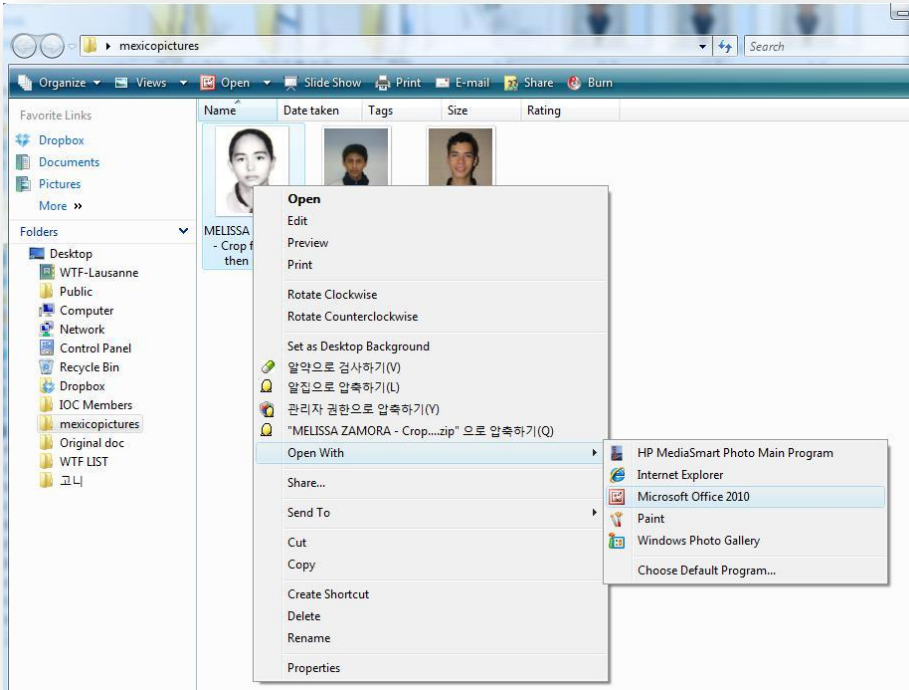6) Choose '**Custom width x height'** and type '**236'** on the blank for width.

