EZVolunteer

VOLUNTEER PHOTOS
Improving security and engagement

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K12 Community Engagement Solutions

Photos - Where To Start

- Registered volunteers have name badges, which can include photos

- Photos are added from your volunteer list. Start by clicking on the LName (Last Name) of the volunteer to edit their record.

Options For Adding A Photo

Volunteer - Stage Support

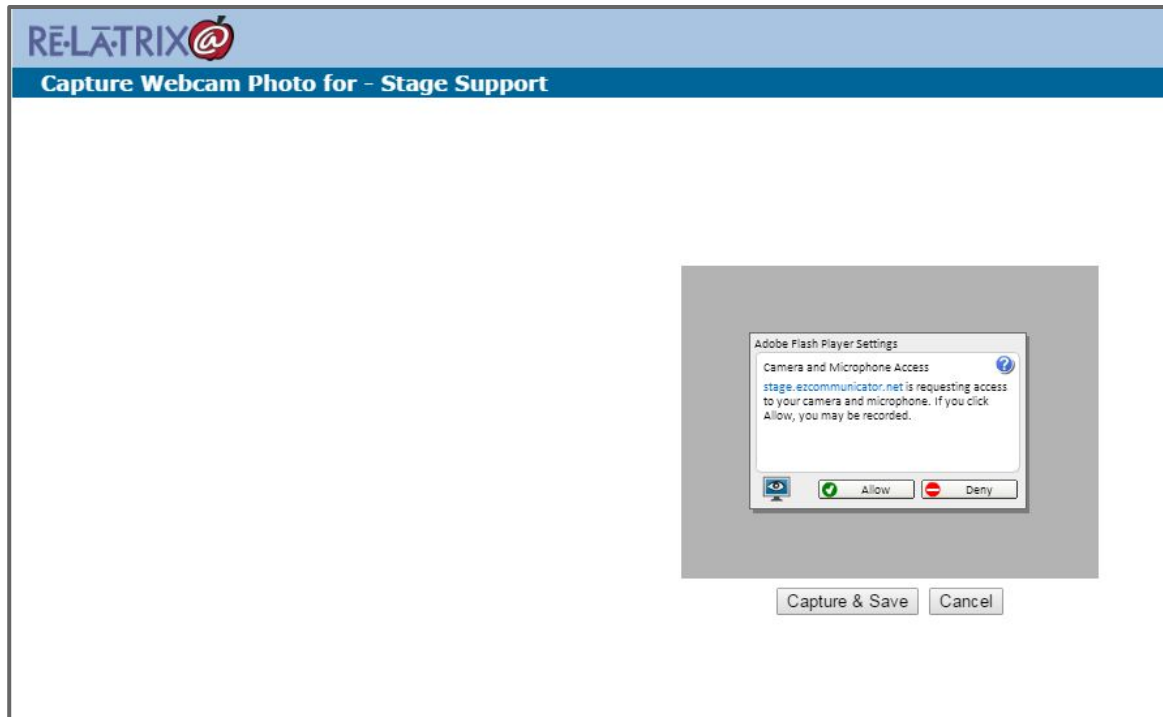Camera | Upload | Print Badge | Delete

Account Information

- You can take a photo from an attached webcam on your computer
