



VOLUNTEER PHOTOS

Improving security and engagement



K12 Community Engagement Solutions

Photos - Where To Start

RE-LA-TRIX@
Volunteer List

☒ Filter/Search ALL Schools Choose a Filter... Go

Go Add Volunteer --Choose a Groups Filter-- Go

☐ Hide inactive volunteers

[Select All](#) Total volunteers: 1 Volunteers Selected: 0

<input type="checkbox"/>	LName	FName	UserName	School	Phone	Register	Update	BG Check Date
<input type="checkbox"/>	Support	Stage	support@relatrix.com	Bacon	800-570-6234	07/03/2008	02/11/2016	08/26/2014

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- 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.




*Administration Building
Demo
Volunteer



VO000002
Volunteer

Options For Adding A Photo

Volunteer - Stage Support



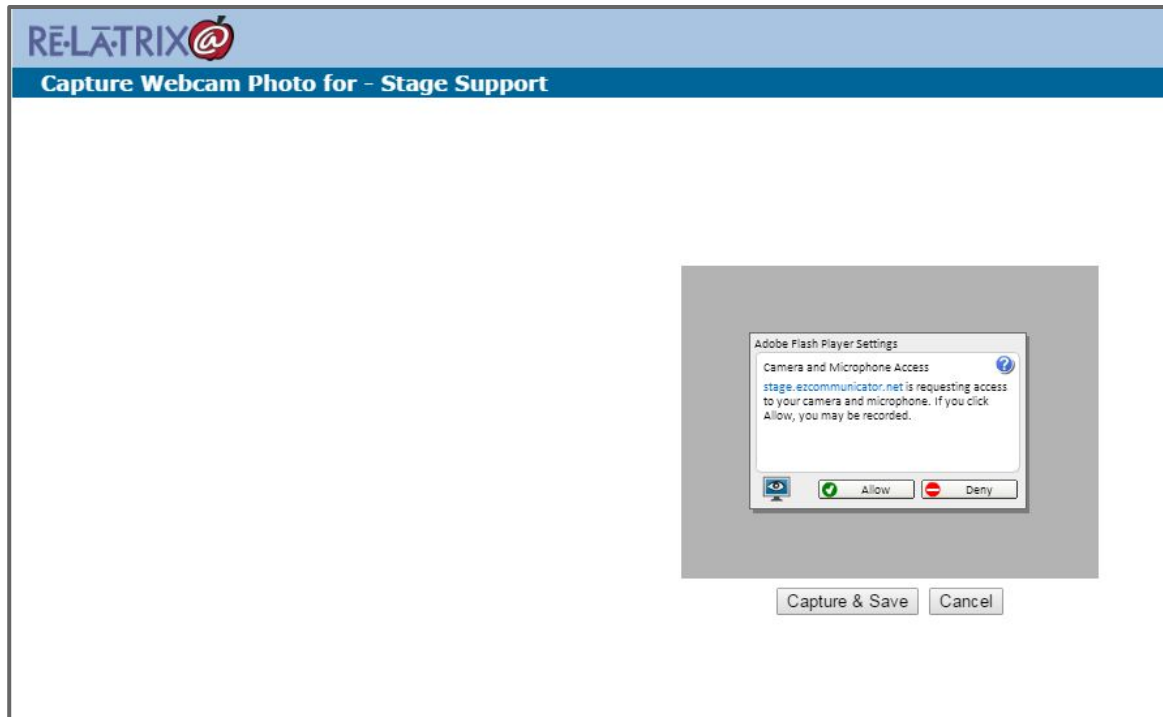
Account Information

- 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...