7) Click on OK button then their '**New size'** will be changed.
8) Go back to Crop section.
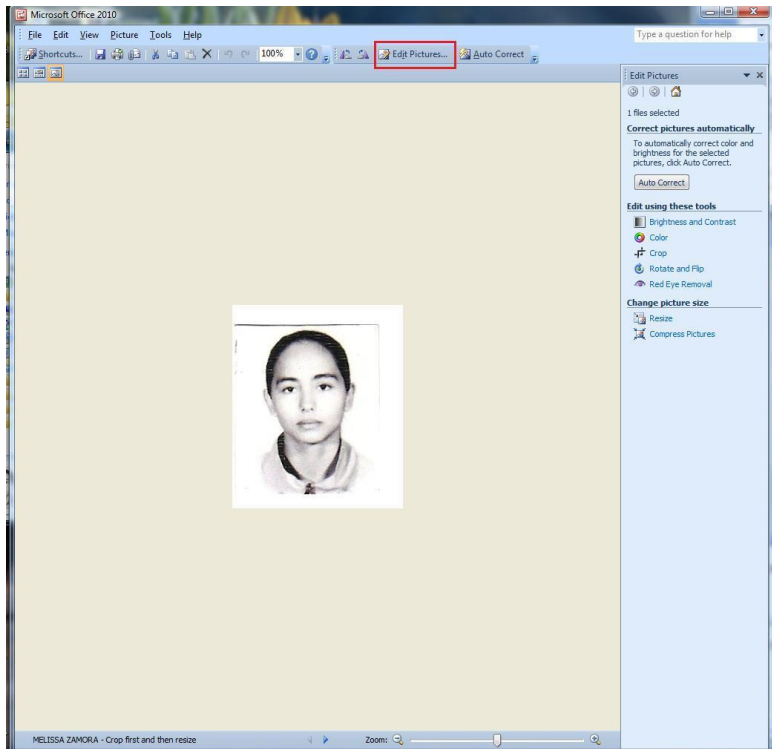9) Cut out space to fit in **'236 x 295'** then Click on **'OK'** button.
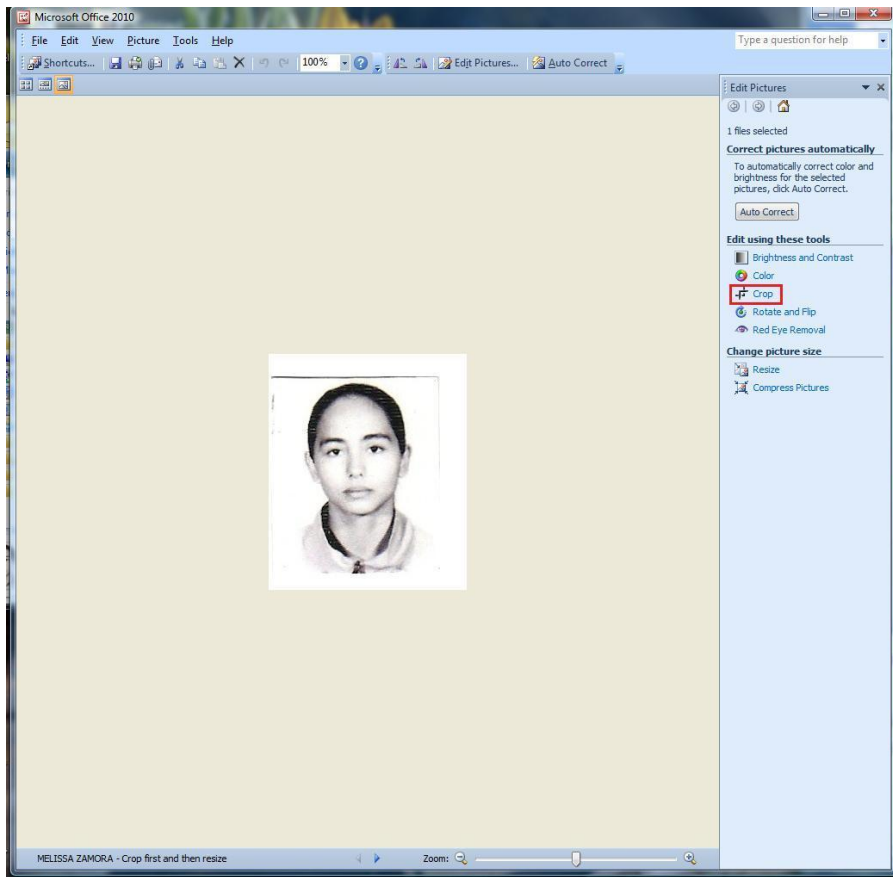

10) Then Save it.

1) Click on the right mouse button and Choose '**Open with'** then Click on '**Microsoft Office**'.

