



Photographer & Team Photograph Printing

Detailed below are the key tasks for the person taking the team photos before their swimming session commences.

Ensure your camera is set for indoor photos

Find team captain and ask them to bring every one into back room for their photo and give each member who is swimming their medal.

Get the team in the order they prefer in front of the blue screen displaying their medals if they wish. Also ensure the team wish to have the photo taken wearing their swim suits or not.

Take the photo and when you are happy with quality tell the team to make their way to the pool side for further instructions by the Pool Manager.

When all the teams in this session have been photo'd Insert the card to the reader and connect to the laptop.

Save the photograph into respective folder set up in the laptop. Each photograph needs to be identified and named with team name for ease of tracking for future reference.

Open the Photo Print Template

Insert the team name onto the certificate & copy, paste the photograph and check it is aligned correctly.

Print one copy per team.

Please note; It is important that there is at least one adult from the team present whilst the photo is being taken.