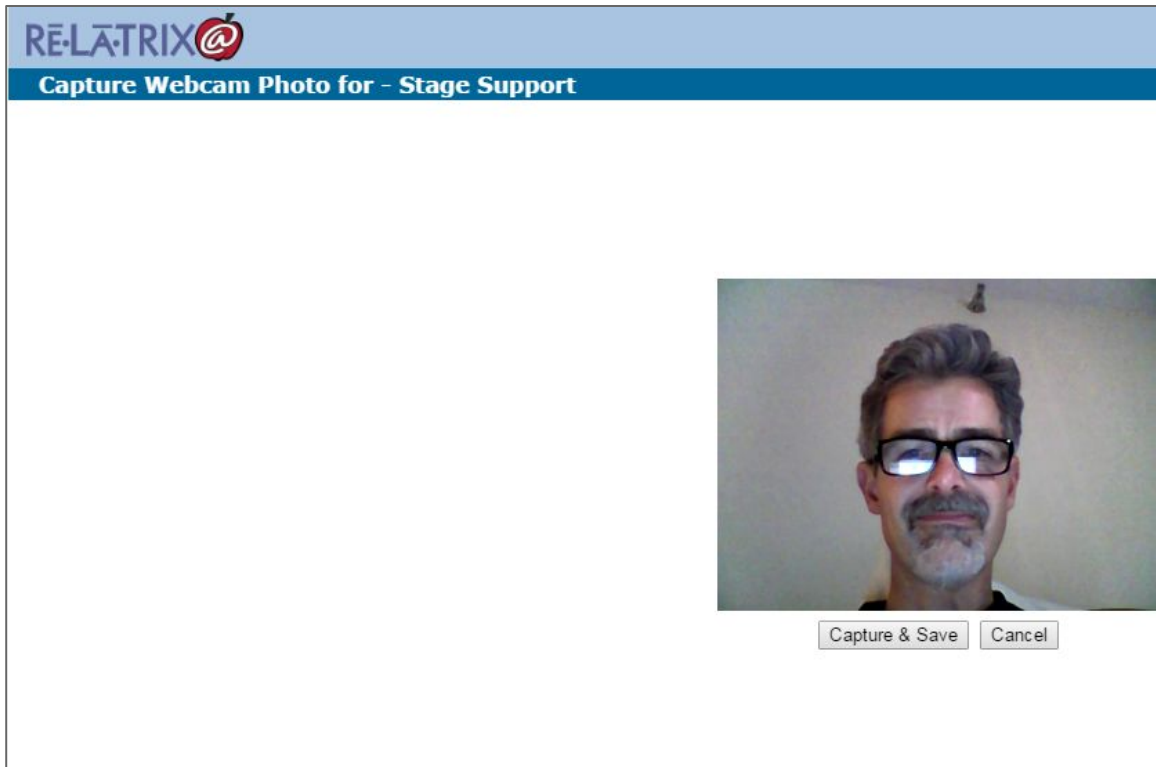
- Print a badge for this volunteer w. photo
- Delete the photo and start over

Capture Photo From Camera - 1



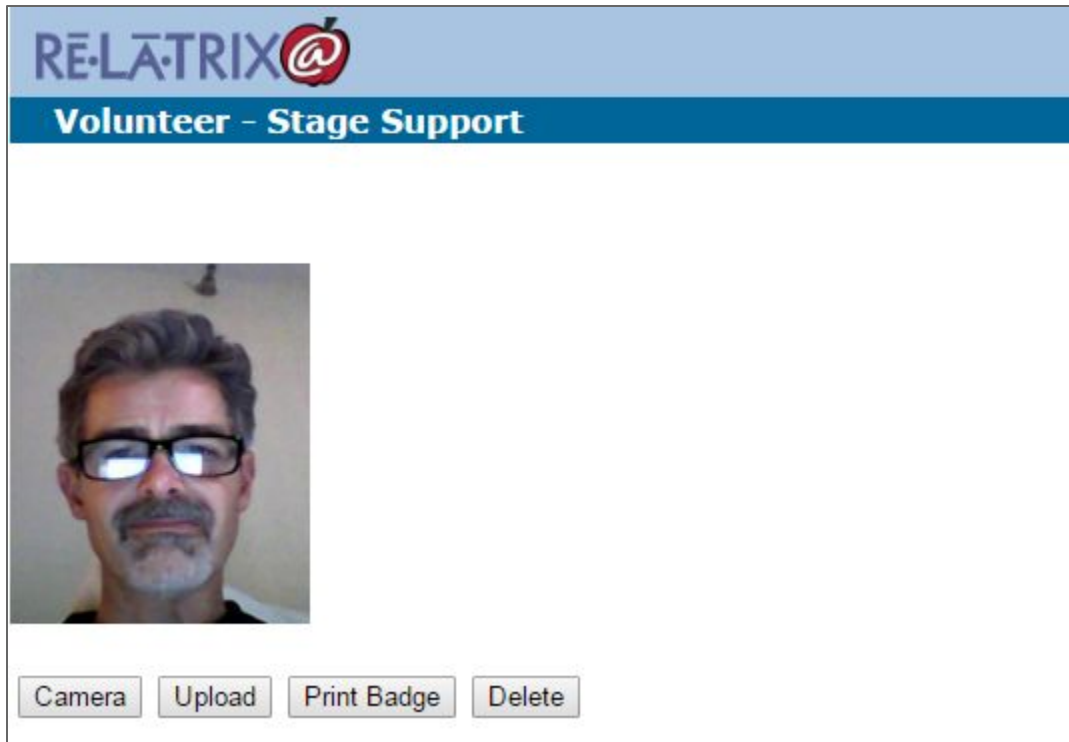
- First time using the webcam will require you to approve using the software to run the camera
- After you AGREE use right-mouse in camera window and choose SETTINGS. Check Remember so you do not have to AGREE next time.