- You can upload a photo from your PC
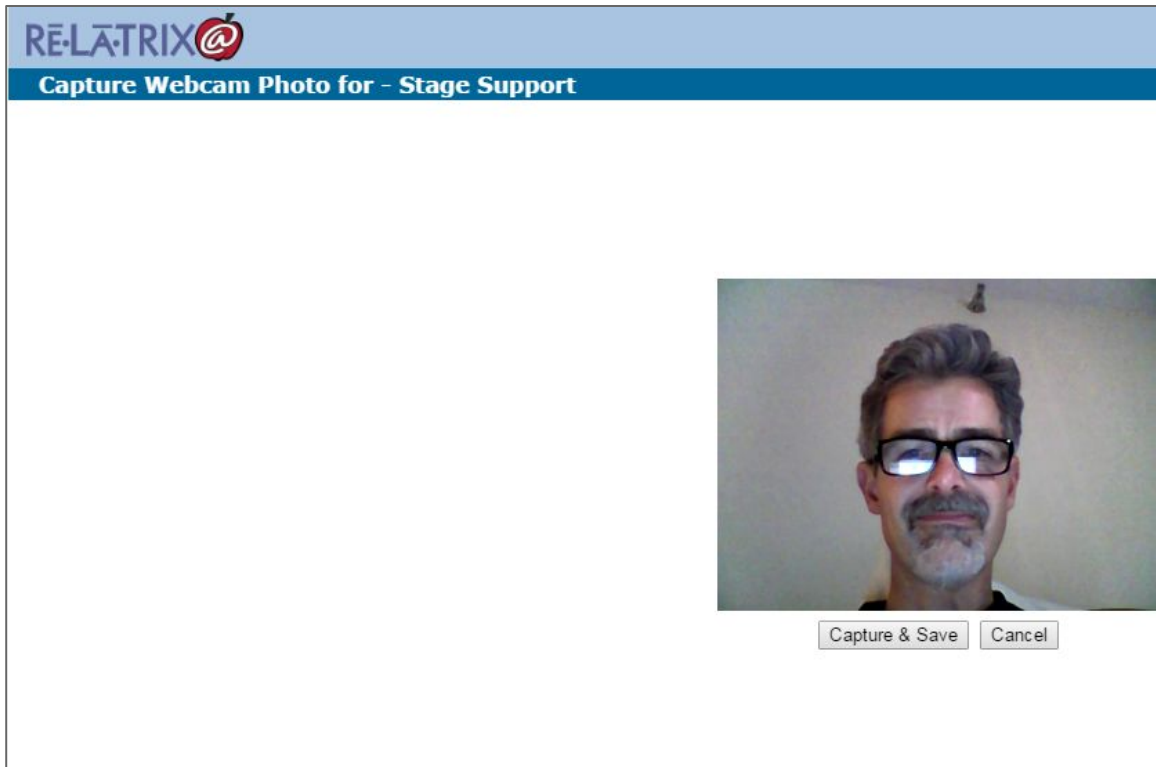
Once inserted in the volunteer's record you can…

- Print a badge for this volunteer w. photo
- Delete the photo and start over

Capture Photo From Camera - 1

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Capture Webcam Photo for - Stage Support

Adobe Flash Player Settings

Camera and Microphone Access

stage.ezcommunicator.net is requesting access to your camera and microphone. If you click Allow, you may be recorded.
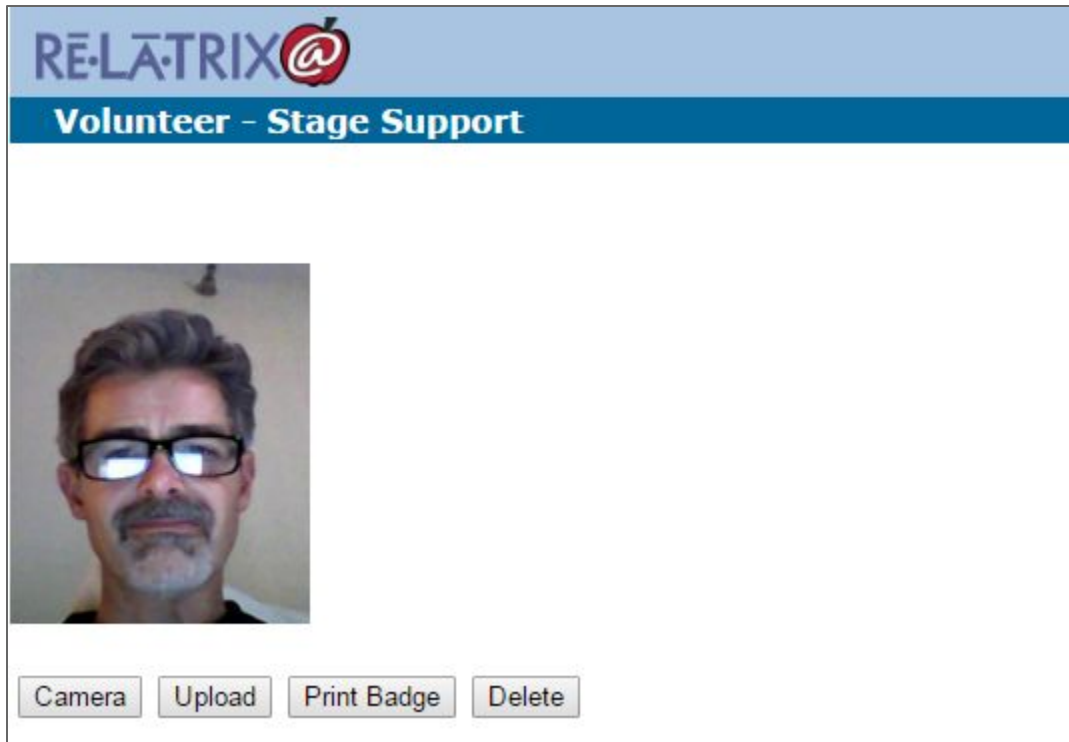
Allow | Deny

