



# CREAN LUTHERAN HIGH SCHOOL

## Saints Shutterbugs Upload Instructions

### FILE SIZING

It is really helpful for us to have images that are of a manageable size. If you use the following settings we will have images that will be of a printable resolution but will not be an overwhelmingly large file size.

If you are using Adobe Lightroom to process your images please use the following export settings:

#### File Settings

- Click the checkbox that says “Limit file size to:”
- Enter 3072K into the box next to “Limit file size to:”

*Please note that you may need to adjust that number based on your camera. Start at 3072K. If that is too small enter 4096K or 5120K*

#### Image Sizing

- In the box beside “Resolution:” enter 350 pixels per inch.

### NAMING FILES

Please name all files using with the following format:

Date/Team (including level)/opponent/sequence#

For example, if the photo is of the varsity boys basketball team playing against St. Margarets on February 3, 2017, the file would be named:

20170203VBBballStMargarets\_1

### ABBREVIATIONS FOR SPORTS TEAMS

Fall Sports	Winter Sports
VF - Varsity Football	VBS - Varsity Boys Soccer
JVF - Junior Varsity Football	JVBS - Junior Varsity Boys Soccer
FSF - Frosh/Soph Football	VGS - Varsity Girls Soccer
VGVBall - Varsity Girls Volleyball	JVGS - Junior Varsity Girls Soccer
JGVVBall - Junior Varsity Girls Volleyball	VBBball - Varsity Boys Basketball
FSGVBall - Frosh/Soph Girls Volleyball	JVBBball - Junior Varsity Boys Basketball
BBeachVBall - Boys Beach Volleyball	FSBBball - Frosh/Soph Boys Basketball
VGT - Varsity Girls Tennis	VGBball - Varsity Girls Basketball
JVGT - Junior Varsity Girls Tennis	JVGBball - Junior Varsity Girls Basketball
VGG - Varsity Girls Golf	FSGBball - Frosh/Soph Girls Basketball
JVGG - Junior Varsity Girls Golf	
WP - Water Polo	
XC - Cross Country	
CS - Cheer/Song	

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## Spring Sports

VBBaseball - Varsity Boys Baseball  
JVBBaseball - Junior Varsity Boys Baseball  
FSBBaseball- Frosh/Soph Boys Baseball  
VBT- Varsity Boys Tennis  
JVBT- Junior Varsity Boys Tennis  
VBVball- Varsity Boys Volleyball  
JVVBVball - Junior Varsity Boys Volleyball  
FSBVball - Frosh/Soph Boys Volleyball

VBG - Varsity Boys Golf  
JVBG - Junior Varsity Boys Golf  
TF - Track & Field  
VBLAX - Varsity Boys Lacrosse  
JVBLAX - Junior Varsity Boys Lacrosse  
VGLAX - Varsity Girls Lacrosse  
JVGLAX - Junior Varsity Girls Lacrosse  
SD - Swim & Dive

## CAMERA SETTINGS

### Clock

Please also be sure that your camera's internal clock is set to the correct time. Remember to change your camera's clock to reflect Daylight Savings Time or Pacific Standard Time. This helps when there is more than one photographer at an event. The pictures can be sorted based on time taken and will give a nice timeline to anyone viewing the gallery.

### Copyright

Please add your name to the copyright field in your camera. This will allow us to give the photographer credit for his/her work.

## UPLOAD LINK

Upload links will be generated on a per sport basis. Please email Wendy Rueter in the Marketing Department at [rueter@creanlutheran.org](mailto:rueter@creanlutheran.org) for the appropriate link.

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