Capture Photo From Camera - 2



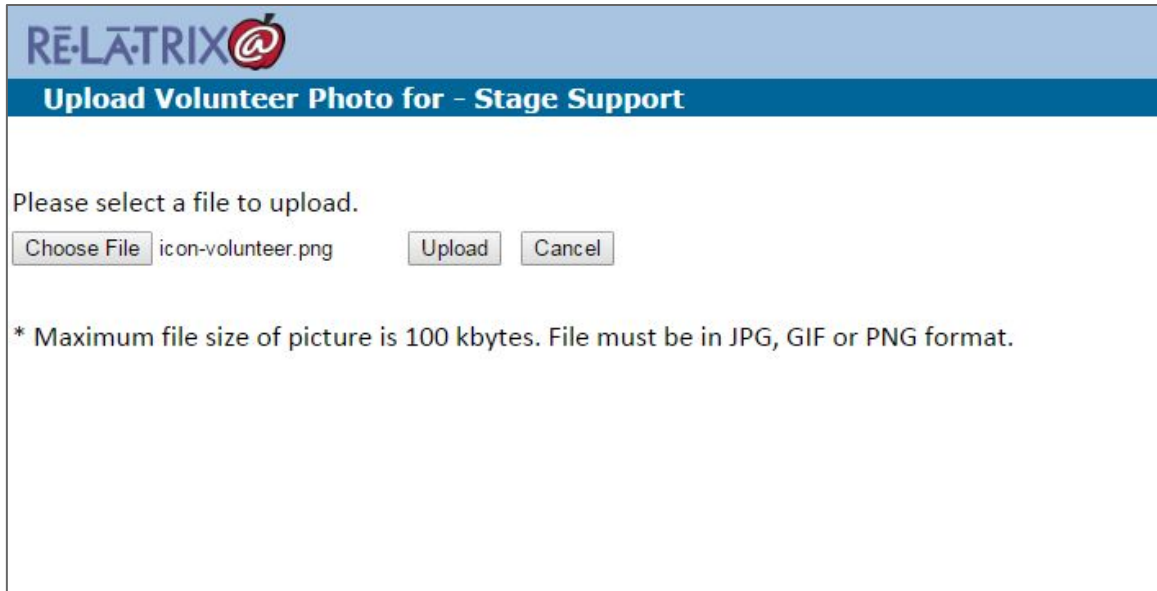
- Have the volunteer stand in-front of the webcam and centered in the frame
- Have a plain background that is not too bright.
- Have enough lighting to avoid lots of shadows

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



The screenshot shows a web interface for uploading a volunteer photo. At the top, there is a blue header with the logo "RE-LATRIX@" and the text "Upload Volunteer Photo for - Stage Support". Below the header, the text "Please select a file to upload." is displayed. Underneath this text, there is a "Choose File" button, followed by the filename "icon-volunteer.png", and then "Upload" and "Cancel" buttons. At the bottom, a note states: "* 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...



Laurel Sign In

Select Language ▼

Volunteers:
Please use your Name Badge and the scanner to start or finish volunteering today. If you do not have a Name Badge, use the Manual Volunteer Sign In or Sign Out buttons with your volunteer account username and password.

Visitors:
Please use the Visitor Sign In button. You will receive a printed sticker badge valid for today only. Sign out by using the scanner and your sticker badge, or use the Visitor Sign Out button.

Scan In/Out

Registered Volunteer

Manual Volunteer Sign In

Manual Volunteer Sign Out

[Send us your comments](#)

Campus Visitor

Visitor Sign In

Visitor Sign Out

- 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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