Capture & Save | Cancel

- First time using the webcam will require you to approve using the software to run the camera

- After you AGREE use right-mouse in camera window and choose SETTINGS. Check Remember so you do not have to AGREE next time.
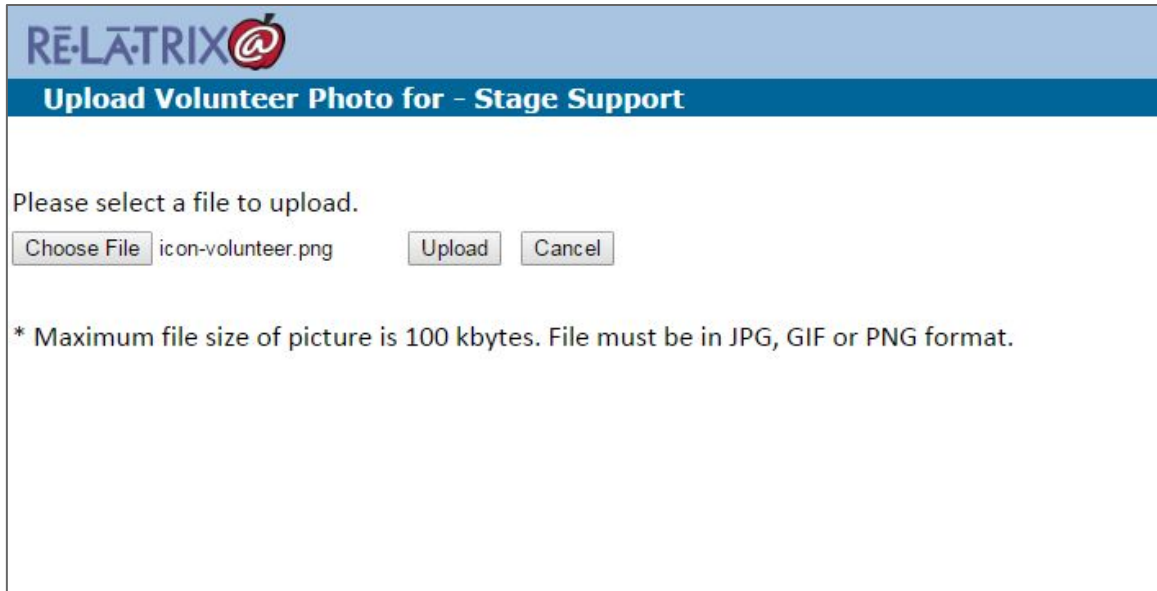
Capture Photo From Camera - 2

- Have the volunteer stand in-front of the webcam and centered in the frame

- Have a plain background that is not too bright.

- Have enough lighting to avoid lots of shadows

Capture Photo From Camera - 3

- Photo will be cropped to center on the volunteer

- If dissatisfied, press CAMERA to try again

- Print the badge from their record or wait until you have enough to print a page of badges

Upload Photo - 1

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Upload Volunteer Photo for - Stage Support

Please select a file to upload.

Choose File | icon-volunteer.png   Upload | Cancel

* Maximum file size of picture is 100 kbytes. File must be in JPG, GIF or PNG format.

- Press UPLOAD button and then choose an image file from disk

- The file must be no larger than 100kb and in JPG, GIF or PNG format

- Press CHOOSE File and search for photo on disk

Photo Upload - 2

- Set file display to LARGE ICONS so it is easier to view photos

- Select photo for this volunteer

- PRESS OPEN to upload the photo

Tips For Upload - Using Your Phone

1. Take photos in portrait (vs landscape) orientation
2. Max file size for photos is 100kb, so…
   a. Set your phone camera to lowest resolution
   b. If you cannot get a low resolution photo, try a photo resizer
3. Uploads must occur from an accessible disk
   a. move/backup your photos to your computer or a cloud drive you can access on your PC
   b. might mean doing this work from home

Speaking of Image Files...

- Your school logo can be uploaded by central office

- Uploaded logos are used for displaying kiosk web pages

- Logos also used when no volunteer photo is available

Thank You

RELATRIX Customer Support

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