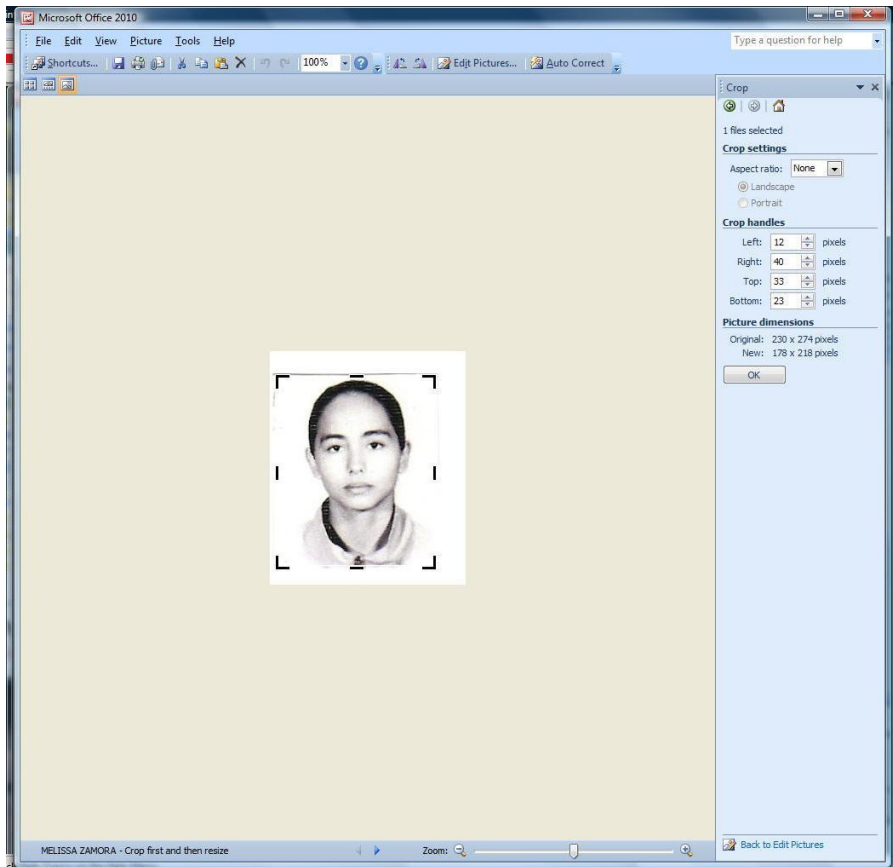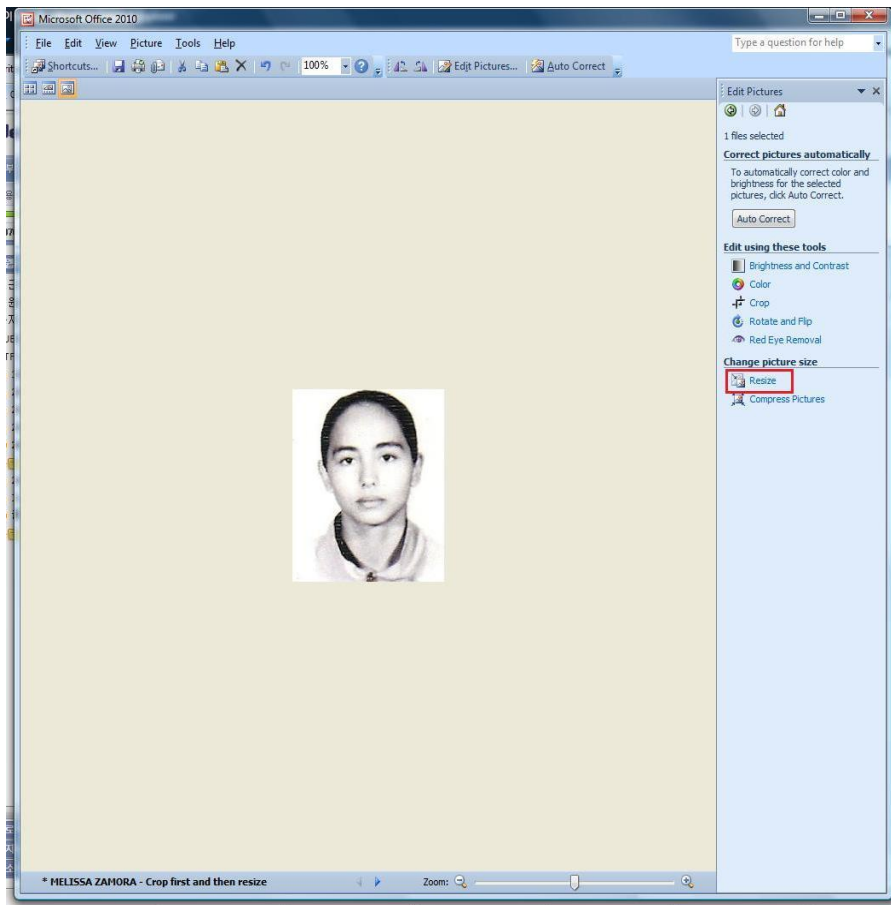