Camp photo procedure

Camp photos will generally be taken either by Regional Coordinators (RC) or Remote Site Supervisors (RSS). If you are a Supervisor at a site with an RC, you may have to take photos if the RC missed them.

3 steps:

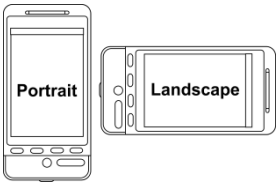
1. Taking Photos
2. Convert & rename photos
3. Emailing photos

1) Taking photos:

Photos should be taken only in the mornings (between 9am - 12noon) as some campers only register for morning sessions. Photos should be taken Monday, Tuesday or by the latest Wednesday.

- **GROUP photo** (includes ALL campers and staff)
- **INDIVIDUAL photos**
    1. All campers who pre-ordered a digital photo (need to take individual photos every week the camper attends)
    2. Any campers/families who wish to purchase a digital individual photo onsite.
    3. Individual photos can be just the camper, the camper with sibling(s) or the camper with friends.

Important notes:



- **DO NOT** take individual photos of every camper, just one's who ordered digital photos.
- Ideally, GROUP photos should be taken in landscape orientation and INDIVIDUAL photos taken in portrait orientation, however, some exceptions can be made if it works for the photo.
- Send only 1 copy of each photo. Do not send several variations of the same photo/pose. If you take multiple photos, review and choose the best one you wish to send us.
- What makes a good photo:
    - Campers/staff facing the sun
    - Hats & sunglasses off
    - Staff in dress code
    - Campers & staff close together
    - Creative theme poses
    - even margin around subjects
- Avoid:
    - Insisting on certain poses that doesn't show well on camera
    - Too far away
    - Lying down or can't see faces
    - Sunglasses or hats on
    - Facing away from the sun
    - Under a tree or shade
    - Someone avoiding being in the photo
    - Staff not in dress code

2) Convert & Rename photos:

If sending photos directly from camp site, you may have to skip to STEP 3. If you are sending from home, please follow these steps where possible:

- We need all photos to be in jpg or png format….DO NOT SEND in HEIC file format which is a 'live' photo (you may need to convert from HEIC to JPG or disable the 'live' photo option on you phone).
- Download and rename each photo
    - For group photos, rename to 'group.jpg' or 'Guelph group.jpg' (obviously use your camp location name)
    - For individual photos, rename to the campers first & last name (ie. jeff bryer.jpg)

3) Emailing photos:

- Email **ALL** photos to jeff@royalsoccer.com
- Email photos the same day that they were taken
- Ensure photos are 'full files' not thumbnails or reduced file sizes
- Based on the size of your files, ideally, do not send emails containing more than 8 Mb of data. For example, if each of your photos are 2Mb in size, only send 3-4 photos at a time.
- In the subject line, put your camp location name (and if there are multiple emails to send, state 1 of 2, or 2 of 2, etc)

If sending photos from a cell:

- Email photos 1 at a time in separate emails
  - Subject line should reflect the name of the photo (ie. full name of camper or group)
  - identify either in the subject or body of the email what location you are from
- Send the photo in 'actual size' or the largest file size you can. Do not send small file sizes or thumbnails as they are unprintable.