

How to generate Blue Sombrero Player/Coach Cards

There are two steps to generating the player/coach cards:

Step 1: Upload pictures of each player and coach to Blue Sombrero.

Step 2: Generate the Player and Coach Cards.

Step 1 - Upload Pictures

Please note that you need to upload pictures of all your players, the head coach and assistant coach to Blue Sombrero prior to asking your region to generate the Player/Coach cards as we require a picture on each Player and Coach Card.

Here is how:

Ask each parent to sign into their Blue Sombrero ACCOUNT page and then follow these steps below.

- Click on the gray image to the left to your players name to *View Player Profile*. If this image is already a photo of your player, you do not need to do anything further.
- Once on the Player Profile page, please click on the camera image that sits within the gray image of an upper body, in the top left corner of this page.
- A smaller window will pop up, asking you to Upload a Profile Picture.
- Click the red button "Remove" (to remove the existing gray image)
- Now click the blue button "Upload Photo" (note file extensions accepted)
- Use the control buttons below the picture to fit the head and shoulders into the picture frame.
- Save the picture. Done!

Follow these steps to see if the pictures of your players have been uploaded:

- Go to your region's main page in Blue Sombrero by logging in and clicking on the upper left logo of "DICKS TSHQ".
- Hover over "Team Central" and select "Team Directory".
- Search for your own team and select "Roster".
- The picture appears next to the player's name.(Note there is a *roster view* and a *photo view*. Select photo view if not already the default view)

Step 2: Generate the Player and Coach Cards

To generate Blue Sombrero Player Cards and Coach Cards for the tournament please ask an authorized Blue Sombrero user in your region to generate the following reports for you:

Player Card Report
Volunteer Card Report

Please ensure you have Coach Cards for BOTH the Head Coach and the Assistant Coach.

Note: Player/Coach Cards must be signed by the Regional Commissioner.