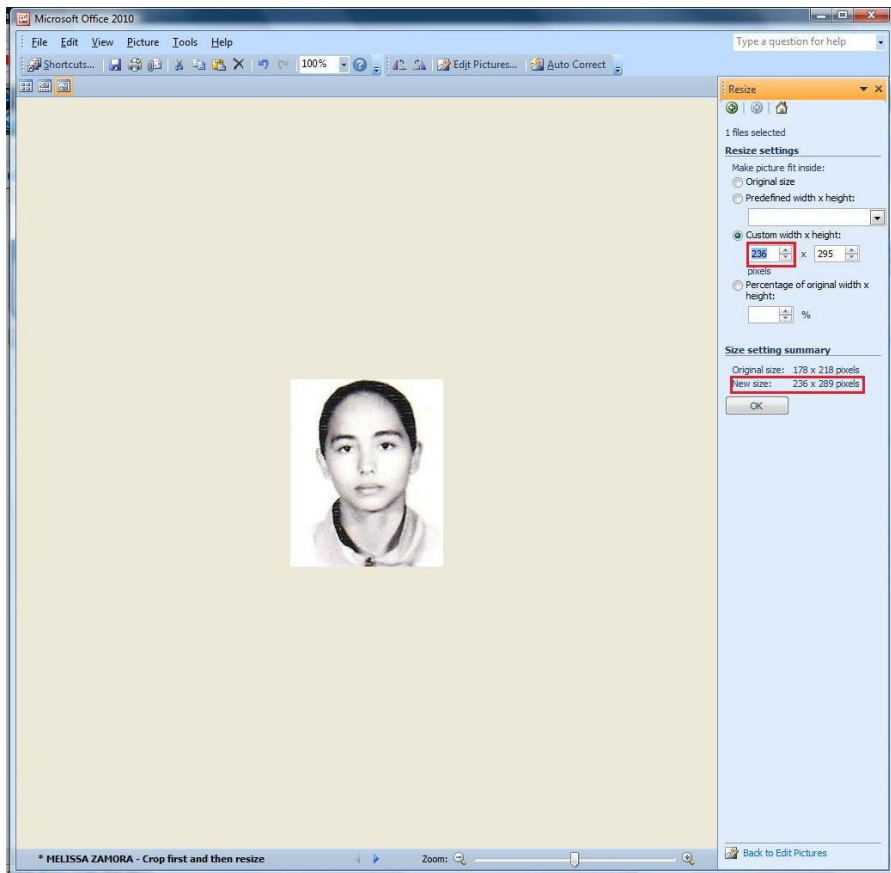
2) Click on '**Edit Pictures'**.

3) Click on '**Crop'** button.

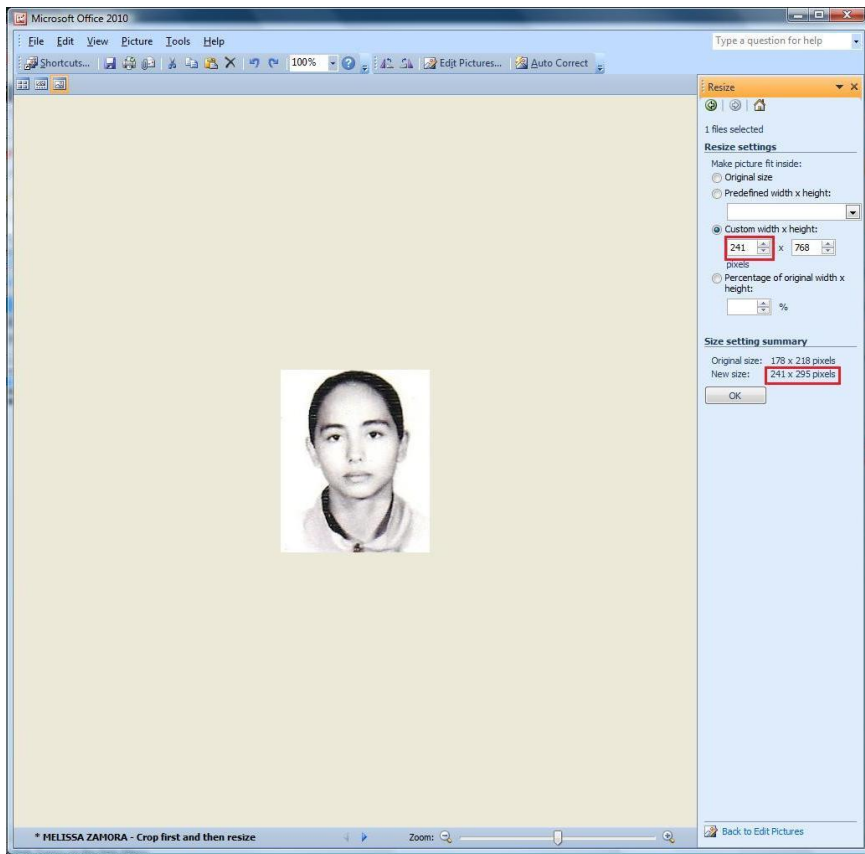4) Cut out extra space then Click on '**OK'** button.

5) Click on '**Edit Pictures'** and Click on '**Resize button'.**

6) Choose '**Custom width x height'** and type '**236'** on the blank for width.
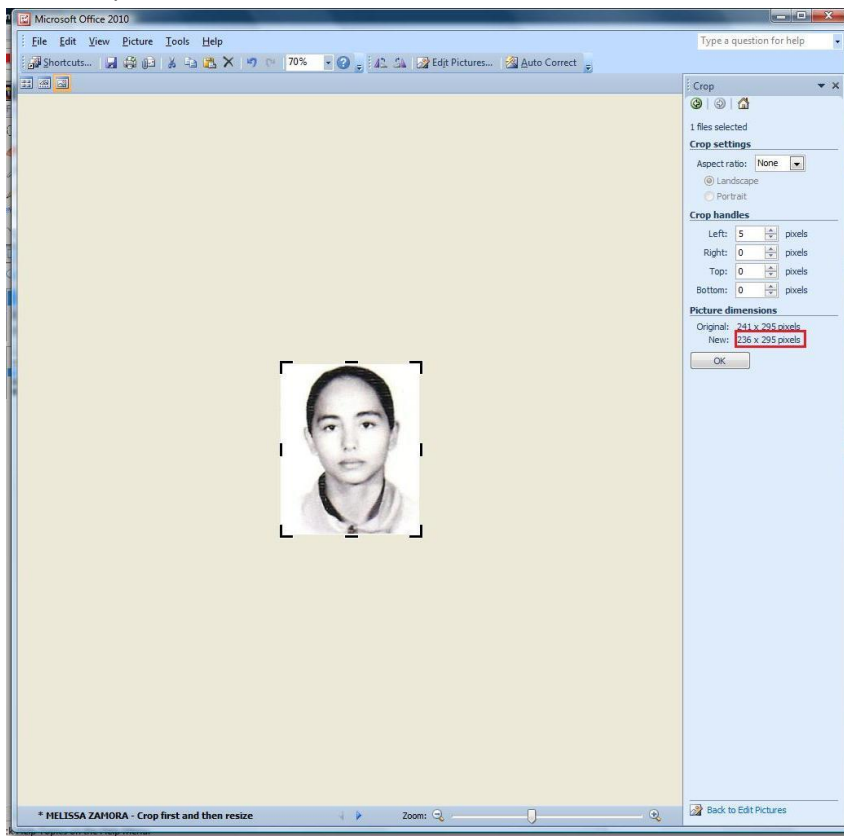
7) If the height is changed to less than '**295'**, put a number greater than '**236'** on the width blank.

8) Go back to '**Crop'** section.
9) Cut out space to fit in **'236 x 295'** then Click on **'OK'** button.

10) Then Save it.